

Project 3-1: Paragraph and Character Formatting

In this exercise, edit a document at the character and paragraph levels.

1. Open the project file *glorietta*.
2. Save your document as **project_3-1_formatting**.
3. If you haven't already done so, enable Show Hidden Characters.
4. Click somewhere in the first line of the text and select **Bullet** formatting.
5. Do the same for the entire document.
6. Italicize the words *Glorieta*, *New Mexico*.
7. Add a heading, **Capsule History**, before the first line, with **Style Heading 1**. Modify the heading to **Right Align**.
8. Save and close your work.

Project 3-2: Adding Floats

Here you'll add floating page elements to a Word file.

1. Open the project file *3-2-source*. Save your document as **project_3-2_floats**.
2. Insert a Simple Text Box somewhere in the first paragraph. Type 1862 in the box.
3. Open the text box's Layout Options popup and click **See More...**
4. Set the text box's characteristics in the dialog box: **Right** aligned relative to the **Margin**, **Top** aligned relative to the **Line**, size 1" by 1", **Square** wrapping, **Left** wrapping only. Click **OK**. Resize the box vertically so it's just tall enough to fit the text.
5. Select the date in the box and set **Format > Align Text** to **Middle**. Select **Home > Align Right**.
6. Finally, select the box, then select **Format > Shape Outline > No Outline**.
7. Save your work.