

21 Aesop's Fables Document

Create a 1 page Aesop's Fables Document to look like the document in the Sample book. Follow the directions below.

- Open** UNIT 5 WORD > 21 WORD EXERCISE > WORD 21 IMAGES
- Save** the file in your Picture Folder
- Name** your file WORD 21 IMAGES
- Open** UNIT 5 WORD > 21 WORD EXERCISE > **Word 21 Template**
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file: **Word 21 YourFirstNameLastInitial**
Click Save.
- Size: **8.5 x 11**
- Orientation: **Landscape**
- Margins: **Top .75", Right 1.5", Left: 1.5", Bottom: 1"**
- Select all text** by pressing the Ctrl + A keys
Align all the text:
 - In the **Home** Tab, click the **Align Left** symbol.
- Format the text into **3 columns**:
 - Select the text **without the title** *Aesop's Fables*
 - In the Page Layout Tab > **Columns > 3**

Note: Your text will only fill 2 columns. The text may not break exactly as the sample below. As long as you have 2 columns of text you're ready to move onto the next step.

Aesop's Fables

<p>The Fox, the Goat and the Well Look before you leap A fox fell into a well and was stuck there. A passing goat saw the fox asked if the water tasted good. "It's the best water you'll ever taste," said the fox, at which the goat promptly jumped into the well to drink. On realising he was stuck too, the goat agreed that the fox could climb up and over him out of the well and then help the goat out. The fox duly climbed up and over the goat to his freedom but left the goat stranded.</p> <p>The North Wind and the Sun Persuasion is better than force The north wind and the sun argued which was the stronger. On seeing a traveller they agreed a suitable test would be to strip him of his cloak. First the wind blew with all his might, but the more he blew, the more than man wrapped the cloak tightly around himself. When the sun's turn came, he gently beamed at the man, who loosened the cloak. The sun shone brighter still, and the man threw off his cloak.</p>	<p>The Hare and the Tortoise Slow and steady wins the race A hare derided a tortoise for being so slow, and the tortoise challenged the hare to a race, to which the amused hare agreed. After the race started the hare soon found himself far ahead, and so decided to rest, but fell fast asleep. When he awoke he dashed to the finish but found that the plodding tortoise had comfortably beaten him to it.</p>
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Use **Column Breaks** to move each story into its own column.

- Place your **cursor** at the beginning of the second story.

Aesop's Fables

The Fox, the Goat and the Well
Look before you leap
A fox fell into a well and was stuck there. A passing goat saw the fox asked if the water tasted good. "It's the best water you'll ever taste," said the fox, at which the goat promptly jumped into the well to drink. On realising he was stuck too, the goat agreed that the fox could climb up and over him out of the well and then help the goat out. The fox duly climbed up and over the goat to his freedom but left the goat stranded.

The North Wind and the Sun
Persuasion is better than force
The north wind and the sun argued which was the stronger. On seeing a traveller they agreed a suitable test would be to strip him of his cloak. First the wind blew with all his might, but the more he blew, the more the man wrapped the cloak tightly around himself. When the sun's turn came, he gently beamed at the man, who loosened the cloak. The sun shone brighter still, and the man threw off his cloak.

The Hare and the Tortoise
Slow and steady wins the race
A hare derided a tortoise for being so slow, and the tortoise challenged the hare to a race, to which the amused hare agreed. After the race started the hare soon found himself far ahead, and so decided to rest, but fell fast asleep. When he awoke he dashed to the finish but found that the plodding tortoise had comfortably beaten him to it.

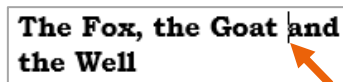
- Page Layout Tab > Breaks > **Column**
- Place your cursor at the **beginning** of the 3rd story:
The Hare and the Tortoise and Insert another column break.
- Format the Title: *Aesop's Fables*
Font: **Bookman Old Style**
Font Size: **36**
Colour: **Black**
- Format the 3 Story Titles:
The Fox, the Goat and the Well
The North Wind and the Sun
The Hare and the Tortoise
Font: **Bookman Old Style**
Make the text **Bold**
Font Size: **14**
Colour: **Black**

- Format the Story Sub Titles:
Look before you leap
Persuasion is better than force
Slow and steady wins the race
Font: **Bookman Old Style**
Italicize the text
Font Size: **11**
Colour: **Black**
Set Paragraph Space After: **6pt**
- Format the 3 paragraphs of Story Text
Font: **Bookman Old Style**
Font Size: **11**
Colour: **Black**



To set up the Story Titles as shown on the sample you will use **Soft Returns**:

- Place your cursor after the space bar space after the word: *Goat*

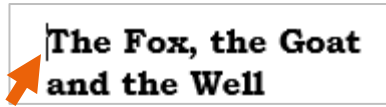


- Hold down the shift key and press enter.**
This will force the title to break where you want it to.
- Add soft returns** to the **two other story titles** to match the sample document.



