

## 20 Promotional Flyer

Create a 1 page Promotional Flyer document.  
Using the sample as a guide, format your document following the directions below. *Your document need not look exactly like the sample as you will choose your own colours, and text formatting options.*

- Open** the Word 2013 Application.
- Open a blank word document.
- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Name your file: **Word 20 YourFirstNameLastInitial**  
Click **Save**.

When choosing fonts and colours:

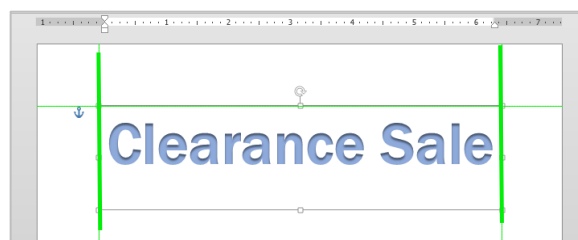
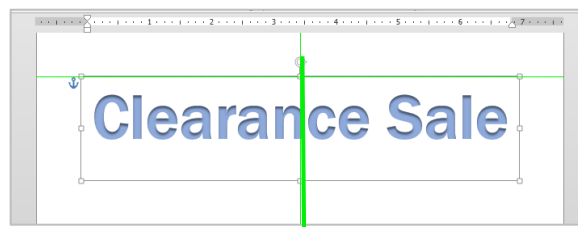
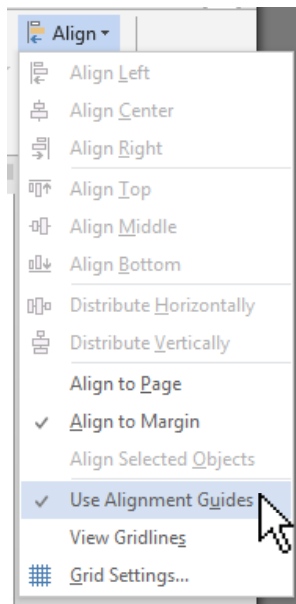
**Maximum** number of colours (including black) for text, background, shapes: **3**  
Shades within one colour e.g.: light blue, dark blue is considered 1 colour

**Maximum** number of fonts: **1**  
You may use bold, italic as well as regular style

You may use a **type effect** or two, however, avoid using effects on fonts smaller than **28pts** as it becomes difficult to read – e.g.: **outlining**

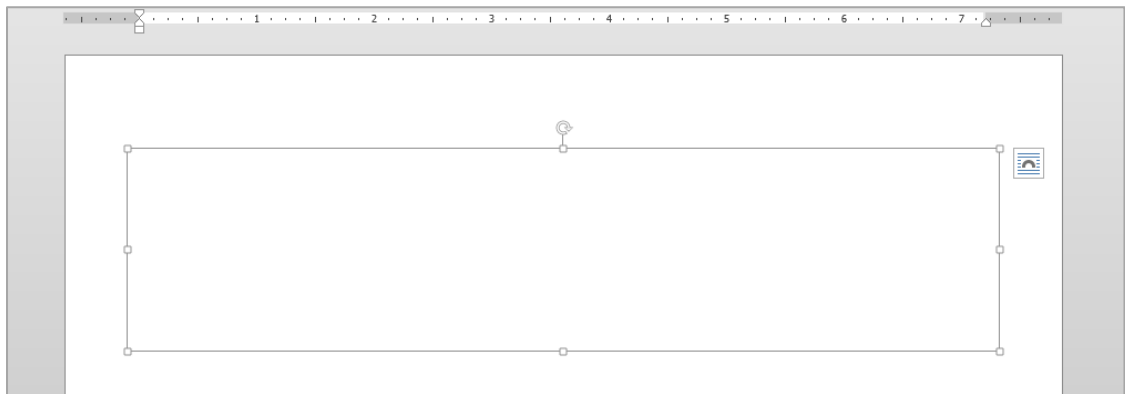
**Check to see if your alignment guides are on:**

- In the **Page Layout Tab**, on the right side of the ribbon, click the **Align** drop down menu. Check mark **Use Alignment Guides**



When you move text boxes, shapes and pictures in your document, the green guides will help you align objects..

