Microsoft Word 2010
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 Brochure” as the title.

Write a Word document that reproduces this brochure. We have not covered some of the Word functions that you need to do this brochure. You may need to use Word Help to figure out how to do some of the new functions.

Here is some information you need:

- You can find the pictures on the course Moodle page
- The title on Page 1 is done using Word Art
- Notice the foreign symbols in the word “résumé”
- 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
- The page background is light blue
- The date in the footer automatically updates to the current date and time