Insert Illustrations:

- Place your cursor at the beginning of the first story title.



- Insert Tab > Click the Pictures Icon
Click your PICTURE file > Word 21 Images
- Click the Illustration *Fox Goat Well*, hold down the Ctrl key and select the two other illustrations *Hare Tortoise* and *North Wind Sun*
- Click Insert
- The illustrations will push the text out of the way – leave as is.



- Click on the *North Wind and the Sun* illustration to select it.
- Click the Layout Options Icon on the right side of the illustration.



- Under the heading **With Text Wrapping**, choose: **Square and Fix Position on Page**.

- Place your cursor on the illustration and drag it to the 2nd column


Aesop's Fables



The North Wind and the Sun
Persuasion is better than force.
The north wind and the sun argued which was the stronger. On seeing a traveller they agreed a suitable test would be to strip him of his cloak. First the wind blew with all his might, but the more he blew, the more than man wrapped the cloak tightly.

realising he was stuck too, the goat

- Click on the *Hare and Tortoise* Illustration



realising he was stuck too, the goat agreed that the fox could climb up and over him out of the well and then help the goat out. The fox duly climbed up and over the goat to his freedom but left the goat stranded.

man wrapped the cloak tightly around himself. When the sun's turn came, he gently beamed at the man, who loosened the cloak. The sun shone brighter still, and the man threw off his cloak.

- Click the **Layout Options Icon** on the right side of the illustration.
- Choose the Text Wrapping option: **Square and** and **Fix Position on Page.**
- Move** the Illustration to the 3rd Column



The Fox, the Goat and the Well

The North Wind and the Sun

The Hare and the Tortoise
Slow and steady wins the race

- Click on the *Fox Goat Well* Illustration



The Fox, the Goat and the Well

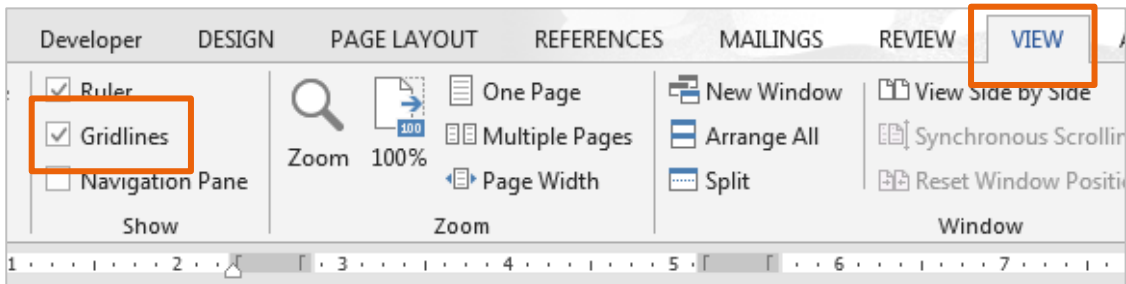
The North Wind and the Sun

The Hare and the Tortoise
Slow and steady wins the race

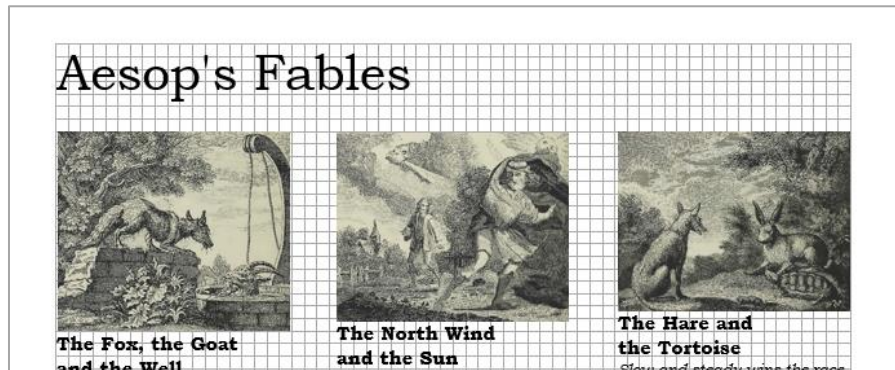
- Click the **Layout Options Icon** on the right side of the illustration.
- Choose the Text Wrapping option: **Square and** and **Fix Position on Page.**

Turn on your gridlines:

- Click the View Tab. Click the **Gridlines** box



- Use the **gridlines** to **line up** the illustrations as shown in the sample book.

