Computer Technology

Microsoft Word 2010

Work Order #1
Complete After Lessons 1-4

Work Order #1:

Using the skills you have gained in lessons 1-4, you will be creating a poster. Please use the following features to create a document like the one shown below.

- Art Borders
- Font size and style (your choice of font)
- Insert picture
- Text Effects
- Custom bullets
- Insert clipart (type in race flag and race car to get similar or same clipart as the example)
- Custom bullets
- Table
- Shading
- Merge
- Distribute columns
- Text box
- Text box shading

When finished, print and turn in to the basket.

**Make sure to add a header!



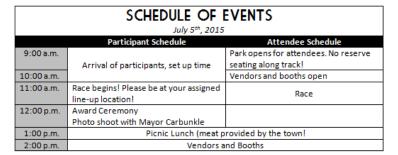
July 5, 2015

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Come join us for Dakota Lake's 60th Annual Race Day at Lakeview Park! This annual event has been a part of our town for a long time—come join the historic fun! Make sure to check the rules before entering.

- Racers must be between the ages of 8-16
- No motorized vehicles

- Vehicles must be hand made by the participant
- Participants must register by June 25th in order to participate
- \$4.00 participation fee required
- 1st prize is \$200 and a visit with the town mayor, Barney Carbunkle!



Signups for the race can be entered online at www.dakotaraceday.com