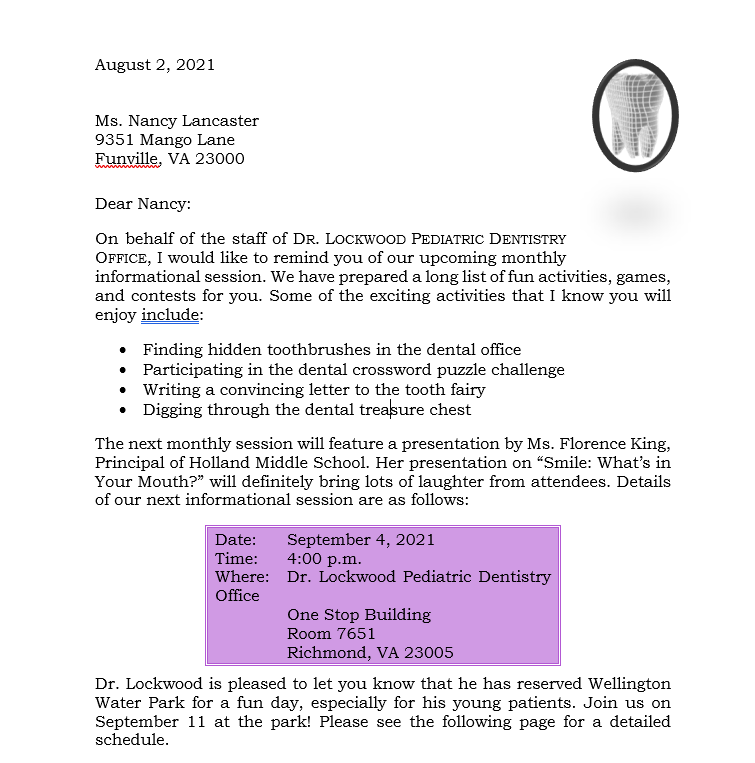
Exploring Word 2019 Chapter 2

W02m2Dentist\_lastfirst



Apply 12 pt spacing from the salutation through the last paragraph that ends with seeing you on September 10; delete paragraph mark after the Dear Nancy paragraph

Change capitalization to ensure all proper names are correctly capitalized; VA should be capitalized; Student name and email address in the signature block

Remove Italics from date, time, and location text; increase left and right indents to 1.25 and set 0 pt Spacing After paragraph; apply a double-line box border with the color Purple, Accent 4, 3/4 pt line width, and shading color of Purple, Accent 4, Lighter 40%; delete the extra tabs to the left of September 4, 2021; 4:00 p.m. and Dr. Lockwood Pediatric Dentistry Office to align with other text in the bordered area

Apply small caps to Dr. Lockwood Pediatric Dentistry Office in the first paragraph

Type and apply a right arrow bullet to the following paragraphs:

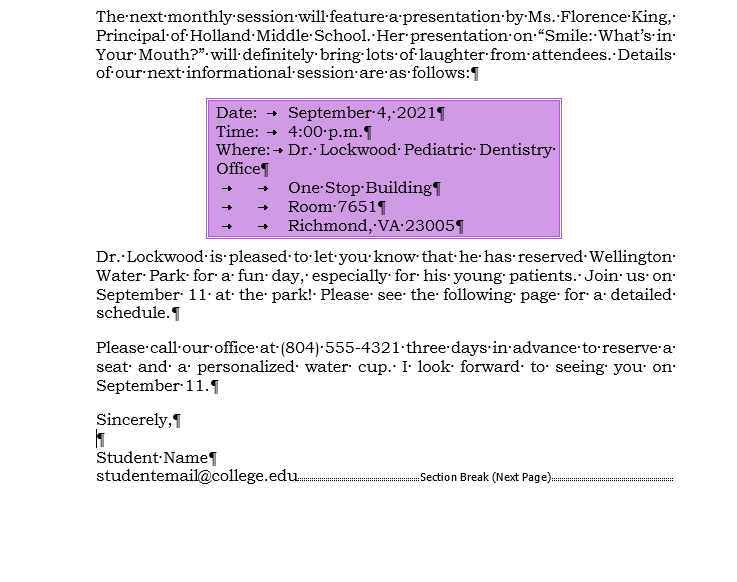
Finding hidden toothbrushes in the dental office

