

On Your Own

On Your Own 12-1

1. Use the Open command in Backstage view to open the data file **Brochure** located in the Chapter 12\On Your Own folder. (Do not double-click the file in a File Explorer window to open it.) Save the file as **Auction Brochure** leaving the Save as type set to Word Template so the Quick Part you will create will be included in your solution file.
2. Change the orientation of the document to Landscape.
3. Select all the text in the document except for the first paragraph containing *Auction*, and then convert the selected text into a table with three columns. (*Hint:* Use the Convert Text to Table command on the Table button menu. Adjust the number of columns to 3, and make sure the Paragraphs option button is selected in the Separate text at section.)
4. Add a new row to the top of the table with the labels **Package**, **Value**, and **Description**.
5. Change the Theme Colors to Paper, and then apply the Grid Table 4 – Accent 1 table style to the table. Format the header row and the first column with special formatting, and use banded rows. Adjust the formatting of text in specific cells in the first row and first column if necessary so they are consistent.
6. Adjust the column widths so that the first column is 2 inches wide, the second column is AutoFit, and the third column stretches to the right margin.
7. Center all the text in the Value column using the Align Center command. Center all the text in the Package column using the Align Center Left command.
8. Select the first paragraph (containing *Auction*), including the paragraph mark, and convert it to a WordArt text box using the Gradient Fill – Gray style. Apply the Perspective Diagonal Upper Left shadow effect to the text in the text box.

9. Position the WordArt as a floating graphic above the table and approximately aligned with the left edge of the table.
10. Use the keyword **auction** to search for an online picture on Office.com, and choose an image.
11. Crop off part of the image if it would look better.
12. Change the wrap properties of the image to Tight. Position it in the upper-right corner of the document. Change the zoom to One Page, and then reduce its size as needed so that it fits above the table and the table stays on one page.
13. Save the WordArt as a Quick Part in the Auction Brochure template. Name the Quick Part **Auction Heading**.
14. Save the document, and then close it.