

WORD: HALLOWEEN DANCE

Formatting Text



{New Skills}:

- A. **Home>Font>Text Effect:** Apply Glow, Shadow, Outline, Reflection
- B. **Home>Font:** Text Highlighter, Change Case, Increase Font Size
- C. **Home>Paragraph:** Center, Align Right
- D. **Home>Clipboard:** Format Painter
- E. **Home>Font Dialog Box:** Small Caps

Instructions:

You are in charge of creating a flyer for the upcoming Halloween Dance at MMS. The flyer will highlight important details and organize the information to catch the eye.

1. Open the [Dance](#) source document located on the class website.
2. Insert a Header (Insert>Header&Footer>Header>Blank (Three Columns)
 - a. Left – Name (First and Last)
 - b. Middle – Dance
 - c. Right - Period
3. Save As LastName FirstInitial Dance(save to your flash drive in your Word folder)
4. Select the title, [The Monster’s Ball], and format:
 - a. Center Align {C}
 - b. Font: Chiller, 48 pt
 - c. Text Effect: Glow (Orange, 5pt glow, Accent color 2) {A}
5. Select the MMS Gym, Date and Time and format:
 - a. Center Align {A}
 - b. Font: Bell MT, 20 pt
6. Select [Music by:] and format:
 - a. Bold and Italic
 - b. Font Type: Bell MT, 18 pt
 - c. Text Effect: Outline, Green, Accent 6 {A}
7. Using the Format Painter, apply formatting of [Music by:] to the [Admission: \$5] text
 - a. Select [Admission: \$5] and change to uppercase (Change Case) {B}
8. Select [Costume Contest Judging] line and format:
 - a. Font Color: Purple
 - b. Font Size: 16 pt
 - c. Text Effect: Outer Shadow (Offset Diagonal Bottom Left) {A}
9. Select all the lines in the [Costume Contest..] and **Align Right** {C}
10. Select the lines [Prizes for ...Best Impersonation] and **Increase Font Size to 14pt.** {B}
11. Select the [Sponsored by...] lines and format font in **Small Caps** {E}
12. Apply a yellow text highlight to the line [Pizza, soda...] {B}
13. Select the musicians [Ghost Train] and [DJ EL] and apply a **Reflection Text Effect.** {A}
14. Change the date to read our current year.
15. Save

Mr. Kurtz

Dance

All Periods

The Monster's Ball

Miamisburg Middle School Gym
Friday, October 31, 20xx
3 pm to 7pm

Pizza, soda, and other treats provided

Music by:

Ghost Train

DJ EL

ADMISSION: \$5

Costume Contest Judging: 6pm Sharp!

Prizes for:

- Best Male Costume
- Best Female Costume
- Best Couples Costume
- Funniest Costume
- Scariest Costume
- Best Impersonation

SPONSORED BY THE MIAMISBURG MIDDLE SCHOOL STUDENT COUNCIL. \$2 FROM EACH TICKET
WILL BE DONATED TO THE DAYTON CHILDREN'S FOUNDATION.