

Airplane Rides Poster



You work part-time at Scenic Air. Your boss has asked you to prepare a flyer that advertises aerial tours over the city.

1. Type the flyer text, unformatted, as shown on the back. After you have typed the text apply the formatting as indicated in the steps below.

2. Save your document using the file name, “AirplaneRidesPoster.docx”

3. Change the Margins to 1” all around (Normal).

4. From the Home tab, apply the Heading 1 style to the headline. Next, apply the Heading 2 style to the signature line (last line of the poster).

5. Center both the headline and the signature line.

6. Change the font and font size of the headline to 48-point Arial Rounded MT Bold.

7. Change the font size of the body (between the headline and the signature line) to 22 point.

8. Change the font size of the signature line to 28 point.

9. Bullet the three lines (paragraphs) of text above the signature line with check marks.

10. Bold the text, *change your view.*

11. Italicize the word, *aerial*.

12. Underline the word, *and*, in the first bulleted paragraph.

13. Insert the airplane.jpg image above the bulleted list. Be sure to center the picture. With the picture selected, go to Format, Picture Effects, 3D Rotation, and select the Relaxed option underneath Perspective.

14. Add a 1” solid line border around your poster (Page Layout => Page Borders)

15. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs, until the entire flyer text fits on a single page.

16. Be sure to resave the flyer, and submit it to the classroom dropbox.

AIRPLANE RIDES

Gain an entirely new vision of Campton by taking an *aerial* tour. Visitor or local, business or pleasure, the trip will **change your view** of the city.



- ✓Pilots are licensed and experienced
- ✓15, 30, or 60 minute tours available during daylight hours
- ✓Individual and group rates

CALL SCENIC AIR AT 555-9883!