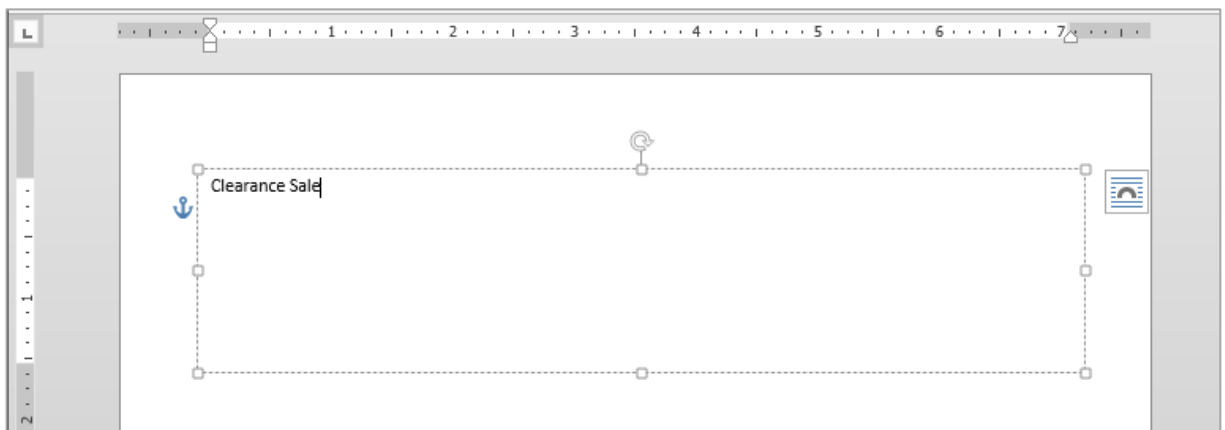
- Page Size: **8.5 x 11**
- Orientation: **Portrait**
- Draw a **Text Box** by clicking the **Insert Tab > Text Box** drop down menu > **Draw Text Box**.
- Click + hold down the mouse and **draw** a text box across the top of the page.



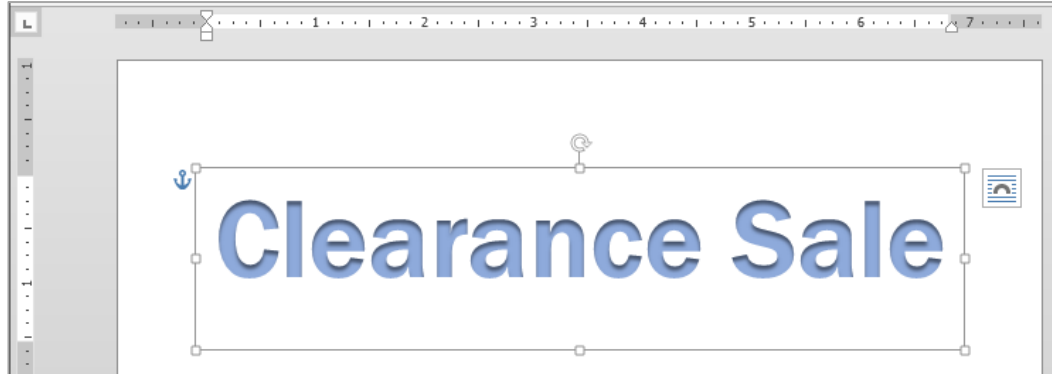
*By default, all boxes are filled with white and outlined with a black line.*

*For every text box you draw, take the following steps to eliminate the white fill and the black outline.*

