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http://assets.gcflearnfree.org/site/classes/word/_icon.png

**Word 2010 Assignment 1**

For this assignment, you will download and edit a Word 2010 document using features and commands taught in this week’s lessons.  
  
**Download the File**  
Download and save the file [Multi-Family Garage Sale](http://assets.gcflearnfree.org/downloads/wd10_Assignment_1_Start.docx). For more instructions on how to download files, review: [How to Download a File](http://www.gcflearnfree.org/PopUps/DownloadTips.aspx). *Note: if you see a yellow bar at the top of your document titled "Protected View," be sure to click the "Enable Editing" button so you can complete the assignment.*  
  
**Edit the File**  
Open the file you just saved and **complete the following steps, in order, step-by-step**. When you are done with the assignment you will save the file and submit it to your instructor. **NOTE**: Please do not change any of the default settings (i.e., fonts, formatting, arrangement of items, etc.) or add/delete any additional items or formatting within your assignment unless specifically asked to do so in the instructions below.

1. Modify the Page Set Up
   1. Set the **page margins** for the entire document to **Narrow** from the default margin options
   2. Change the **page orientation** to **Landscape** for the entire document  
      *HINT: To select the entire document, use the CTRL key and the A key at the same time.*
2. Convert existing text to WordArt
   1. Select the title “**Multi-Family Garage Sale**”
   2. Format text as WordArt and choose WordArt Style **Fill – Olive Green, Accent 3, Outline – Text 2**
   3. Apply **66 pt font** to the **WordArt** you just created (**HINT**: to manually change the font size, click the drop-down arrow in the font size drop-down box to "highlight" the point size and then manually type in the value that you''d like to change it to)
3. Use various font sizes and font styles
   1. Select all of the text below the picture
   2. Apply **15 pt Comic Sans MS** font to the text that you have selected  
      *HINT: You may have to input the font size if it is not in the drop down list*
   3. Change the text color to **Olive Green, Accent 3**
4. Apply text formatting using the font selections on the Home Tab
   1. Select the text “**Come by and make us an offer!**”
   2. Apply **underline** and **bold** formatting to text selected in step 4a by using the underline, bold commands in the font group on the Home Tab
   3. Select the text “**Saturday from 6 a.m. to noon**”
   4. Apply **italics** formatting to text selected in step 4c by using the italics command in the font group on the Home Tab
5. Insert a Textbox
   1. Insert an **Austere Quote Textbox** at the bottom of the page (not in the footer)
   2. Type the **italicized** text listed in the steps below, as directed, inside the textbox (do not change the default font settings):
   3. On line one type: *Holly Hills Housing Development*
   4. On line two type: *1422 Willow Drive*
   5. On line three type: *Marsh, FL 30421                                                               (HINT: ensure that you have the following default settings in your textbox: Times New Roman, 12 pt, italics, centered)*
6. Use proofing tools to check for spelling errors
   1. Run a **spell check** for the entire document and make any changes indicated
7. **Save** your document and submit to your instructor using the submission tool



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