


Event Program for Author Readings

A group of writers living on Renfrew Island near Seattle, WA, have put together an evening of readings for the local community. You have volunteered to create a program for the event that will be distributed to audience members. You will **Set Up Columns**, **Format Text**, and **Modify Graphics**. The completed program appears in FIGURE 1-6 on page 7.

Set Up Columns

First, you set up the document on two pages in landscape format with two columns per page so that the completed program can be printed on two sides of an 8½ × 11" paper and folded in half to make a simple booklet. This format results in four panels, which are organized as shown in FIGURE 1-1.



STEPS

1. Open a new blank document in Word, click the Show/Hide button  in the Paragraph group to show the paragraph marks if they are not already displayed, click the Layout tab, click the Orientation button in the Page Setup group, then click Landscape
2. Click the Margins button in the Page Setup group, click Custom Margins, set the Left and Right margins at .6, click OK, then save the document as PR 1-Event Program for Author Readings to the location where you save your files for this book
3. Click the Columns button in the Page Setup group, click More Columns, click Two, select the contents of the Spacing text box, type 1, press [Tab], compare the Columns dialog box to FIGURE 1-2, click OK, press [Enter] once, click Breaks in the Page Setup group, then click Page

Page 1 of the program includes the front cover (panel 1) and the back cover (panel 4) and page 2 of the program contains information about the program (panels 2 and 3).

HINT

The blank first page will become panels 4 and 1 of your two-sided program.

4. Click the Insert tab, click the Object list arrow in the Text group, then click Text from File
Most of the text that you need for the program is included in a Data File.
5. Navigate to the location where you store your Data Files, then double-click PR 1-01.docx
6. Click the Design tab, click Themes, select the Slice theme, click the Home tab, scroll up and select the heading Renfrew Island Writers, click the Heading 1 style in the Styles gallery, then click the Center button  in the Paragraph group
7. Select the text from "Gerry Donahue" to "Short Story: *The Last Picnic*," click the launcher  in the Paragraph group, then click Tabs
8. Type 4.25, click the Right option button, click the 2 option button, then click OK
9. Center Host: Donna Shaw, center Intermission, then save the document

The list of readers on panel 2 is formatted as shown in FIGURE 1-3.

FIGURE 1-1: Diagram of the Program

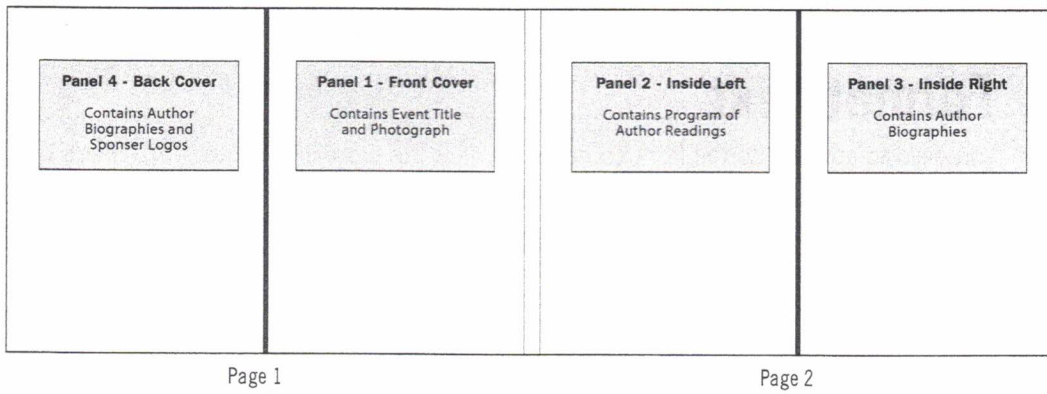
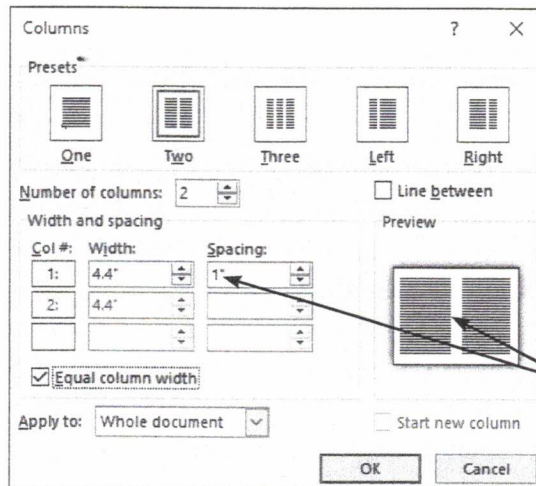


