

WP Exercise 3 - Airplane Rides

You work part-time at Scenic Air. Your boss has asked you to prepare a flyer that advertises aerial tours over the city.

Instructions: Perform the following tasks:

1. Type the flyer text, unformatted, as shown below. After you have typed the text apply the formatting as indicated in the steps below.
2. Save the document using the file name, "Airplane Rides *yourname*."
3. Change the style set to Formal.
4. Change the theme fonts to the Metro font set.
5. Apply the Heading 1 style to the headline. Apply the Heading 2 style to the signature line.
6. Center the headline and the signature line.

7. Change the font and font size of the headline to 48-point Arial Rounded MT Bold.

8. Change the font size of body copy between the headline and the signature line to 22 point.

9. Change the font size of the signature line to 28 point.

10. Bullet the three lines (paragraphs) of text above the signature line.

11. Bold the text, *change your view*.

12. Italicize the word, *aerial*.

13. Underline the word, *and*, in the first bulleted paragraph.



14. Change the spacing before the headline to .0 point. Change the spacing after the first paragraph of body copy to 0 point. Change the spacing before the first bulleted paragraph to 12 point.

15. Insert the picture centered above the bulleted list, the picture is called *Airplane Ride over City* and is available in the *public folder*. Apply the Relaxed perspective, White picture style to the inserted picture.

16. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs, until the entire flyer text fits on a single page.

17. Change the document properties, add keywords and add your name as author. Change the other document properties, as specified by your instructor

18. Be sure to resave the flyer again and submit to your instructor.