

Activity 2

Cover Page

Design a Cover Page in the format shown below.

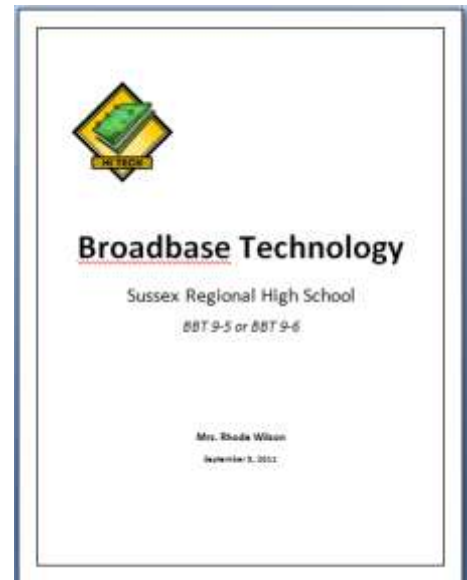
Directions

1. Create a new Microsoft Word document.
2. Save the document as: Lastname Firstname **Cover Page**
EX: Smith Mary Cover Page
3. Insert a page border of your choice.
 - click the **Page Layout Tab**
 - click the **Page Borders**
 - select a **Setting and Style** for your border
 - click the **OK** button
4. **Insert** a **clipart** of your choice in the upper left corner of the page.
5. Edit the clipart.
 - click once on the image
 - click the **Text Wrapping** button
 - select: **Square**
 - On the Format Picture Tools tab, in the Size group, adjust the **Height** so it is between 1” and 2”
6. **Insert** one text-box (for the three titles) by clicking the Text Box button.
7. Re-size the text-box.
 - right-click the text-box border
 - select: Format Text Box...
 - click the **Size** tab
 - set the **Height** to 2.5” and the **Width** to 7”.
 - click the OK button
8. Type in the textbox:

Broadbase Technology

Name of your School

BBT 9-X, where X represents the class period



9. Format the text.

- center all text
- size text as follows
- Broadbase Technology = 48pt and Bold
- Sussex Regional High School = 28pt
- BBT 9-X = 20pt and Italics
- de-select the text-box

10. Save.

11. Center the text-box both vertically and horizontally.

- right-click the text-box border
- select: **Format Text Box...**
- click the **Layout** tab
- click the **Advanced...** button
- set the **Horizontal** and **Vertical Alignment** to: **Centered relative to Page**
- (the horizontal may be set from the home tab)
- click the **OK** button
- click the **OK** button

12. Remove the text-box border.

- click once inside the text-box
- right-click the text-box border
- select: **Format Text Box...**
- click the **Colors and Lines** tab
- set the **Line Colour** to **No Line**
- click the **OK** button
- de-select the text-box

13. Create a second text-box.

14. Follow the same procedure as above and do the following:

- text-box size: **Height = 1" Width = 7"**
- Your Name = **16pt and Bold**
- Date = **12pt, Bold and Italics**
- Layout: **Square**
- Position: **Horizontal Alignment = Centered**
- Vertical Absolute position = 8" below Margin
- No border

15. Your finished project should look like the sample posted on the bulletin board.

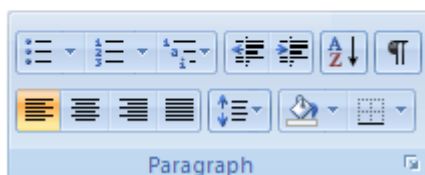
Position text horizontally or vertically in a shape or text box

You can specify the horizontal or vertical alignment of text in a shape or text box.

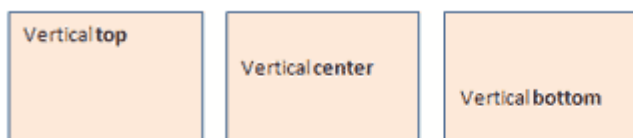
HORIZONTAL ALIGNMENT



1. Select the text that you want to position horizontally.
2. On the **Home** tab, in the **Paragraph** group, click the alignment option that you want.



VERTICAL ALIGNMENT



1. Right-click the border of the shape or text box.
2. On the shortcut menu, do one of the following:
 - For a shape, click **Format AutoShape**, and then click the **Text Box** tab.
NOTE The **Text Box** tab is unavailable in a shape unless the shape contains text.
 - For a text box, click **Format Text Box**, and then click the **Text Box** tab.
3. Under **Vertical alignment**, click the option that you want.