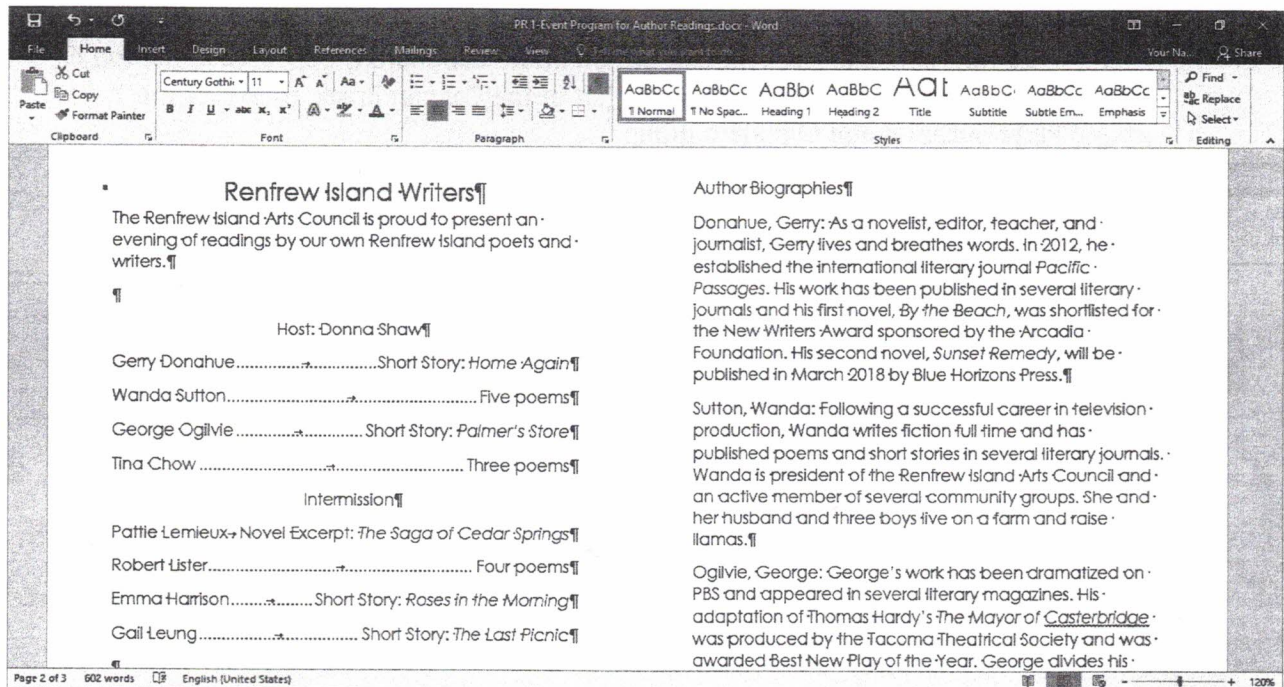
FIGURE 1-2: Columns dialog box



Preview shows a 1" gap between the two columns

Word 2016

FIGURE 1-3: Panels 2 and 3




Format Text

You need to add text to the front cover (panel 1) of the program. You use Text Effects to enhance the text on the front cover. You also need to format the author biographies that appear on panels 3 and 4 of the program. In addition, you sort the author biographies in alphabetical order by last name.

STEPS

TROUBLE

Adjust the Zoom as needed as you work with the text.

1. Press [Ctrl][Home], click the Layout tab, click Breaks, then click Column
The insertion point is positioned at the top of the second column on page 1, which is panel 1 (the front cover) of the program.
2. Enter text for the front panel as shown in FIGURE 1-4
3. Select Renfrew Island Writers at the top of the panel, click the Home tab, click the Text Effects and Typography button in the Font group, select Fill - Dark Green, Accent 4, Soft Bevel (top right selection), then increase the font size to 26
4. Scroll to page 2, select Author Biographies at the top of the second column (panel 3 in the completed program), then click Heading 2 in the Styles gallery
5. Select the text from "Donahue, Gerry" to "Renfrew Island" at the end of the entry for Gail Leung on the next page, click the Sort button  in the Paragraph group, verify that Paragraphs is selected, then click OK

The author biographies are sorted in alphabetical order by the last name of the author.

6. Scroll up, select Chow, Tina under the Author Biographies heading, apply Bold and Italic, double-click Format Painter in the Clipboard group, apply the formatting to each of the author names in the Author Biographies section, then click Format Painter to turn off the Format Painter
7. Click the View tab, click Multiple Pages in the Zoom group, click to the left of Leung, Gail at the top of page 3, then select text from Leung, Gail to the end of the document
8. Click the Home tab, click the Cut button in the Clipboard group, click at the top of column 1 on page 1 (panel 4) to the left of the Column Break, then click the Paste button in the Clipboard group
9. Compare the two pages and four panels of the document to FIGURE 1-5, then save the document

TROUBLE

If necessary, delete the blank page 3.

Add Graphics

You enhance the completed program with a picture on the front cover (panel 1) and insert logos for the two sponsors on the back cover (panel 4). The completed program is shown in FIGURE 1-6.

STEPS


1. Click to the left of Renfrew Island Writers at the top of the front cover (panel 1 on page 1), press [Enter], increase the zoom to 70% or until only the two panels on page 1 appear in the document window, click at the first paragraph mark at the top of the second column, click the File tab, click Open, navigate to the location where you store your Data Files, then double-click PR 1-02.docx

This document contains the pictures you need to complete the program.

2. Click the beach picture, click the Copy button in the Clipboard group, switch to the PR 1-Event Program for Author Readings document, then click the Paste button in the Clipboard group
3. Double-click the picture to show the Picture Tools Format tab, click the Wrap Text button in the Arrange group, then click Behind Text
4. Click the launcher in the Size group, click the Lock aspect ratio check box to deselect it, set the Height at 7" and the Width at 4.5", then click OK
5. Click the Color button in the Adjust group, click Dark Green, Accent color 4 Light, (5th column, 3rd row in the Recolor section), click the Corrections button in the Adjust group, click Brightness: +40% Contrast: 0% (Normal) (5th column, 3rd row in the Brightness/Contrast section), select all the lines of text (except "Renfrew Island Writers") on the front cover, center the text, then apply bold to the selected text

6. On panel 4 (the back cover), click after Journal on the last line, press [Enter], increase the Zoom to 130%, click the Insert tab, click Table, drag to create a table that is two columns and 1 row, click the Table Select button , click the Borders list arrow in the Borders group, then click No Border

You insert a table form to contain the two logos. Tables are an excellent tool to use when you want to align elements on a page.

7. Switch to the PR 1-02 data file, copy the "Pacific Books" logo, return to the program document, click in the first cell in the table, click the Home tab, click the Paste button, double-click the logo image, then in the Size group, change the height of the logo to .5"
8. Switch to the PR 1-02 data file, click the Renfrew Island Journal logo, copy it, return to the Program document, paste the logo in the second table cell, reduce its width to 2", click the Table Tools Layout tab, then click the Align Center button  in the Alignment group
9. Add your name at the bottom of column 4 (adjust the bottom margin and delete extra hard returns if needed), click the File tab, click Print, view pages 1 and 2 of the program and compare them to FIGURE 1-6, save the document, submit a copy to your instructor, then close the PR 1-02 document without saving it

If you are able to print the document, print it double-sided and then fold it in half width-wise.

MORE PRACTICE

For more practice with the skills presented in this project, complete Independent Challenge 1.

FIGURE 1-6: Completed program shown in Two Page view



Leung, Gail: Gail is the author of *Neon* (stories, 2014), *Best Days* (novella, 2016), and *The Octagon Mysteries* (novel, 2017). *The Octagon Mysteries* won the New Writers Trust fiction prize. Gail teaches fiction writing online from her waterfront home on Renfrew Island.

Lister, Robert: Robert studied writing at Montana State University and presents annually at Rancho Spa in Mexico and the San Francisco International Writers' Conference. Robert grew up in Miami and moved to Renfrew Island a year ago. He loves writing and looking out to sea.

