Microsoft Word Formatting

**Directions**: This activity is to explore the formatting options available in Microsoft Word. Complete each as directed using the buttons on the ribbon. Be sure to know where to find each feature and what they do. Save as usernameformatting.

1. Create a word document and change the margin to moderate.
2. Insert the following title on the page. Use Word Art, 36 pt with a drop shadow and center.  **Formatting Application**
3. Below the header (within the same document) create a document with 2 columns
4. In the left column, type out 4 sentences on what spring means to you.  Then insert a related picture in the top right-hand corner of the paragraph and text wrap the paragraph around and below the picture.
5. In the same column below the step number 3, find a picture of the American Flag and resize picture to fit in the left column.
6. On the flag insert a text box with the first 20 to 25 words of The **Preamble to the United States Constitution.**
7. Apply washout style to the picture of the American Flag.
8. Using SmartArt, fill in radial cycle with 8 planets and sun in the middle.
9. Top of the second column type your name. Use borders and shading to enhance its appearance.
10. Below your name, use shapes to create a picture of a birthday cake.
11. Use a callout to type out a birthday message.
12. Make a bulleted List including 5 Word formatting features.
13. Use a numbered list. Add 5 symbols with at least one being an equation.
14. Apply a page color and a page border to your document.
15. Save as usernameformatting and email to me.