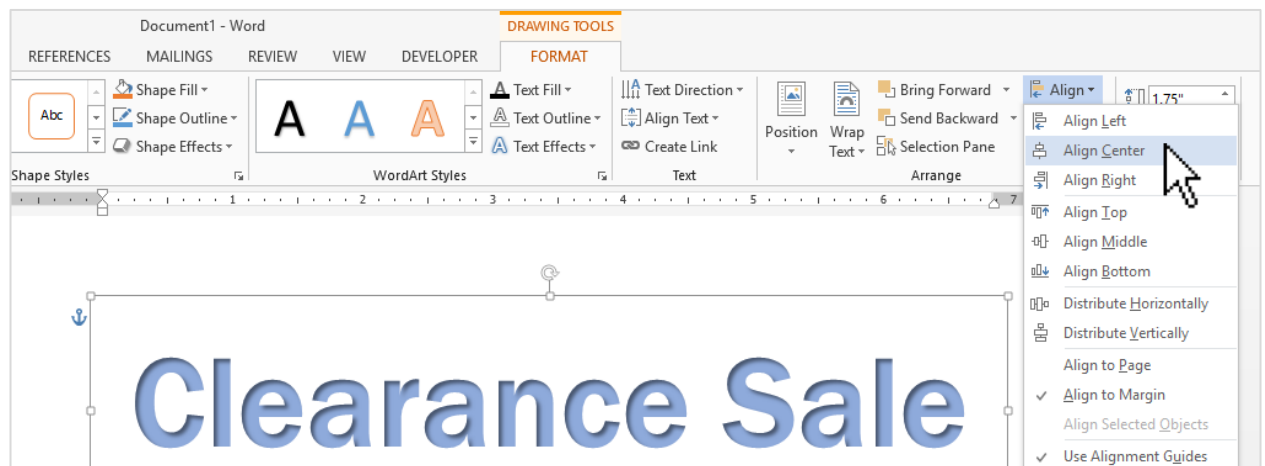
- Change the text box fill to **none** by clicking the **Drawing Tools Format Tab > Shape Fill** drop down menu > **No Fill**
- Change the text box outline to **none** by clicking the Drawing Tools **Format Tab > Shape Outline** drop down menu > **No Outline**
- You may **colour fill one** of 4 text boxes to make it stand out from the background, the remainder of the text boxes should have **no fill, no outline**.
- In the text box, **type: Clearance Sale**  
*Note: Text can be set up on one line or two (see sample booklet).*



- Format the Text:**  
Font Size: choose between **72-110**  
Font Colour: **Your Choice**  
Text Alignment: **Centre** (select the text > Home tab > **center** command)

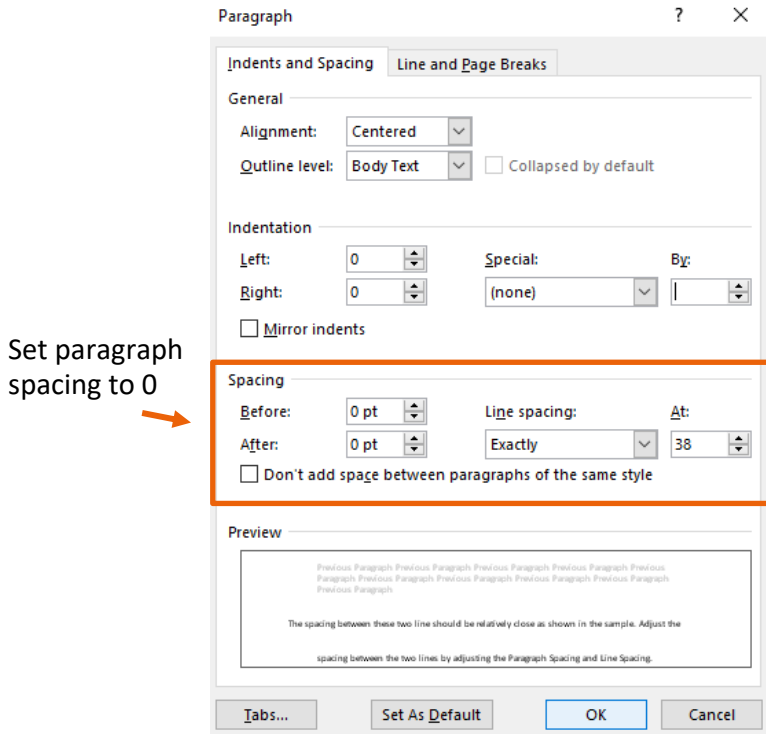


- Use Alignment Tool to centre the text box on the page:**  
With the text box selected, click the Drawing Tools Format Tab  
Click the Align Tool, then click **Align Centre**



- Draw **another Text Box.**
- Type:**  
**August 1<sup>st</sup>**  
**One Day Only**  
*Note: Text can be set up on one line or two (see sample booklet).*
- Format the Text:**  
Font Sizes: **Your Choice**  
Font Colour: **Your Choice**  
Font Alignment: **Centre**

The spacing between the two lines of text should be relatively close as shown in the sample booklet. **Adjust the spacing** between the two lines by adjusting the Paragraph Spacing and Line Spacing.