Ogilvie, George: George's work has been dramatized on PBS and appeared in several literary magazines. His adaptation of Thomas Hardy's *The Mayor of Casterbridge* was produced by the Tacoma Theatrical Society and was awarded Best New Play of the Year. George divides his time between Renfrew Island and Seattle.

Sutton, Wanda: Following a successful career in television production, Wanda writes fiction full time and has published poems and short stories in several literary journals. Wanda is president of the Renfrew Island Arts Council and an active member of several community groups. She and her husband and three boys live on a farm and raise llamas.

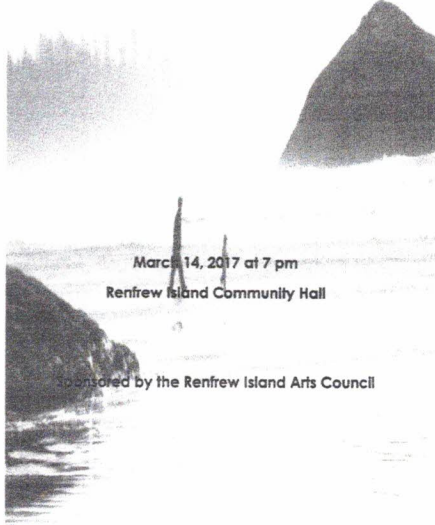
Sponsors: Island Books and the Renfrew Island Journal

Your Name

Renfrew Island Writers

An Evening of Readings



March 14, 2017 at 7 pm
Renfrew Island Community Hall

Sponsored by the Renfrew Island Arts Council

Renfrew Island Writers

The Renfrew Island Arts Council is proud to present an evening of readings by our own Renfrew Island poets and writers.

Host: Donna Shaw

Gery Donahue.....Short Story: *Home Again*

Wanda Sutton.....Five poems

George Ogilvie.....Short Story: *Palmer's Store*

Tina ChowThree poems

Intermission

Pattie Lemieux , Novel Excerpt: *The Saga of Cedar Springs*

Robert Lister..... Four poems

Emma Harrison..... Short Story: *Roses in the Morning*

Gail Leung.....Short Story: *The Last Picnic*

Renfrew Island has long been known as a haven for writers. In a recent survey, the Renfrew Island Arts Council determined that over 100 published writers live on the island—that's close to 10% of the adult population! This evening of readings by our local writers is the first of several that will be scheduled over the coming year. For information about tickets to upcoming readings, contact the Renfrew Island Arts Council at 206-555-2454.

Author Biographies

Chow, Tina: Tina has taught Creative Writing at Seattle University for twenty years and delivers workshops and readings in schools and libraries across the country. She has written three picture books and ten novels for children. Two of her novels have won literary awards for excellence. *The Best Night*, her first novel for adults, will be published in May 2017.

Donahue, Gerry: As a novelist, editor, teacher, and journalist, Gerry lives and breathes words. In 2012, he established the international literary journal *Pacific Passages*. His work has been published in several literary journals and his first novel, *By the Beach*, was shortlisted for the New Writers Award sponsored by the Arcadia Foundation. His second novel, *Sunset Remedy*, will be published in March 2018 by Blue Horizons Press.

Harrison, Emma: As the director of the Renfrew Island Writing Collective, Emma helps writers find their voice. She has published four chapbooks and is the editor of *Seattle Writes*, an anthology of poetry and short stories launching in March 2017. Emma leads workshops on creativity and writing and is a frequent collaborator. Her writing appears in numerous US publications in print and online.

Lemieux, Pattie: Pattie taught high school for thirty years in Denver, Colorado. When she retired, she moved with her husband to Renfrew Island where she has settled down to follow her passion and write fiction full time. Her work has appeared in several literary magazines and she has won the PBS Short Story Contest for her story *In My Heart*.

Feedback Form for Summer Day Camp


You've taken a summer job as an intern at a local college that is offering summer camps for children. One of your duties is to put together a feedback form for parents to complete following a summer camp experience. You use Word's table feature to create a simple one-page printed form that will be handed out to parents. To complete the form, you need to **Set Up the Document**, **Build the Table Form**, and **Draw and Modify a Shape**. The completed form appears in FIGURE 1-12 on page 13.

Set Up the Document

You open a document containing some of the text required for the completed form, save the document, apply a theme and Style Set, then create a table to contain the form.

STEPS

HINT

Click  in the Paragraph group on the Home tab to turn on paragraph marks.


1. Start Word, open the file PR 1-03.docx from the location where you store your Data Files, save it as PR 1-Summer Day Camp Feedback Form, then display paragraph marks
2. Select Lakeview College Summer Day Camps, click Title in the Styles gallery, select Feedback Form, then click Heading 1 in the Styles gallery
3. Click the Design tab, click Themes, then click Facet
4. Click the More button  in the Document Formatting group to show the Style Set gallery, then click Centered as shown in FIGURE 1-7
5. Click the Colors button in the Document Formatting group, then click Green
6. Click the Colors button, click Customize Colors, click the Hyperlink list arrow, click Dark Green, Hyperlink, Darker 50%, then click Save
You can experiment with different combinations of themes, Style Sets, colors, and customized colors to format a document precisely the way you want it. You can also customize fonts, paragraph spacing, and effects.
7. Click to the left of the paragraph mark below the first paragraph (ends with "camp instructor."), click the Insert tab, click Table, then click Insert Table
8. Enter 2 for the number of columns and 14 for the number of rows, then click OK
9. Enter text into the table form as shown in FIGURE 1-8, then save the document

