

Microsoft Word 2007

Lesson 4

Now You Are on Your Own

I will furnish you with a printed document of a CS 101 brochure, with “Computer Science 101” as the title. Write a Word document that reproduces this brochure. You probably will need to use Word Help to figure out how to do some of the things necessary to reproduce the brochure.

Here is some information you need:

- The title on the second page and the “This is the end” are done using Word Art
- Notice the foreign symbols in résumé
- You can find the pictures on my web site (<http://webs.wofford.edu/whisnantdm>)
 - Follow the link to “Photoshop Elements: Images for Lessons”
 - The pictures are “Balloons.jpg” and “Park.jpg”
- The text of the document will tell you some things to do
- Use tabs to do the list of software applications
- Use a hanging indent in the list of concepts
- Notice the information at the bottom of the pages