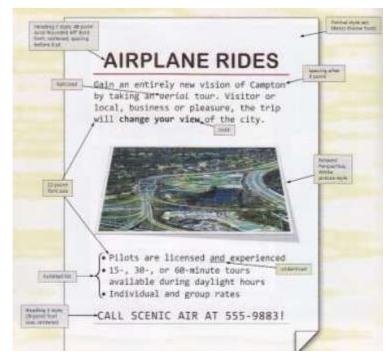
WP Exercise 3 - Airplane Rides

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.
- Change the font and font size of the headline to 48-point Arial Rounded MT Bold.
- Change the font size of body copy between the headline and the signature line to 22 point.
- 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.