FIGURE 1-7: Style Set gallery

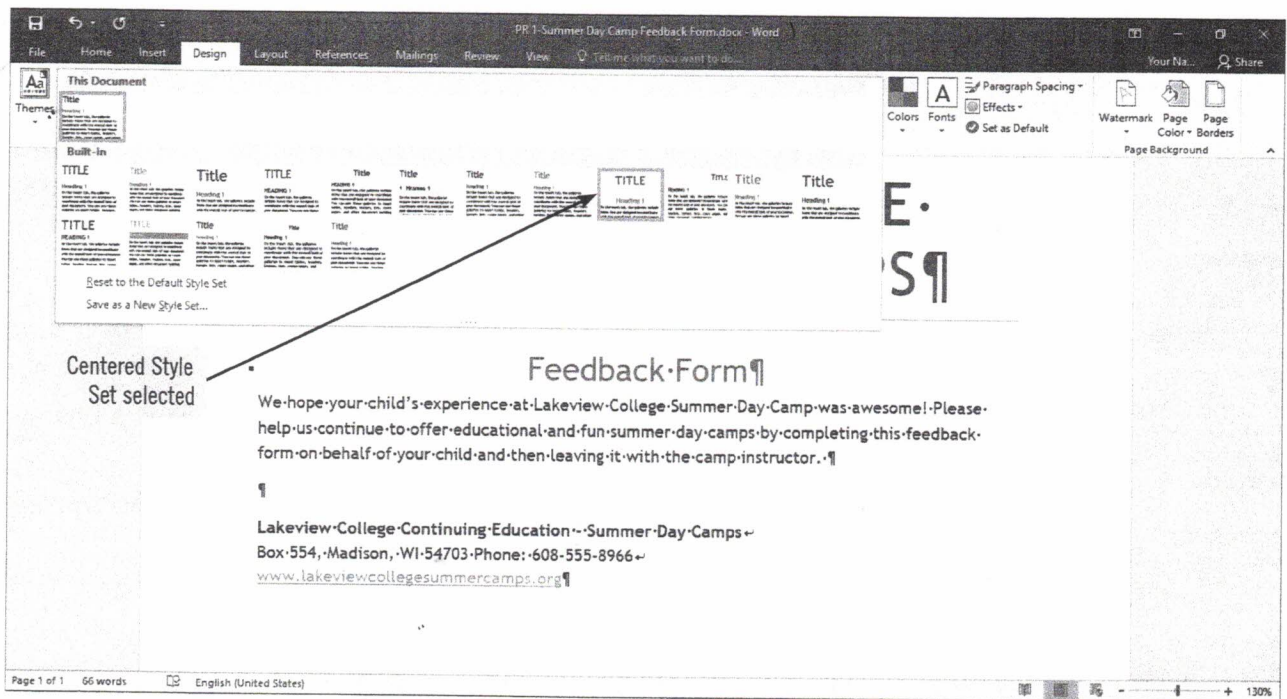


FIGURE 1-8: Table text

Camp Name	<input type="checkbox"/>
Camp Instructor	<input type="checkbox"/>
Camp Date	<input type="checkbox"/>
Please check the box that best represents your opinion of each item.	<input type="checkbox"/>
Evaluation	<input type="checkbox"/>
Overall assessment of the summer day camp	<input type="checkbox"/>
Overall effectiveness of the instructor	<input type="checkbox"/>
Design and pacing of the day camp	<input type="checkbox"/>
Your child's overall assessment	<input type="checkbox"/>
Day camp registration and administration	<input type="checkbox"/>
Comments	<input type="checkbox"/>
The best part of the day camp for my child was	<input type="checkbox"/>
The day camp could be improved by	<input type="checkbox"/>
Additional comments	<input type="checkbox"/>

Build the Table

You use a table to contain all the information needed for the feedback form. In the completed feedback form, some cells are merged to create larger cells and some cells are split to create a series of smaller cells. You need to merge selected cells, split other cells, then add the ranking information and check boxes.

STEPS

TROUBLE

If the Ruler bar is not visible, click the View tab, then click the Ruler check box in the Show group to select it.

1. Select only the first three cells in column 1 of the table (from "Camp Name" to "Camp Date"), then drag the column divider to the left to 1.5" on the ruler
2. Click to the left of row 4 to select it, click the Table Tools Layout tab, then click Merge Cells in the Merge group
3. Select the six cells shown in FIGURE 1-9, click the Split Cells button in the Merge group, type 4 for the number of columns, then click OK
4. Separately merge each of the last four rows of the table into one column each
5. Select the row containing "Evaluation," click the Insert Below button in the Rows & Columns group, select the cell containing "Evaluation" and the blank cell below, then merge the two cells into one cell


You can use the Merge Cells and Split Cells commands, as well as the insert and remove rows and cells commands to create an unlimited variety of table forms.

TROUBLE

Be sure to enter the text and the numbers in the row under the text.

6. Click the top cell to the right of "Evaluation," type Excellent, then enter and center the remaining text as shown in FIGURE 1-10
7. Click the cell below "4" to the right of the Overall Assessment row, click the Insert tab, click Symbol in the Symbols group, click More Symbols, click the Font list arrow, select Wingdings, select the contents of the Character code text box, type 168, click Insert, then click Close

TROUBLE

Select the cells and click  if the check boxes are not centered.


8. Select the cell containing the check box, click the Home tab, increase the font size to 14 pt, click the Center button  in the Paragraph group, click the Copy button in the Clipboard group, select the remaining three cells in the row, then click the Paste button
9. Select the remaining four rows under the rankings that require check boxes, click the Paste button, compare the form to FIGURE 1-11, then save the document

