Creating a Newsletter with a Pull-Quote and Graphics

Objectives:

- Insert and format WordArt
- Set custom margins
- Set custom tab stops
- Crop a graphic
- Rotate a graphic
- Format a document in multiple columns
- Justify a paragraph
- Hyphenate a document
- Format a character as a drop cap
- Insert a column break
- Insert and format a text box
- Copy and paste using a split window
- Balance columns
- Modify and format a SmartArt graphic
- Copy and paste using the Office Clipboard

Reading:

- Read pages WD402 – WD459 Including
  - Plan ahead boxes
  - BTW column extra’s
  - Step-by-step
  - Q&A

Assignments:

- Savvy Shopper Newsletter
- In the Lab #2 WD466

Submission: (submit in Angel)

- Savvy Shopper Newsletter
- In the Lab #2 – The Shutterbug

Testing:

- Complete chapter 7 test in Angel
- Complete Final Exam in Angel
- Complete Final Project – Instructions in Angel