

Word 2010 Assignment 2

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 [Summer Birthdays](#). For more instructions on how to download files, review: *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
 - a. Set the **page margins** for the entire document to **Narrow** from the default margin options
 - b. Change the **page orientation** to **Landscape** for the entire document
HINT: To select the entire document, hit the CTRL key and the A key at the same time.
2. Create a Hyperlink
 - a. In the paragraph, find and select the text that shows the **email address** mc-mcgrewk@seovec.org
 - b. Add a **hyperlink** to the text that connects to that email address (do not change the email address)
 - c. In the hyperlink dialog box, make sure the text to display says mc-mcgrewk@seovec.org
HINT: There are different types of hyperlinks. Please make sure that you are converting this to a hyperlink that connects to an email address, not a web address.
3. Apply a Picture Style
 - a. Select the **photo of the balloons** in the upper left hand corner of the page
 - b. Add the Picture Style **Bevel Rectangle** to the picture
4. Change Line Spacing
 - a. Select the text below the paragraph, including the word **May** and all the text up to and including the last name **Kate**
 - b. Change the **line spacing to single space**
5. Convert text to columns using column breaks
 - a. Select the text starting from the word **May** up to and including the last name **Kate**
 - b. Format the selected text into **4 columns**

- c. Place your cursor directly in front of the letter “**J**” in **June** and **insert a column break**. This should move June to the next column
 - d. Place your cursor directly in front of the letter “**J**” in **July** and **insert a column break**. This should move July to the next column
 - e. Place your cursor directly in front of the letter “**A**” in **August** and **insert a column break**. This should move August to the next column
HINT: There should be four columns when you are done. Each of the headings should be evenly lined up across the top. Click on the Show/Hide command (¶), found in the paragraph group on the Home Tab, to make sure that you have a column break at the bottom of the first three columns.
6. Modify bullets in a list
 - a. Under the **May** heading select all of the students’ names in that list
 - b. Convert the round bullets to square bullets
 - c. Repeat for **June, July, and August**
 7. Insert a shape and modify
 - a. In the **upper right hand corner of the page**, insert the Shape **Up Ribbon** from the **Stars & Banners** category of Shapes (When you create the shape, please be careful that it does not cover any of the existing text, but is large enough to type text into)
 - b. Change the **Shape Style to Colored Fill – Orange, Accent 6**
 - c. Using the add text selection, type “**Happy Birthday**” inside the ribbon (You can make the ribbon larger if you need to in order to make the text fit, but please remember not to cover up any of the other text)
 - d. Apply **bold formatting** to the text
 8. Insert Clip Art
 - a. Insert **clip art** of a **birthday cake** directly below the last column of names
 9. Save your document and submit to your instructor using the submission tool