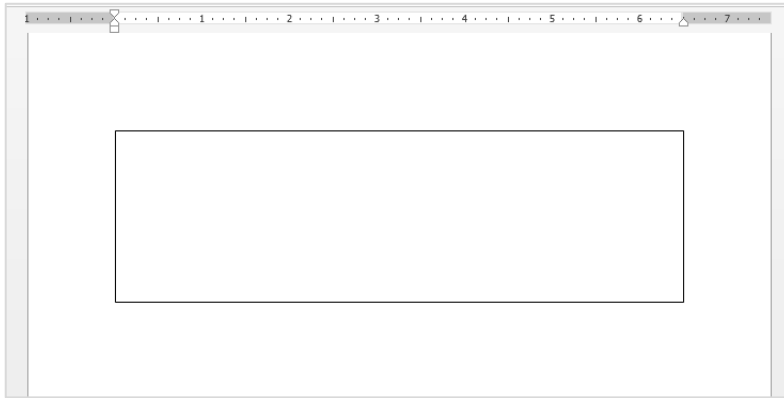
e.g.: Size 36 font -  
Line spacing *exactly* should be approx. 38 pt

Once the font size gets bigger, the line spacing will become smaller than the text size

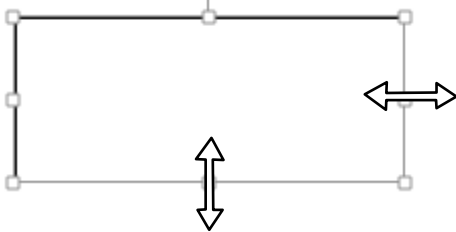
e.g.: Size 90 font -  
Line spacing *exactly* should be approx. 82 pt

- Center** the text box the page using the Align Tool.
- Draw **another Text Box**.
- Type:**  
*Featured Laptops Preinstalled with Windows 10  
Norton Security and Microsoft Home & Student*
- Format the Text:**  
Font Sizes: choose between **16-20**  
Font Colour: **Your Choice**  
Font Alignment: **Centre**
- The spacing between the two lines of text should be relatively close as shown in the sample booklet. **Adjust the spacing** between the two lines by adjusting the Paragraph Spacing and Line Spacing.
- Center** the text box on the page using the Align Tool.

- Draw another text box starting approximately **1 inch** in from the **left edge** of your page and ending approximately **1 inch** from the **right edge** of your page.

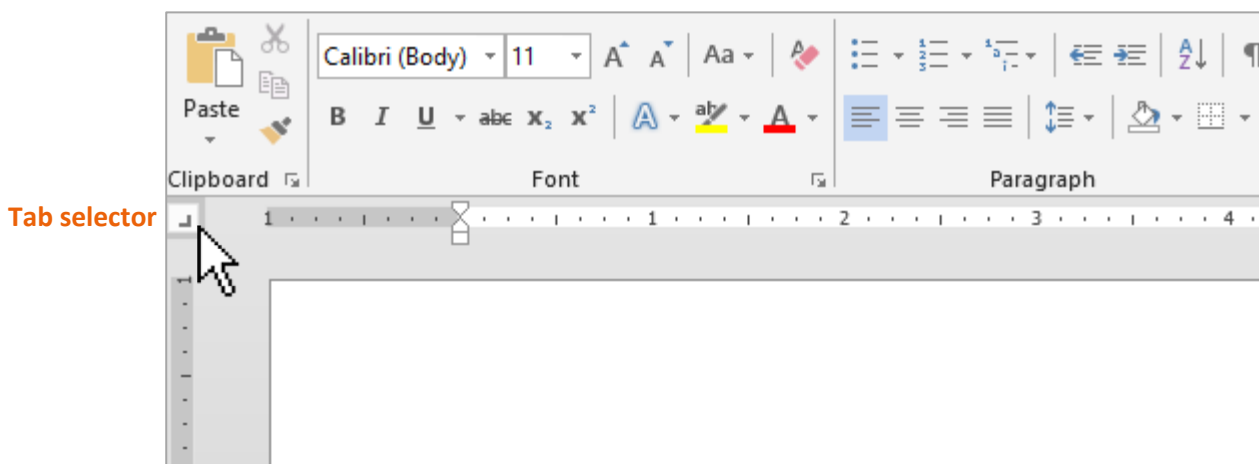


- If your text box is not the correct size when you draw it, use the square handles on the border to **re-size it**.



