Activity 15: American Traveler

Instructions:

1. **Create** a NEW document. **Save** as **AMERICAN TRAVELER** to your Computer 6 folder. Use **Figure 15-1** as a guide.

2. Set **spacing after** to 0 pt and **line spacing** to single.

3. Set both the **top** and **bottom margins** to **.**5" and both the **left** and **right margins** to 1".

4. Type **American** press **Enter** and then type **Traveler**

5. Format "American" to **Times New Roman 30 pt**. **bold** in **ALL CAPS** with a font color of **Dark Blue**. Format "Traveler" to **Times New Roman 48 pt**. **bold** in **ALL CAPS** with a font color of **Green**.

6. Move the insertion point [blinking cursor] to the end of "Traveler" and press **Enter one time**.

7. Change the font to **Arial 10 pt**., **black**, and **turn OFF Bold** if it is on, and **turn OFF caps lock** if it is on.

8. Press **ENTER two times**.

9. Set the following tabs:
   Center tab at **3.2"**
   Right tab at **6.3"**

10. On the line where you set the tabs **type the following text** in the location indicated. See **Figure 15-1** if needed.
    At the left side of you page type the text - Volume 3, Number 3
    Press Tab and enter the text - A Publication of Carl's Travel Network
    Press Tab and enter the text - Summer 2011

11. Position the insertion point after Summer 2011 and press **ENTER four times**.

12. Go back and select the line containing the dateline information you just entered and format as follows:
    o **Home** Tab, **Paragraph** Group, select the down arrow to the right of the **Borders** button
    o Select **Borders and Shading** at the bottom of the list
    o Select the **Borders tab**
    o Select the following: **Setting**: **Custom**, **Style**: **Single**, **Width**: **2 ¼ pt**., In the **Preview Box** click to select only the **Top** and **Bottom**, OK

13. Keep the file you have started opened. Then **open** a file named **TRAVELER** – Start, Shortcut to Cusmano, 6th, TRAVELER, OK. Highlight all of the text in this file and **copy** it. Once you copy the text you may close the file TRAVELER without saving.

14. Place your cursor beneath the dateline information you just entered and formatted. Be sure to leave one blank space after your dateline information. **Paste** the text you copied in direction #13 at this location.

15. Select the text that you just copied and pasted and change **spacing after** to **0 pt** and **line spacing** to **single**.

16. Place your cursor blinking before Smokers Meet New Restrictions… Insert **THREE columns** from **This Point Forward.**

**NOTE THE FOLLOWING**:

17. Select the headline **SMOKERS MEET NEW RESTRICTIONS DURING TRAVEL** and change to **Center**, **Arial, 14 pt**., **Bold**. Use the **Format Paintbrush** to copy this formatting to the headline **CRUISING ON THE RHINE**.

18. Select all text except the titles **SMOKERS MEET NEW RESTRICTIONS DURING TRAVEL** and **CRUISING ON THE RHINE.** **Hint:** Use the CTRL key to select text that is not touching. To the selected text make the following changes: **Justify**, **Times New Roman font**, and **12 pt font size.**

19. Create **drop caps** as shown in Figure 15-1. Drop caps should be in the **Times New Roman** font. Choose the **Dropped** selection with **3 Lines to Drop**.

20. Select all of the lines of text beginning Travel Trivia: and ending with A: Toronto.
    o **Home** Tab, **Paragraph** Group, select the down arrow to the right of the **Borders** button
    o Select **Borders and Shading** at the bottom of the list
    o Select the **Borders tab**
    o Select the following: **Setting**: **Box**, **Style**: **Double**, **Width**: **1 ½ pt**.
    o Select the **Shading tab**
    o Change **Fill** to **15% Gray**.

21. With the lines of text still selected from direction #20 above change the font style to **Arial** and the size to **12 pt**. as shown.

22. Select only the title **Travel Trivia**: and change to **Bold**, **center**, and apply **all caps**.

23. Select the text in column three beginning with TRAVEL HIGHLIGHT OF THE SEASON and ending with Call today (211) 555-5555. Apply a fill **Shading** of **15% Gray**. (See direction #20 for help on where to go if needed).

24. Format the shaded text as follows:
    Title - TRAVEL HIGHLIGHT OF THE SEASON – **Arial**, **12 pt**., **bold**, **center**
    Subtitle - The Greek Islands – **Arial**, **10 pt**., **center**
    Remaining Body Text – **Arial**, **10 pt**.

25. Locate and insert the ship clip art image shown. Search for **SHIP**. Place it in the location shown between columns 1 and 2. **Size** the image as shown and set **Text Wrapping** to **Square**.

26. Locate and insert the car with luggage clip art image shown. Search for **LUGGAGE**. Place it in the location shown. **Size** the image as shown and set **Text Wrapping** to **Square**.

27. Use the **Find** feature to locate the word **Santorini** and select the word. **Insert a Hyperlink**.
    Address – www.santorini.net/home.html
    ScreenTip – Santorini Island

28. Use the **Find** feature to locate the word **Piraeus** and select the word. **Insert a Hyperlink**.
    Address – www.piraeus.com/
    ScreenTip – Piraeus Island

29. Insert a **Footer** – Name   American Traveler   Date.

30. **Resave** the document. **Print preview** and compare your document to Figure 15-1 (it should look similar).

31. **Print** if required by your instructor.