FIGURE 1-9: Table rows selected

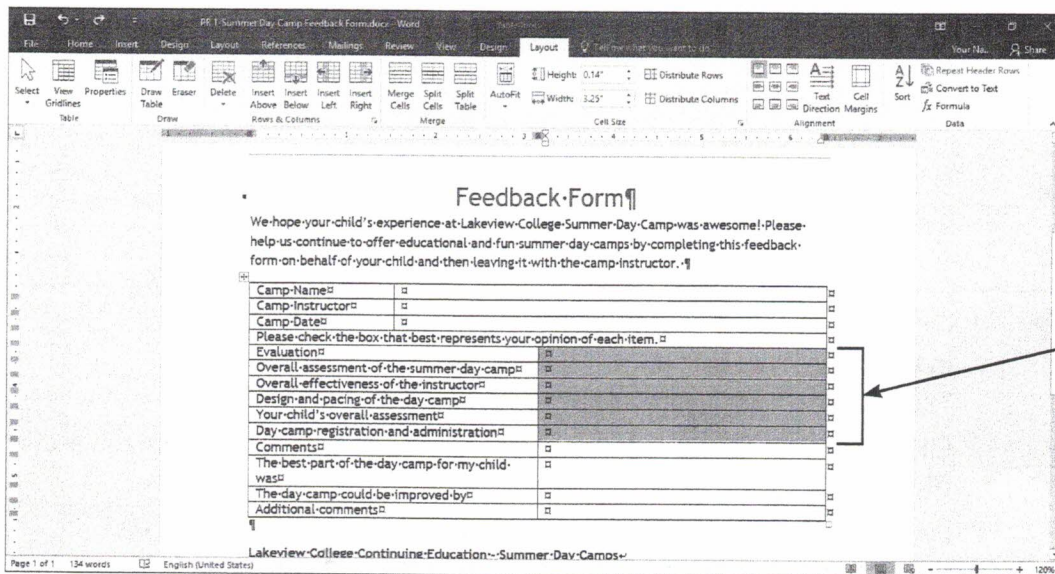


FIGURE 1-10: Ranking text entered

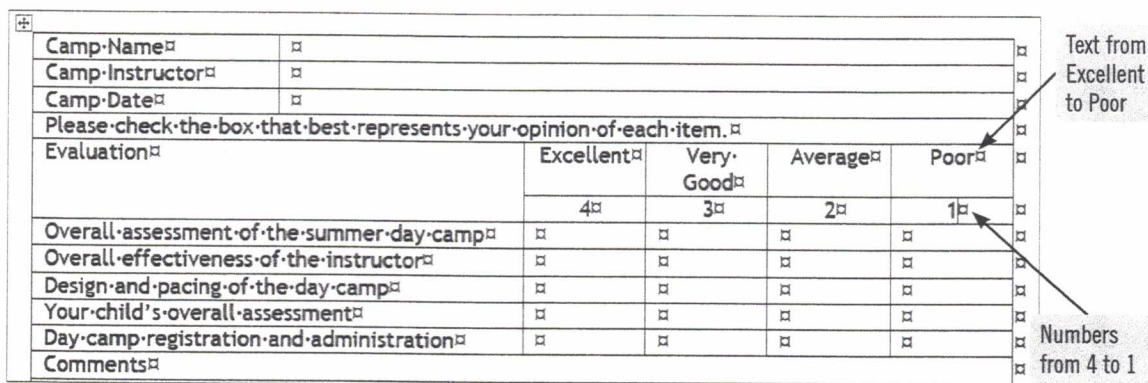
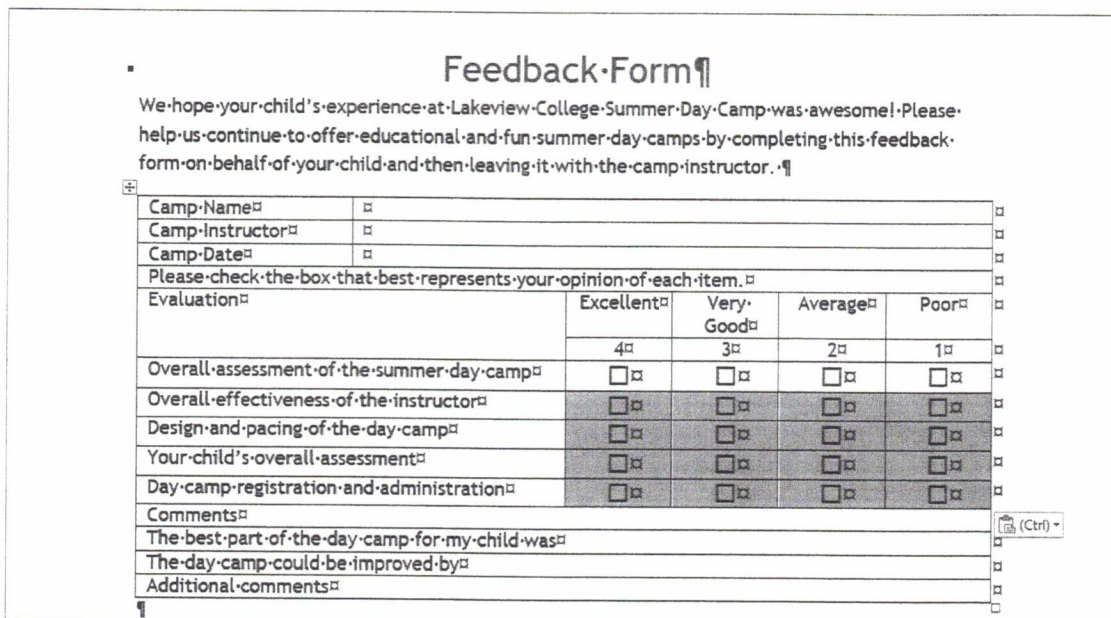


FIGURE 1-11: Form with check boxes entered and formatted



Word 2016



Insert and Modify a Shape

You enhance the completed table form with a table style and format select text, then draw and edit a shape. The completed document is shown in FIGURE 1-12.

STEPS

TROUBLE

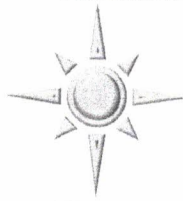
To see the Table Select button, move the pointer over the top left corner of the table.

1. Click the Table Select button , click the Table Tools Design tab, click the More button in the Table Styles group, then select Grid Table 4 - Accent 2
You can adjust table style options to get exactly the look you want.
2. Click the Header Row check box in the Table Style Options group to deselect it, then click the First Column check box to deselect it
3. Refer to the completed document in FIGURE 1-12: select rows 1 to 3, click the Table Tools Layout tab, type .3 in the Height text box in the Cell Size group, click the Align Top Right button , apply bold to text as shown in FIGURE 1-12, then add three hard returns in each of the last three table rows
4. Click to the left of "Lakeview College" at the top of the page, click the Insert tab, click Shapes in the Illustrations group, click the Sun shape in the Basic Shapes section, click to the left of the title, then position the sun between the top and bottom border lines
5. Select the contents of the Height text box in the Size group on the Drawing Tools Format tab, type .8, then set the Width at .8
6. Click the Shape Fill button in the Shape Styles group, click the Yellow color box in the selection of Standard Colors, click the Shape Outline button, then click No Outline
7. Click the Shape Effects button in the Shape Styles group, click Bevel, then click Art Deco (bottom right selection)
8. Increase the zoom to 200%, click Edit Shape in the Insert Shapes group, click Edit Points, then drag the top, left, right, and bottom black squares to resize the four sun rays so that the completed shape appears as shown in FIGURE 1-12
9. Click away from the shape, click the shape again, edit the points again if necessary so that each of the four points is the same size, click the Home tab, click the Copy button, click the Paste button, then decrease the Zoom to 120% and drag to position the copied shape to the right of the document title as shown in FIGURE 1-12
10. Add your name at the bottom of the document, save the document, then submit a copy to your instructor

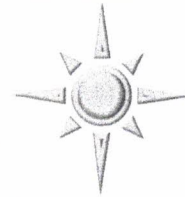
MORE PRACTICE

For more practice with the skills presented in this project, complete Independent Challenge 2.