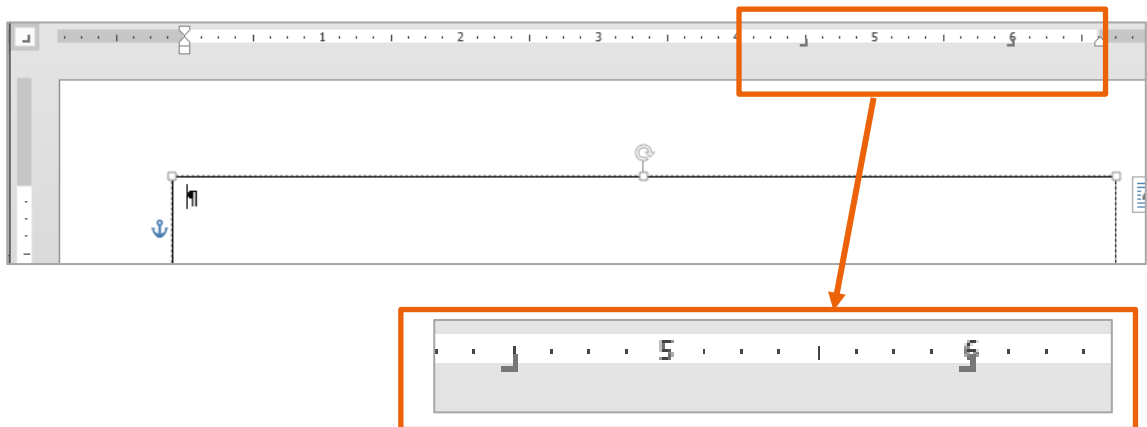
Set up **2 Right Aligned Tabs** for the pricing chart:

- Click your mouse in the text box.
- On the left corner of your window, next to the ruler, click to cycle through the tab selections until you see the **right aligned tab**.



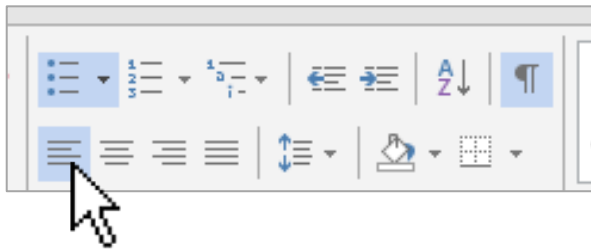
- Click your mouse on your ruler on approximately the **4.5** and **6 inch** marks. These tabs can be adjusted after the text is typed.

- Your tabs should look like this:



To set up tabs properly, your text needs to be left aligned

- With your cursor in the text box, click the **HOME** Tab and click **left alignment**.



- Type** the following text. Every time you **press the tab key**, it will work together with the tab stop you set on the ruler to line up the text.

	(Press the Tab Key Once)	<b>Reg. Price</b>	(Press the Tab Key Once)	<b>SALE</b>	(Press Enter)
<b>TOSHIBA Intel i3-370 M</b>	(Press the Tab Key Once)	<b>\$780</b>	(Press the Tab Key Once)	<b>\$575</b>	(Press Enter)
<b>HP Intel i5-2430 M</b>	(Press the Tab Key Once)	<b>\$825</b>	(Press the Tab Key Once)	<b>\$648</b>	(Press Enter)
<b>HP Intel i7-2630 M</b>	(Press the Tab Key Once)	<b>\$1399</b>	(Press the Tab Key Once)	<b>\$825</b>	(Press Enter)

- Format the Text:**

Font Size(s): choose between **20-26**

Font Colour: **Your Choice**

- The spacing between the lines of text should be relatively close as shown in the sample booklet and below. **Adjust the spacing** between the lines by adjusting the Paragraph Spacing and Line Spacing (see page 4).

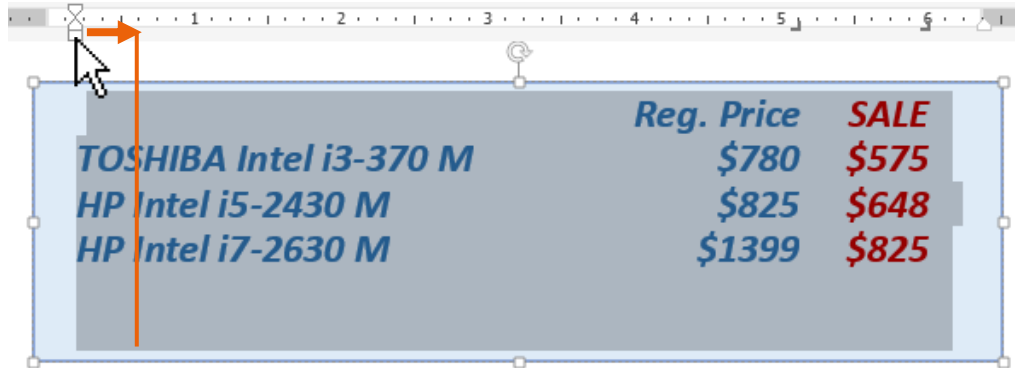
	<b>Reg. Price</b>	<b>SALE</b>
<b>TOSHIBA Intel i3-370 M</b>	<b>\$780</b>	<b>\$575</b>
<b>HP Intel i5-2430 M</b>	<b>\$825</b>	<b>\$648</b>
<b>HP Intel i7-2630 M</b>	<b>\$1399</b>	<b>\$825</b>

