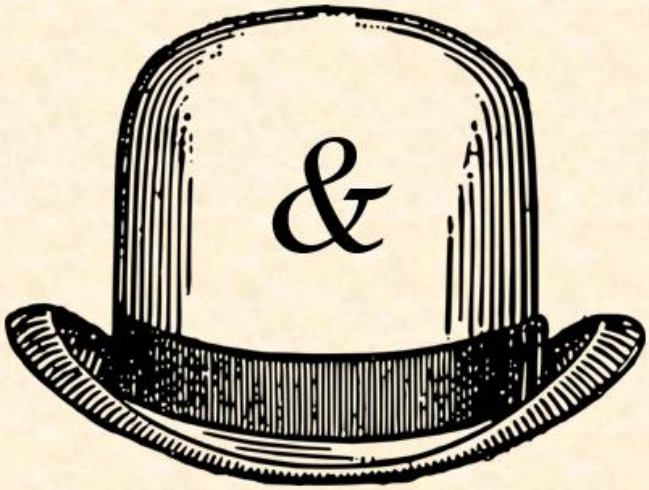
SAMPLE PROJECT

HATS & CAPS



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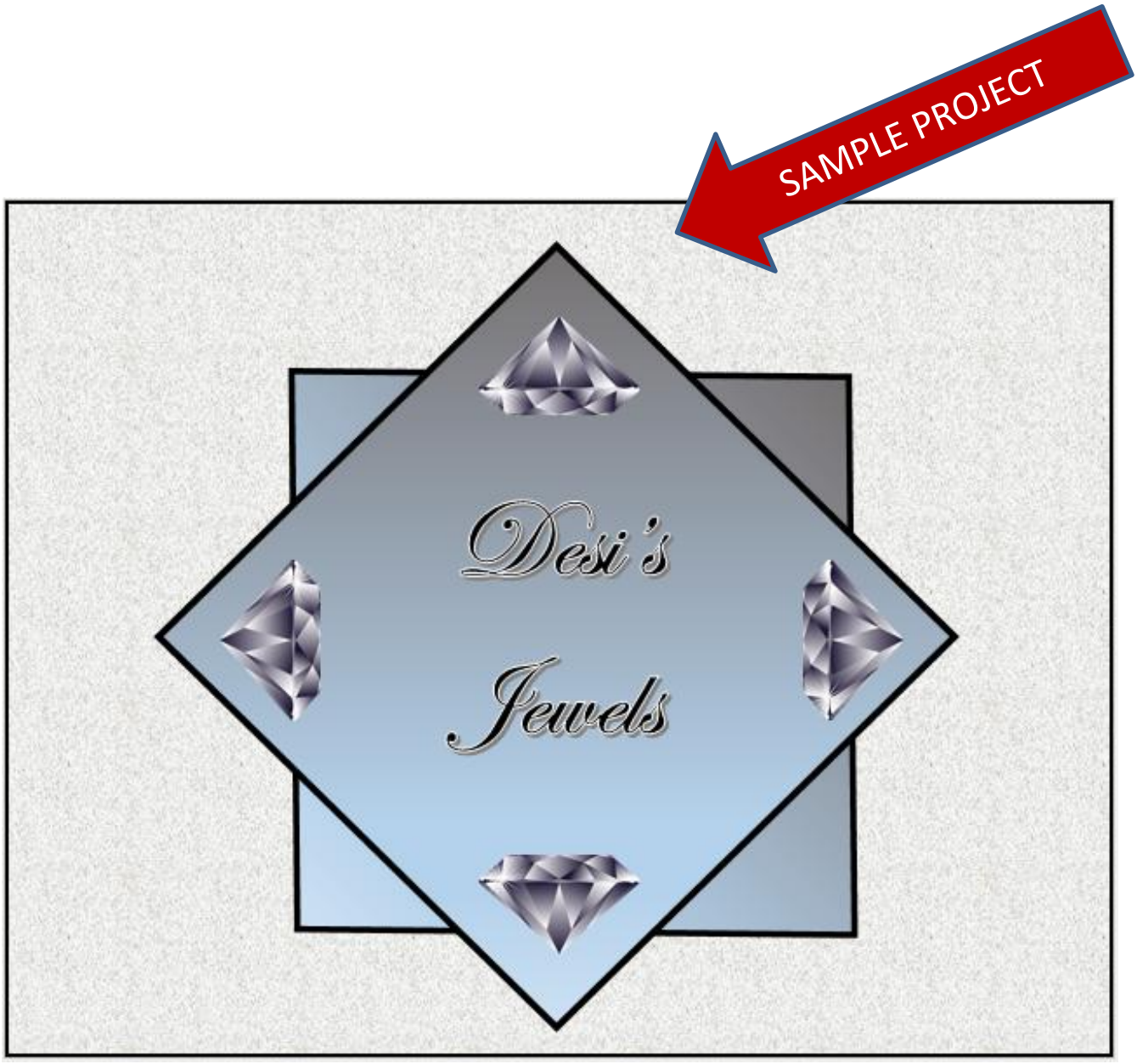

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Microsoft Word Skills - Business Sign Design Lesson

You will create a sign for your fake business! Your fictional business could be a restaurant, a fitness gym, a video game store…whatever! Below is a list of requirements (written as step-by-step instructions) that I must see in your Microsoft Word document. When you are finished, please save the file as "Last Name + First Name + Sign" and send it to me for grading. Humor is always appreciated!

Skills used in this lesson:

- Page Orientation
- Page Colors
- Page Borders
- Inserting Text and formatting font
- Inserting images
- Text wrapping
- Aligning objects

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- Open a new blank Word document. *[File – New]*
- Change the page orientation to landscape. *[Layout Tab – Orientation – Landscape]*
- Set the page background to have a fill of a solid color, gradient or texture or even a picture. *[Design Tab – Page Color – Fill Effects]*
- Type the sign text using WordArt or a really cool font that makes sense with the type of business your sign is promoting*. [Insert – Text Group or Home Tab – Font Group]*
- Set a Page Border if you think it would make your sign look better. You can use any border type (box, shadow…), color and width you'd like. *[Design Tab – Page Background Group - Page Borders]*
- Type any other information you want your sign to show like a slogan or when your business was established. Make the fonts nice, large and easy to read.
- To line up your text so it's all neat, select multiple text placeholders by holding the Control key and clicking on each one…then you can use the *Align* button in the *Layout Tab*
- Use an image from the internet (Google images search tools – labeled for reuse so we don't infringe on copyrights) somewhere on your sign. *[Insert Tab – Picture (or copy & paste)]*
- Set the image Text Wrapping to be Behind Text. *[Picture Tools – Arrange Group - Wrap Text]* This will help make it easier to move the image around the document and place it wherever you'd like.
- Save the file as "Last Name + First Name + Sign" and send it to me for grading. *[File Tab – Save as]*

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