

Instructions for Microsoft Word Exercise 2

- 1) Adjust page margins to 0.8" on each side
- 2) Type "Upper Perkiomen Valley Library" and "Used Buk Sale"
 - a) Change font to Arial Black
 - b) Change font size to 24
 - c) Center this text
- 3) Type "Friday, April 29 through Saturday, May 7"
 - a) Change font size to 16
- 4) Insert a Table with 2 columns and 4 rows
 - a) Insert the text as follows:

Price List	
Hardback buks	\$.50
Paperback buks	\$.25
Harlequin buks	\$.10

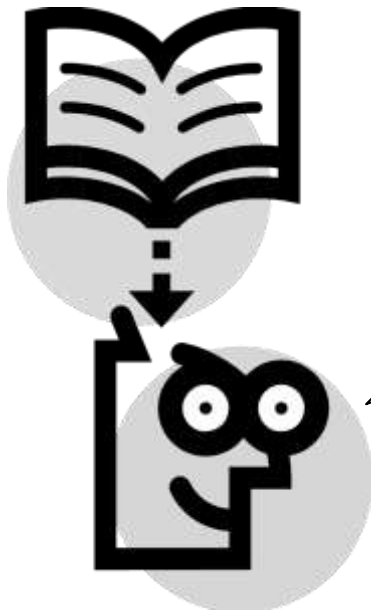
- b) Merge the words Price List across the columns
 - c) Center the words "Price List"
 - d) Change the font to Arial
 - e) Ensure the font is 18
 - 5) Insert clip art of a book going into the top of a person's head
 - a) To find this image, you can Search for: Book and Search in: Office Collections (you do not have to go online to find this image)
 - b) Recolor the image to Grayscale
 - c) Enlarge the image keeping proportions in tact
 - d) Change the text wrapping to be In Front of Text
 - e) Drag image to the left to position it
 - 6) Insert a Shape: Oval Callout
- Type the text "Your purchase of used buks helps support our liberry!"
- a) Change font to Century Gothic
 - b) Change font size to 16
 - 7) Insert a text box below the image
 - a) Type the following:
350 Main Street
Red Hill, PA 18076
(215) 679-2020
upvlibrary.org
 - b) Change font to Boulder
 - c) Change font size to 20
 - d) Center the text
 - 8) Insert a Footer – select the top option called "blank"
 - a) Go to upvlibrary.org
 - b) Select the first sentence on the home page that reads "The Upper Perkiomen Valley Library is a local resource for research and entertainment for the public. "
 - c) Copy this text using any method (On the menu bar you can choose Edit>Copy)
 - d) Paste this text into the footer
 - e) On the line below, insert the text "Last edited"
 - f) Insert the time and date using Quick Parts
 - 9) Use spellcheck to correct any misspellings

Upper Perkiomen Library

Used Book Sale

Friday, April 29 through Saturday, May 7

Price List	
Hardback books	\$.50
Paperback books	\$.25
Harlequin books	\$.10



Your purchase of
used books helps
support our library!

**350 Main Street
Red Hill, PA 18076
(215) 679-2020
upvlibrary.org**