**Adjust the position of the text on the left side of the box so that your margin space is no less than approximately ½ inch.**

*The margin is the space between the text and the edge of the text box*

**First, add space** between the left border of the box and the text, by indenting the text:

- Select the text** then click the bottom rectangle of the indent marker and slide it to the right.

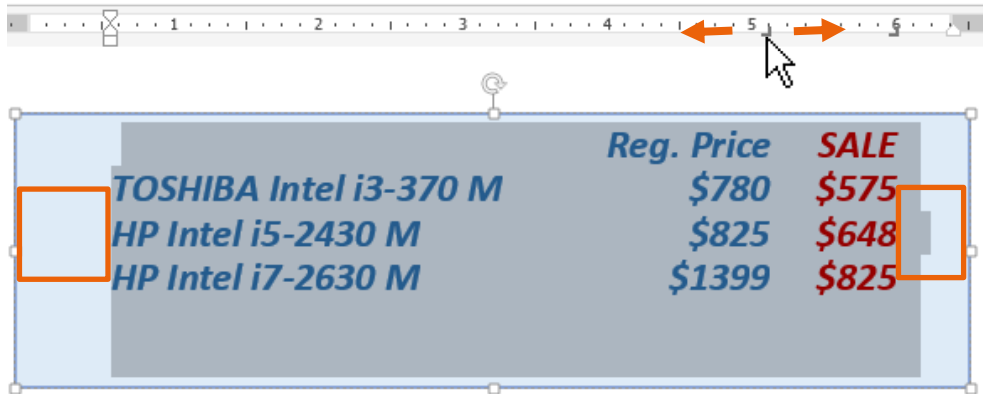


This is how the adjusted Left indent will look:

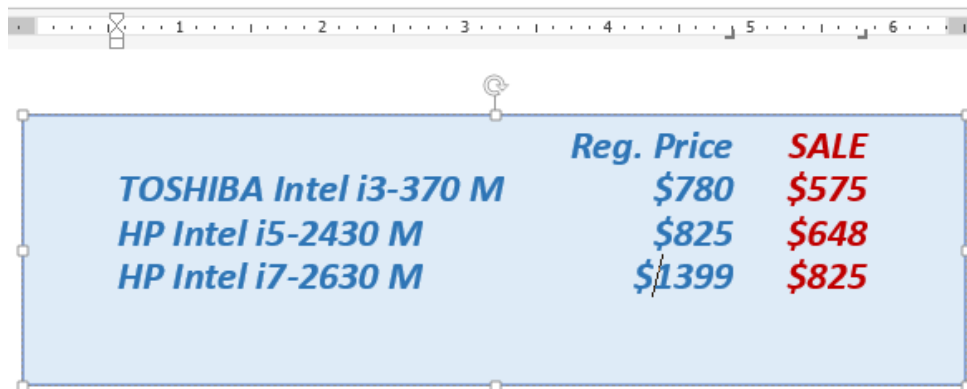


**Adjust the tab positions to equal the right and left margins:**

- With the text selected, click and hold down your mouse on one of the tabs, and slide along the ruler to the right or the left. Adjust the second tab.



