

Intro To Computers

Word #16 – Holiday Card

Objective: Use the Drawing Tools, Word Art and Text Boxes to create a holiday greeting card.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_16*.
2. Open a NEW document in Word.
3. You will **not** create a header in this assignment.
4. Save the document in your *first_last_word_16* folder as *HolidayCard.docx*.
5. Pick a holiday. You are to make a greeting card to send to someone special. You should make this person using both his/her name and your name on the card.
 - a. Set the page margins to .25" on all sides.
 - b. Set up the screen to view the ruler.
 - c. Divide the card into 4 equal quadrants by using the line tool to draw a vertical dotted line from the top to the bottom of the page at 4". Also draw a horizontal dotted line from the left to the right at 5.25".
 - d. The lower right quadrant will be the greeting inside the card. Again, using WordArt or TextBox(es), create a greeting. Make sure to specify the name of the person the greeting is for and include your name as the person it is from. Add clip art and/or draw your own picture. Be creative in how the inside of the card is presented.
 - e. The upper left quadrant will be the face/front of your card. Use drawing tools to create a picture, and either WordArt or a text box to create a greeting. You decide the font, point size, color(s) and alignment of the text. You decide what picture to draw and all aspects including colors and outlines.
 - f. Group everything in the upper left quadrant. Once it is all grouped, rotate the grouping so that it is upside down.
 - g. Leave the upper right and the lower left quadrants blank.
 - h. Carefully proofread your text for spelling, grammar, and accuracy.
6. Resave the document and exit out of Word.
7. Zip up your *first_last_word_16* folder. Turn in your *first_last_word_16.zip* file.