

Project #: W-19

Word Specialist

Level

Basic

Intermediate

Advanced



Project Title

Grand Opening Flyer

New Skills:

- Creating and designing a flyer
- Using the fill color feature
- Selecting a shadow and dash style (if available)
- Customizing colors



The Office
Specialist.com
The Microsoft Office Experts

Lettuce-Do-Lunch

Jazz My Wheels

College Concierge

Squeaky Clean

Lawn Enforcement

Word Specialist
Project #: W-19

Customer Name: Lettuce-Do-Lunch
Assigned to: You, the MS Word Specialist
Project Title: Grand Opening Flyer
Date: (current date, 20xx)

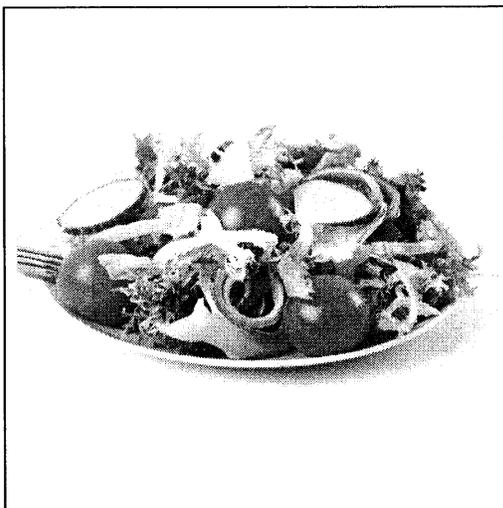
Note: Prior to beginning this project, review the Company Overview provided on page 16.

Project Description
Lettuce-Do-Lunch would like to distribute flyers throughout the community and on the school's campus to let customers know about three new menu items. A flyer is a one-sheet document that can take on a variety of formats, sizes, and designs. Flyers can be used to announce events, advertise a product or service, or promote a cause. The primary objective of a flyer is to capture the reader's attention.
Your Job
As the Microsoft Word Specialist, you will create and design a promotional flyer that will encourage potential customers to visit the restaurant and try the three new menu items.
Tips and Strategies
<ol style="list-style-type: none">1. The menu items should be presented as a list, making it easy for customers to place their orders.2. An example of what your finished document should look like has been provided. Refer to this document for visual guidance as you complete the instructions. When you see an icon in the instructions, look for the matching icon in the finished document.3. Read through all of the instructions before proceeding with the project.

Instructions to the MS Word Specialist

1. Using Microsoft Word, open a new document.
2. Save the document as **Project W-19 Grand Opening Flyer** in your “Word Projects” folder within the “Lettuce-Do-Lunch Projects” folder.
3. Set the page size to 8.5 inches wide x 11 inches high with a 0.8 inch margin on all sides.
4. Unless otherwise noted, the font should be set to Arial 12 point.
5. At the top left-hand corner, key the name of the restaurant, with a green text color of your choice (optional), using point size 36, bold, and italic, as shown in **Document W-19**.
See icon **A**
6. Below the company name, insert an appropriate clip art image (e.g., a salad) that helps illustrate the message. Resize the image to 3 inches wide by 3 inches tall (approximately) as shown in **Document W-19**. See icon **B**
7. To the right of your clip art image, create a text box that is 3 inches wide by 1 inch tall. Select a shadow style (optional) and use fill color RGB: Red 174, Green 64, and Blue 64. Using point size 18, bold, and center-aligned, key the text as shown in **Document W-19**. See icon **C**
8. Create a text box that is 3 inches wide by 1.7 inches tall. Select a dashed line style and gray fill. Using point size 16, with the last line using point size 12, bold, and center-aligned, key the text as shown in **Document W-19**. See icon **D**
9. Double-space and key the text using point size 16, italic, and center-aligned, as shown in **Document W-19**. See icon **E**
10. Insert three line spaces and key the text using point size 12, left-aligned. Insert bullets and bold the name of each menu item as shown in **Document W-19**. See icon **F**
11. Double-space and key the text, left-aligned and bold, as shown in **Document W-19**. See icon **G**
12. Carefully proofread your work for accuracy and format.
13. Resave the file.
14. Print a copy of the document if required by your instructor.

A **Lettuce-Do-Lunch**



C **Come Try Our
New Menu Items!!**

D **Try one of our new menu
items and get a FREE
delicious homemade cookie
and drink ...**

Good this month only!

E *Our three new menu items are being brought to you by the students
at Shoreline High School ...*

- F
- **Crazy Chopped Salad:** a Mediterranean-inspired classic chopped salad that has finely chopped artichoke hearts, roasted corn, garbanzo beans, diced tomato, cucumber, and fresh basil tossed in a homemade vinaigrette dressing.
 - **Signature Salad:** has a southwestern flavor and lots of hearty ingredients, including barbecue chicken, diced tomatoes, cucumbers, red onion, roasted corn, green chili peppers, avocado, grated cheddar cheese, and cilantro. The salad is tossed in a creamy ranch dressing and finished with thin, crunchy tortilla strips.
 - **Snowcrest Chicken Sandwich:** features a juicy, 7-oz. grilled chicken breast on Ciabatta bread with lettuce, vine-ripened tomato, dill pickle chips, and red onion served on the side. The sandwich comes with its own special mustard remoulade sauce.

G **Call ahead orders for take out: 714-555-3381
We are located next to Surf 'n Sport in Seashore Village.**