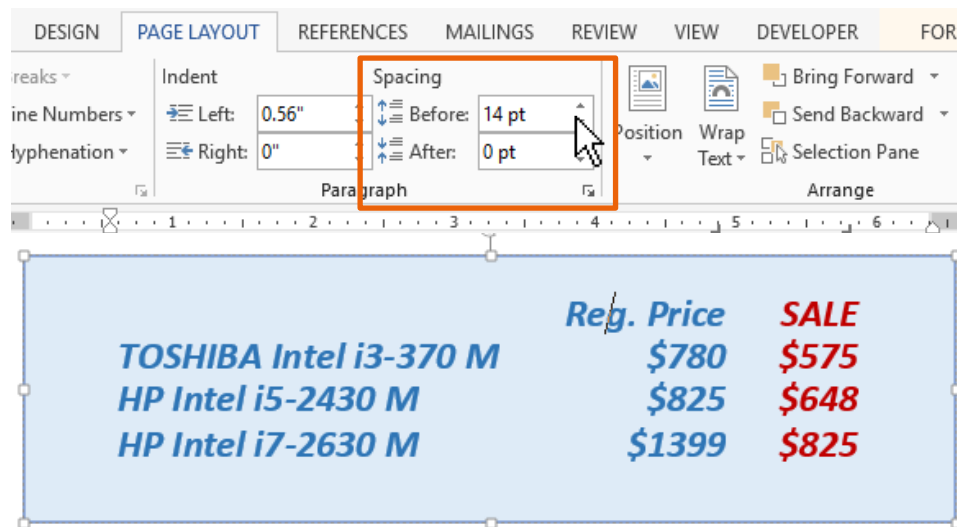
This is how the adjusted tabs will look:



The last adjustment is to even the top and bottom margin spaces:

	<i>Reg. Price</i>	<i>SALE</i>
<i>TOSHIBA Intel i3-370 M</i>	<i>\$780</i>	<i>\$575</i>
<i>HP Intel i5-2430 M</i>	<i>\$825</i>	<i>\$648</i>
<i>HP Intel i7-2630 M</i>	<i>\$1399</i>	<i>\$825</i>

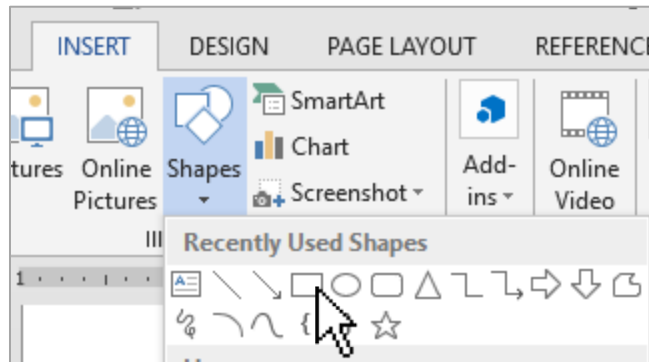
- To move the text down, click on the first line, then click the Page Layout Tab and click or type a number in the Spacing before box until the text is centred in the box.



- Center the text box on the page using the align tool.
- Draw another Text Box.
- Type:  
**West Computers**  
**POLO PARK SHOPPING MALL**  
**Westcomputers.ca**
- Format the Text:  
Font Size(s): **Your Choice**  
Font Colour: **Your Choice**  
Font Alignment: **Centre**
- The spacing between the lines of text should be relatively close as shown in the sample. **Adjust the spacing** between the lines by adjusting the Paragraph Spacing and Line Spacing (see page 4).
- Center the text box on the page.

**Colour the Background of the flyer:**

- Click the Insert Tab > Shape > **Rectangle**.



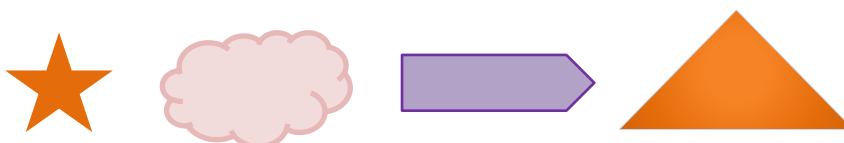
- Click, hold and drag your cursor to draw the rectangle a couple of inches square to begin with.
- Click the **Layout Options** icon to the right of the rectangle. Under the heading **With Text Wrapping** click **Behind Text**. *This option will position the rectangle to the back of all of your text and other graphics.*



- Resize the Rectangle to **fill the entire page** .
- Colour the Rectangle:** With the rectangle selected, click the Drawing Tools **Format Tab** > **Shape fill** drop down menu > Choose a **solid colour fill** or **gradient fill**.

*Note: In the Design Tab in the Page Background Grouping, there is a tool called **Page Color**. This tool does not color the background, it only simulates what your document would look like printed on a coloured piece of paper.*

- Insert at least **1 Shape** from the numerous shapes available in the Shape tool e.g.:



- Save your document and email it to your instructor.**