Participating in the dental crossword puzzle challenge

Writing a convincing letter to the tooth fairy

Digging through the dental treasure chest

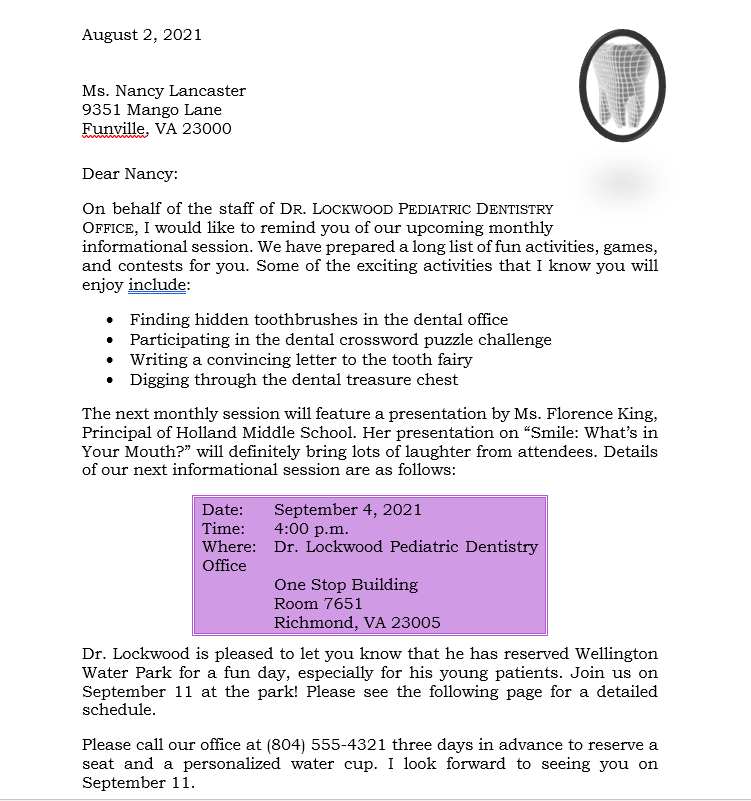
Apply Justify alignment to paragraphs beginning with On behalf and ending with seeing you on September 11



Check the spelling and grammar, correcting any errors

Delete the paragraph mark before the paragraph that begins with Please call our office

Insert a Next Page section break at end of document; change orientation to Landscape; change Paragraph Spacing After to 6 pt; change the font size to 14

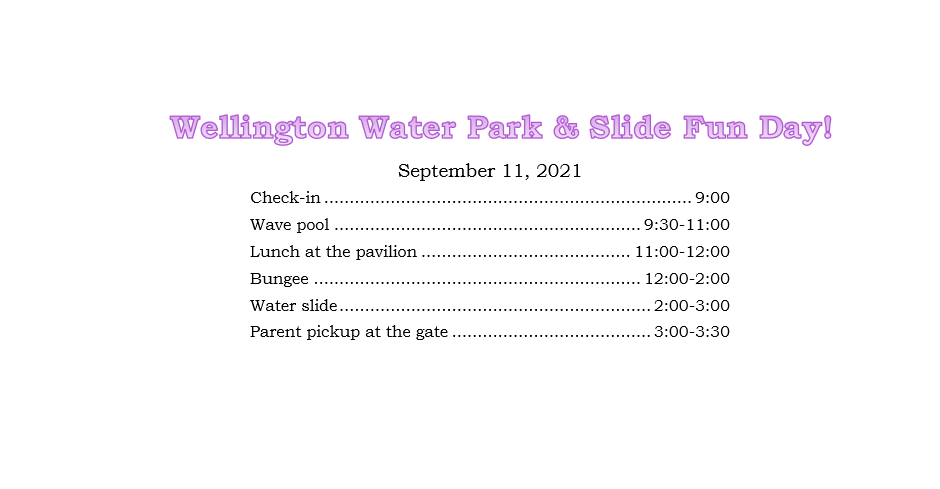


Apply 12 pt Bookman Old Style to the entire document

Apply 12 pt Spacing After to the paragraph Funville, VA 23000, 6 pt Spacing Before to the paragraph Sincerely, and 6 pt Spacing Before to the paragraph beginning with Dr. Lockwood is pleased to let you know

Position image to the upper right hand corner; set height to  1.1; apply the Square wrapping, Beveled Oval, Black picture style, and Chalk Sketch artistic effect

Insert an online picture of a tooth; delete any additional text box



In Section 2, center the first paragraph; Type Wellington Water Park & Slide Fun Day! and September 11, 2021; left-aligned, change font size to 12

Modify the 7" right tab to include a dot leader

Format the text Wellington Water Park & Slide Fun Day! with WordArt, Gradient Fill: Purple, Accent color 4; Outline: Purple, Accent 4, font size of 24 pt, and Top and Bottom wrapping; visually center WordArt object

Set a left tab stop at 2" and a right tab stop at 7"; Type the following text:

Check-in 9:00

Wave pool 9:30-11:00

Lunch at the pavilion 11:00-12:00

Bungee 12:00-2:00

Water slide 2:00-3:00

Parent pickup at the gate 3:00-3:30