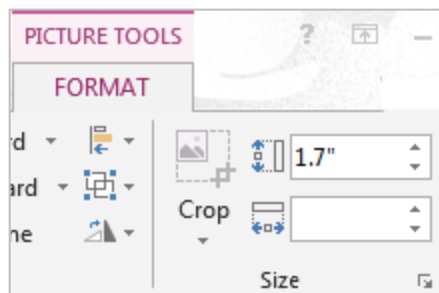


- Turn off the Gridlines (or keep them on, if you prefer)

Resize the illustrations to make them the same height:

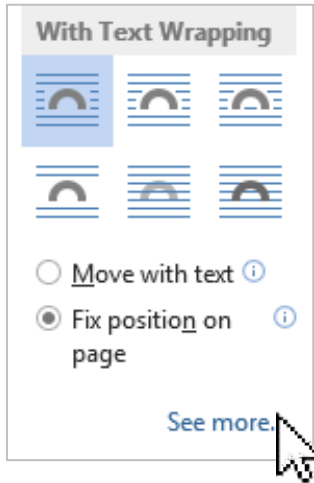
- Click on **one** illustration to select it.
Hold down the **Ctrl Key** and select the other two illustrations.
- Click on the Picture Tools Format Tab
In the **height box** type **1.7** and press enter.

Note: The width will adjust in proportion to the height, therefore, there is no need to type anything into the width box.

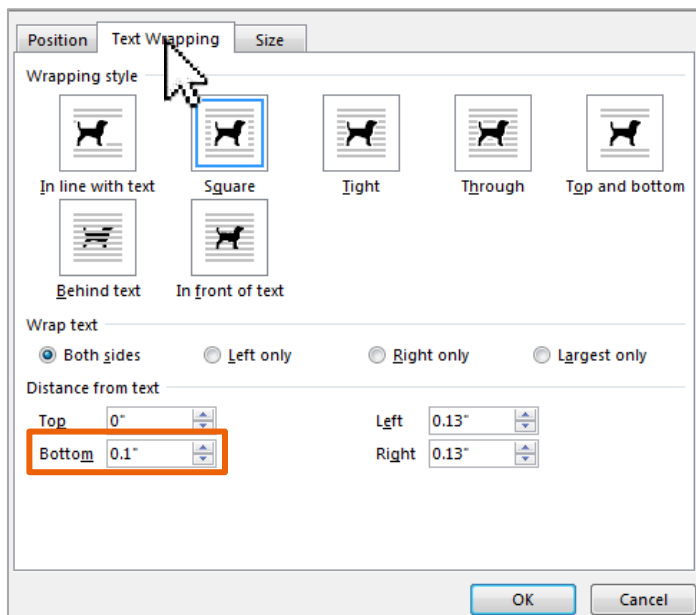


Add some space after the illustrations:

- Click** on the first illustration to select it.
- Click the **Layout Options Icon** on the right side of the illustration.
- On the bottom of the Layout Options window, **click** *See more...*



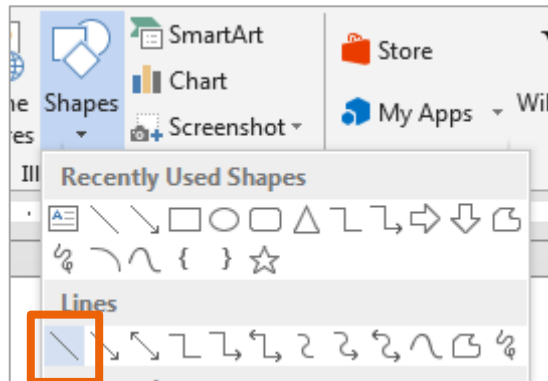
- Click the **Text Wrapping Tab**
- Go to the bottom of the window under the title, *Distance from Text*. In the *Bottom* box, type **.1** (decimal 1)



- Repeat the above 4 steps for the two other illustrations.**

Insert lines between the three stories:

- Click on the **Insert Tab > Shapes > Line**



- Move** your mouse between column 1 and 2, **hold down the Shift Key** to keep the line straight, then click the mouse and drag down.
- Change the Weight (thickness) of the line to: **4.5 pt**
Drawing Tools **Format Tab > Shape Outline > Weight**
- Colour: choose any shade of **Gold**
Drawing Tools **Format Tab > Shape Outline > Weight**
- Duplicate the gold line:**
Make sure the line is selected. **Hold down** the mouse on the line then hold down the **Ctrl key** then **drag the mouse to the right**. **Position** the duplicated line between columns 2 and 3 as shown in the Sample book.
- Adjust** the placement of the lines as necessary.
- Save your document and email it to your instructor.**