FIGURE 1-12: Completed feedback form for summer day camp



LAKEVIEW COLLEGE SUMMER DAY CAMPS



Feedback Form

We hope your child's experience at Lakeview College Summer Day Camp was awesome! Please help us continue to offer educational and fun summer day camps by completing this feedback form on behalf of your child and then leaving it with the camp instructor.

Camp Name _____

Camp Instructor _____

Camp Date _____

Please check the box that best represents your opinion of each item.

Evaluation	Excellent	Very Good	Average	Poor
	4	3	2	1
Overall assessment of the summer day camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall effectiveness of the instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design and pacing of the day camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your child's overall assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day camp registration and administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

The best part of the day camp for my child was _____

The day camp could be improved by _____

Additional comments _____

Lakeview College Continuing Education - Summer Day Camps
 Box 554, Madison, WI 54703 Phone: 608-555-8966
www.lakeviewcollegesummercamps.org

Your Name _____

Word 2016

Six-Panel Program Brochure

You have been asked to create the six-panel brochure shown in FIGURE 2-13 and FIGURE 2-14 on pages 41 and 43 of the text to advertise a one-year intensive training program in French language skills. Page 1 of the document consists of the inside three panels of the brochure (panels 2, 3, and 4), and page 2 consists of the folded-over panel, the back panel, and the front panel (panels 5, 6, and 1). To create the brochure, you need to **Set Up the Brochure**, **Create Page 1**, and then **Create Page 2**.

Set Up the Brochure

You set up the brochure in Landscape orientation, create a header and a footer for Page 1 (panels 2, 3 and 4), and then insert and modify a clip art picture in the footer.

STEPS

1. Open a new document in Word, show paragraph marks if necessary, click the Layout tab, change to Landscape orientation, click the Margins button in the Page Setup group, use the Custom Margins option to change all four margins to 0.3", click OK, then save the document as PR 2-French Language School Brochure
2. Click the Design tab, apply the Droplet theme, click the Home tab, right-click Heading 1 in the Styles gallery, click Modify, click Format, click Border, click the Shading tab, select Lavender, Accent 6, Lighter 80% as the fill color, click OK, click Format, click Paragraph, change the After Spacing to 6 pt, click OK, select the Lavender, Accent 6, Darker 50% Font color, then click OK
3. Click the View tab, click Page Width in the Zoom group, click the Insert tab, click Header in the Header & Footer group, click Blank, click the Different First Page check box in the Options group to select it, then press [Enter]
4. Click the Insert tab, click the Shapes button in the Illustrations group, click the Line icon, hold down [Shift], draw a straight line about 2" long in the header, select the contents of the Width text box in the Size group, type 10.4, then press [Enter]
5. Click the Shape Outline list arrow in the Shape Styles group, click Lavender, Accent 6, Darker 25%, click the Shape Outline list arrow again, point to Weight, click 4½ pt, click the Shape Effects button in the Shape Styles group, point to Shadow, click the Offset Bottom shadow style (top row, middle selection in the Outer category), then move the line so it starts at the left margin above the paragraph marks shown in FIGURE 2-11
6. Click below the drawn line, but still within the header, click the Header & Footer Tools Design tab, click the Go to Footer button in the Navigation group, click the Online Pictures button in the Insert group, then type France map in the Bing Image Search box and press [Enter]
7. Click one of the solid fill maps of France similar to the map shown in FIGURE 2-12, then click Insert
8. Enter .5 in the Height text box, press [Enter], press [Ctrl][R] to move the picture to the right margin, click the Wrap Text button in the Arrange group, then click Behind Text
9. Click the Color button in the Adjust group, click Blue, Accent color 1 Light (last row, second column in the Recolor section), exit the footer, view the document in One Page view and compare it to FIGURE 2-12, then save the document

The picture appears in the footer, as shown in FIGURE 2-12.

TROUBLE

If Heading 1 formatting is displayed, click the Undo button  on the Quick Access toolbar, then right-click Heading 1 and modify the style per the instructions in step 2.

HINT

You press and hold the [Shift] key while you draw the line to keep the line straight.

