

Graduation Flyer

1. Download **Apply 1-1 Graduation Flyer Unformatted** from website.
 - a. Save to your documents
2. Delete the word, **degree**, in the sentence below the headline.
3. Insert the word, **need**, between the words, or directions (so that it reads: Questions or need directions?), in the second to last line of the flyer.
4. Change the word, **on**, to the word, **by**, in the last line so that the text reads: Please RSVP by May 18.
5. Center the headline and the last two paragraphs of the flyer.
6. Select the third, fourth, and fifth paragraphs of text in the flyer and add bullets to the selected paragraphs.
7. Change the theme to the Blue II color scheme.
8. Change the font and font size of the headline:
 - a. Size to 48 point
 - b. Font to Arial Rounded MT Bold.
 - c. Change the case of the word, **Celebrate**, in the headline to uppercase letter.
 - d. Apply the **text effect** called Fill- white; blue, accent color 2, hard shadow, blue, accent color 2 to the entire headline.
 - e. Change the **font color** of the headline text to **Dark Green, Accent 5, Darker 25%**
9. Change the font size of the sentence below the headline, the bulleted list, and the last line of the flyer to 26 point. 11.
10. Change the font size of the sentence below the bulleted list to 18 point.
11. Switch the last two bulleted paragraphs. That is, select the ‘125 Park Court in Condor’ bullet and move it so that it is the second bulleted paragraph.
12. Select the words, *open house*, in the paragraph below the headline and italicize these words.
13. Select the text, Saturday, May 27, in the first bulleted paragraph and **bold** this text. Change the *font color* of this same text to **Dark Red**.

14. Underline the word, **and**, in the third bulleted paragraph.
15. Bold the text, **Please RSVP by May 18.**, in the last line of the flyer.
 - a. Shade this same text **Dark Green, Accent 5, Darker 50%**. If the font color does not automatically change to a lighter color, change its color to White, Background1.
16. Find an image on google of a graduate.
 - a. Save image as into your Picture library. Insert the picture of the graduate centered on the blank line below the headline.
 - b. Resize the picture so that it is approximately 2.9” x 2.89”
 - c. Apply the Picture style: Simple Frame, Black
17. Change the spacing before the first bulleted paragraph to 12 points and the spacing after the last bulleted paragraph to 24 points.
 - a. Hint: Find the spacing under the layout tab
18. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease the spacing before and after paragraphs until the entire flyer fits on 1 page.
19. Add in a border of your choice.
20. Add in some enhancements or embellishments to the flyer. Could be additional color, change in font, another picture, picture bullets, etc.
21. Answer the following question in the comments (Found under FILE →Info→comments) **If this flyer were announcing a victory parade instead of a graduation, which color scheme would you apply and why?**
22. Place Cup on top of table. Save. Minimize until Teacher comes to Grade. Start on assignment 2 while waiting for Mrs. Kratky.

Incomplete example of the Flyer:

Let's CELEBRATE Clare's Graduation!



We hope you can join us for an *open house* to celebrate Clare's college graduation.

- **Saturday, May 27**, Noon - 77
- 125 Park Court in Condor
- Bring your swimsuit and towel

Questions or need directions? Call or text 217-595-3036.

Please RSVP by May 18.