

SIMPLE WORD 2003: Advanced

How to create, design and modify a document by word processing.

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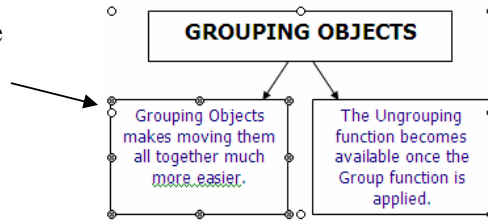


Step 7. Select the first Text Box that contains the blue text. (Click on its border once then again so the box receives the selection markers) Set the Size to 9.

Step 8. Select the second Text Box that contains the blue text and set the Size to 9.

Step 9. Select the WordArt text and move it up higher to give more room for the large Text Box to be increased.

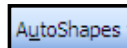
Step 10. Select the large Text Box and increase the size so all the text is visible. (Click-drag the bottom right select marker down and right)



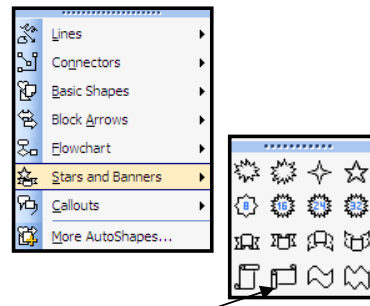
Now let us work on the backside of the brochure being the second part (middle part) of this page.

Step 11. Insert a Ribbon AutoShape to the top part of the back side of the page. View the diagram on the next page.

AUTOSHAPES - RIBBONS



- Click on the **AutoShape icon** located on the Drawing toolbar
- Click on **Stars and Banners** from the menu provided
- Click on the **Down Ribbon** option
- Click-drag** to shape and size the object

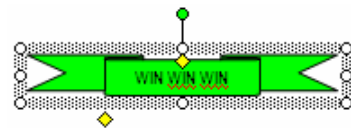


Step 12. Add text to the Ribbon.

ADDING TEXT TO AN AUTOSHAP

- Right-click** on the Ribbon AutoShape to call upon the relating menu
- Click on the **Add Text** option
- Type the text **WIN WIN WIN**

Step 13. Select the AutoShape (Click on it) then apply the Center function and set the Font to Arial Narrow.



Step 14. Whilst the AutoShape is selected apply the Fill Color function and set the colour to Green.

FILL GREEN



- Click on the **AutoShape object** to select it
- Click on the **Fill Color scroll bar** located on the Drawing toolbar
- Click on the **Light Green** option

Step 15. Whilst the Ribbon is selected perform the Copy function. Unselect the Ribbon AutoShape and perform the Paste function then move the second Ribbon AutoShape to the bottom of the page.

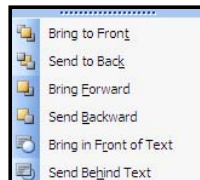
Step 16. Insert a Text Box that will cover both ribbons. (*Click on the Text Box icon, click-drag from the top left corner above the top ribbon and down to the bottom right of the bottom ribbon*)

The Text Box will sit in Front of the two Ribbon AutoShapes, we will need to apply the Send to Back function to view the Ribbons.

Step 17. Select the Text Box and apply the Send to Back function.

SEND TO BACK

- a. Have the object selected
- b. Click on the **Draw icon** located left of the Drawing toolbar
- c. Click on the **Send to Back** option



* The Text Box is sent behind the Ribbon Shape objects

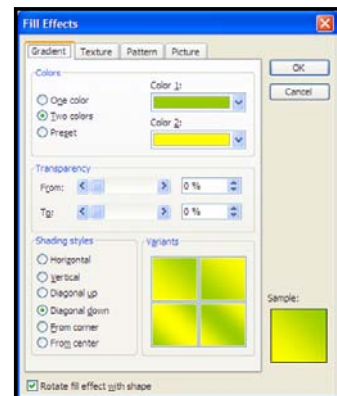
Step 18. Enter the following text to the Text Box as shown in the diagram. Apply the necessary formatting.

Step 19. Select the Text Box and apply the following Shaded Fill Effect.



FILL EFFECT – DIAGONAL DOWN SHADING

- a. Have the Text Box selected
- b. Click on the **Fill Color** icon from the Drawing toolbar
- c. Click on the **Fill Effects** option
- * The Fill Effects window appears
- d. Click on the **Diagonal Down** option in the **Shading Styles** area
- e. Click on the **Two colors** option in the **Colors** area
- * Two Color areas will be displayed
- f. Click on the **Color 1. scroll bar** and select a **Green pallet**
- g. Click on the **Color 2. scroll bar** and select a **Yellow pallet**
- h. Click on the **Ok** button



Step 20. Perform the Save function.

Step 21. Move the Text Box to the right. (*Click-drag the Text Box to the right*) Notice that only the Text Box moved and not the Ribbons.

Step 22. Perform the Undo function.