FIGURE 2-11: Straight line drawn from the left to the right margin in the header

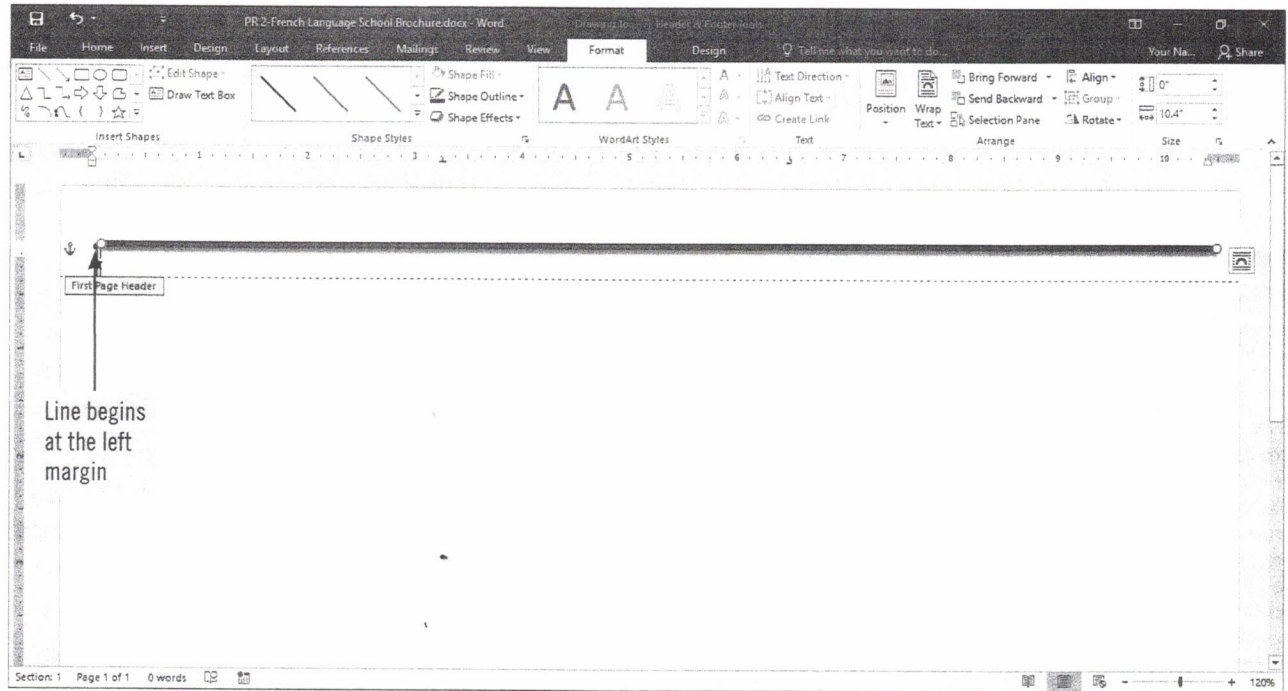
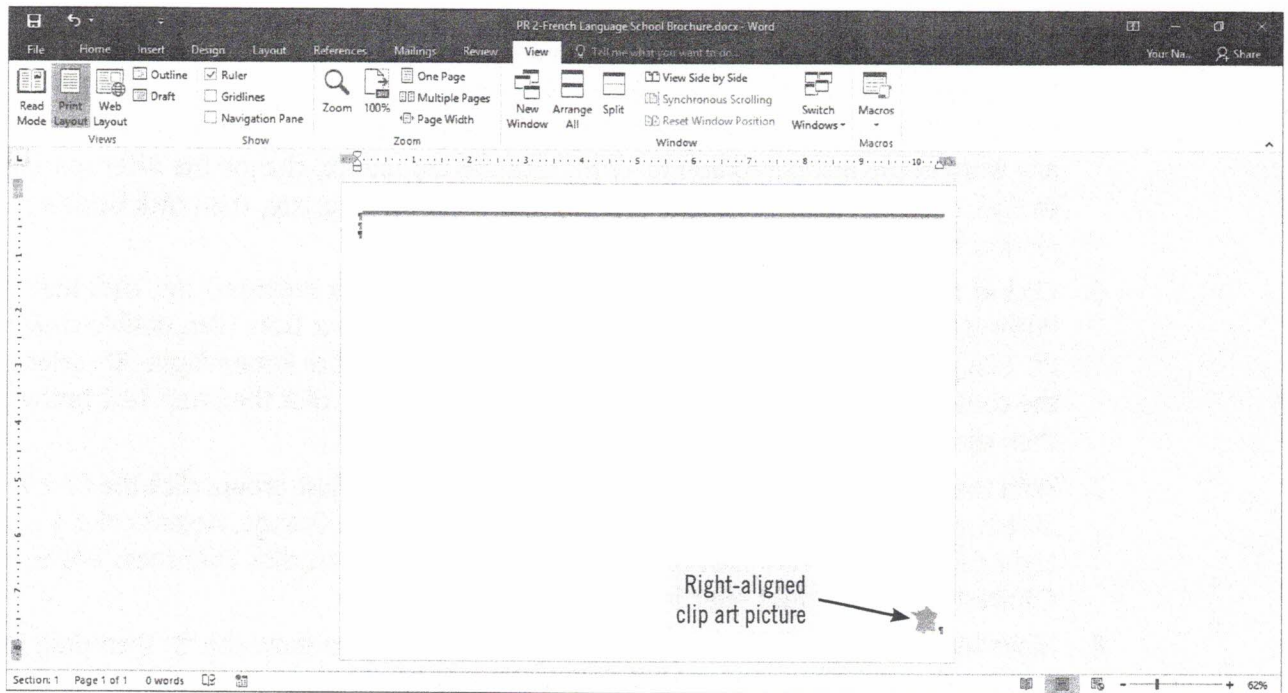


FIGURE 2-12: First page footer



Word 2016


Create Page 1

To simplify the brochure creation process, you use a table form consisting of five columns—one column for each of the three panels and two columns for the space between columns—to contain the information required for each panel. You then insert and format the text and create an attractive graphic.

STEPS

QUICK TIP

The width of the page is 11" and your margins are .3". As a result, you have 10.4" to divide into three wide columns and two narrow columns. The correct proportions are 3.2" for each panel and .4" for each space.

1. Change the zoom to Page Width view, verify that the insertion point appears at the top of the document, click the Insert tab, click Table in the Tables group, drag to create a table of 5 columns and 1 row, click the Table Tools Layout tab, then click the View Gridlines in the Table group if it is not already selected
2. Click in the first cell in the table, select the contents of the Width text box in the Cell Size group, type 3.2, press [Enter], press [Tab], change the width of the second column to .4", then resize the remaining three columns to 3.2", .4", and 3.2"
3. Select the table, click Properties in the Table group, click the Row tab, click the Specify height check box, enter 6.8 as the row height, click the Row height is list arrow, click Exactly, click the Table tab, click the Around option in the Text wrapping section, click OK, click the Table Tools Design tab, click the Borders list arrow in the Borders group, then click No Border
4. Click in the first cell, click the Home tab, click Heading 1 in the Styles group, type Program Overview, then press [Enter]
The text for the brochure is in another file. You copy and paste text as needed for the three panels.
5. Open PR 2-07.docx from the location where you store your Data Files, save it as PR 2-French Program Text, select and copy the first two paragraphs (to "university level"), return to the Program brochure, click the Paste button, change the font size of any word in the first paragraph to 12 pt, click the Layout tab, change the After spacing to 6 pt, click the Home tab, right-click Normal in the Styles group, then click Update Normal to Match Selection
6. Click at the end of the second paragraph, press [Enter], click the Insert tab, click the Pictures button, navigate to the location where you store your Data Files, double-click PR 2-08.jpg, click the Rotate button in the Arrange group, click Rotate Right 90°, select the contents of the Height text box, type 3.2, press [Enter], click the Wrap Text button, then click Behind Text
7. With the picture still selected, click Artistic Effects in the Adjust group, click the Pencil Sketch effect (top row, fourth column), click Color, click the Orange, Accent color 4 Light color (bottom row, fifth column), click Corrections, then click Brightness +40%, Contrast -40% (top right selection)
8. Move the mouse toward the top left corner of the picture to show the , then drag to position the picture, as shown in FIGURE 2-13
9. Refer to FIGURE 2-13: click at the top of the second wide column, copy and paste text for column 2 and then column 3, format the headings with the Heading 1 style, apply the Grid Table 4 - Accent 6 table style with the First Column check box deselected, then save the document

