

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!**




**Dakota Lake's
60th Annual**

RACE DAY!

July 5, 2015

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!



SCHEDULE OF EVENTS		
July 5 th , 2015		
	Participant Schedule	Attendee Schedule
9:00 a.m.	Arrival of participants, set up time	Park opens for attendees. No reserve seating along track!
10:00 a.m.		Vendors and booths open
11:00 a.m.	Race begins! Please be at your assigned line-up location!	Race
12:00 p.m.	Award Ceremony Photo shoot with Mayor Carbunkle	
1:00 p.m.	Picnic Lunch (meat provided by the town!)	
2:00 p.m.	Vendors and Booths	

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