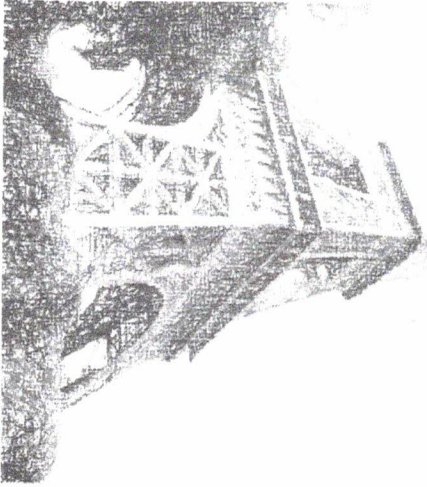
TROUBLE

Copy and paste text for one column at a time.

Program Overview

The Intensive French Program offered by the New York Language School prepares students for study, travel or business in the French-speaking world. This program is designed for professionals and students who need to communicate in French with colleagues, instructors and clients. The program trains students to an advanced level of French proficiency in conversation and an intermediate level in written French. The program culminates with a one-month stay in France. Students then have the option to stay in France to take further training or to travel.

Upon successful completion of the New York Language School program, graduates receive a certificate recognized as equivalent to 15 credits at the university level.



Admission Procedures

Applicants must have an intermediate level of French for acceptance into the program. This level is determined during an interview with the Program Coordinator and completion of a one-hour written exam. In addition, applicants must have completed high school. Upon acceptance into the program, a non-refundable \$700 administration fee is payable.

To apply for the program, call the New York Language School at (212) 555-5577.

Program Content

The New York Language program is divided into two 3-month terms followed by one month in France for a total program length of nine months.

Term 1	Term 2
Intermediate Conversation	Advanced Conversation
Reading Comprehension I	Reading Comprehension II
French Business Writing	Living and Working in France
French Creative Writing	French Cooking
French History	French Literature

Course Descriptions

Intermediate Conversation: Ask questions, give simple descriptions, use present tense, use past tense with *avoir*.

Reading Comprehension I: Develop grammar skills, understand travel documents and newspaper articles.

French Business Writing: Study typical business situations and develop business correspondence in French.

French Creative Writing: Develop a flair for French through writing short vignettes, poems, and stories in French and through study of selected French literary classics.

French History: Learn about French history from Neolithic times to the present.

Advanced Conversation: Express yourself easily, use all the main structures and tenses in French accurately, develop good oral comprehension.

Reading Comprehension II: Develop grammar skills, read and understand business contracts, read and understand journal articles and books.

Living and Working in France: Understand French regulations, identify job opportunities, learn French geography and culture.

French Cooking: Learn French cooking (in French) from a French chef.

French Literature: Review French classics.




FIGURE 2-13: Completed page 1 showing panels 2, 3, and 4

Create Page 2

As shown in FIGURE 2-14, page 2 contains panels 5, 6, and 1 of the completed brochure. Panel 1 is the cover and panel 6 is the back panel when the brochure is folded.


STEPS

1. Click at the end of the French Literature entry in the fifth column, press [Tab] to start a new row on the following page, select the new row, then click the Clear All Formatting button  in the Font group on the Home tab
2. From the Brochure Text document, copy the remaining text, paste it in the first table cell, format the heading with the Heading 1 style, then format the table with the Grid Table 4 - Accent 6 table style with the First Column check box deselected
3. With the table still selected, click the Home tab, click the Line and Paragraph Spacing button in the Paragraph group, click Remove Space After Paragraph, then adjust column widths, as shown in the completed page in FIGURE 2-14
4. Click below the table, press [Enter] two times, click the Insert tab, click the Table button in the Table group, then click the top left table cell to insert a table consisting of just one cell
5. Fill the table cell with Lavender, Accent 6, Darker 50% shading from the Table Tools Design tab, change the font color to White from the Home tab, then enter and format the text shown in FIGURE 2-14

HINT

If you are not able to drag the column dividers in the table, drag the dividers in the ruler bar. Use the line wrap in the table in the figure to judge column width.

You need to increase the font size of "Contact Us" to 24 pt, the Before spacing to 24 pt, bold all the text, and change the font color of the hyperlink to White. To enter the address text, press [Shift][Enter] after lines as needed to remove the After paragraph spacing.

6. Click in the middle table cell, type and format the return address as shown in FIGURE 2-14 (use [Shift][Enter] as needed), press [Enter] twice, type your name followed by placeholders for the recipient address as shown in FIGURE 2-14, select all six lines of text, click the Table Tools Layout tab, click the Text Direction button in the Alignment group two times, scroll down, select the block of text that includes your name, click the Home tab, then click the Increase Indent button  six times

You could insert mail merge fields instead of placeholders to send the brochure to a mailing list.

7. Click in the final panel, type New York Language School, center it, enhance it with the Lavender, Accent 6, Darker 50% font color, bold, and 36 pt, press [Enter] following the title, insert the picture PR 2-09.jpg, increase the width to 2", click the Crop list arrow in the Size group, point to Crop to Shape, then click the Oval shape
8. Click Picture Effects in the Picture Styles group, point to Soft Edges, select 5 point, type French Program under the picture, then enhance it with Lavender, Accent 6, Darker 25%, bold, and 16 pt
9. Center all content on the panel, adjust spacing above and below the photo to match the figure, delete the [Type here] placeholder in the header, exit the header, save the document and submit a copy to your instructor, then close both documents

If possible, print the brochure on two sides of the same sheet of paper. If you cannot do so, place the two printed pages back to back, staple them, then fold them so that "New York Language School" appears on the front panel and the mailer information appears on the back panel.

MORE PRACTICE

For more practice with the skills presented in this project, complete Independent Challenge 2.