

Open *w05\_exam\_chap\_data* and save it as *w05\_exam\_chap\_LastFirst*

Insert WordArt, selecting Fill - White, Outline: Blue, Accent color 1; Glow: Blue, Accent color 1 (second row, fourth column). Type Conaway Weekly. Set the font to Calibri and the font size to 36. Position the WordArt object so that is visually centered over the wave shape

Insert the Wave shape. Insert one line before the shape and change the shape width to 6.0" and the height to 1.0"

Change the shape fill to Blue, Accent 1, Lighter 60%

# Conaway Weekly

Paste Excel data

Issue 101

Stock Price: (CRX) \$23.23

March 5, 2020

Type Issue 101 in the first column and March 5, 2020 in the third column.

Format the first letter of the first body paragraph as a dropped cap

**J**ohn Leo joined our team on February 5<sup>th</sup>.



He will be assisting

Lisa Parsons develop our new employee safety and education

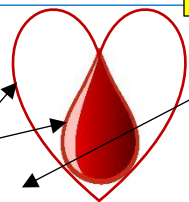
Format the body of the newsletter to be Two columns with Equal column width and a Line between the columns

Add a Banded Quote below the first paragraph of text in the first column. Text added. Add a Blue border. Resize the text areas

John Leo says ...

*GLAD TO BE A PART OF THE TEAM*

Insert and center an online picture of a blood drop above the *Blood Drive* heading, using Bing Image Search. Change the height of the picture to 1.0"



Draw/Insert a Heart shape around the blood drop. Remove the fill and apply a Dark Red shape outline. Make sure the blood drop fits inside the heart

Joining our annual blood drive to help support the local blood bank on March 8. All donations will be used to help our co-workers in need.

Pizzeria. You can register at the cafeteria all of this week on our intranet site under the **Blood Drive** link. Please sign up today!

Insert a Column Break after the *Blood Drive* section

Change the text wrap on the blood drop to Behind Text. Add three empty paragraphs above the Blood Drive subtitle. Move the blood drop to beside the Blood Drive subtitle

## Word Training

The IT group is pleased to announce the new Word Training program. The topics covered will include:

- New Features
- Formatting Text and Paragraphs
- Working with Graphics
- Document Templates

Please contact Marge Shillings at extension 5-2331 to

Apply an Outside Border and a fill of Blue, Accent 1, Lighter 40% to the bulleted list of training topics

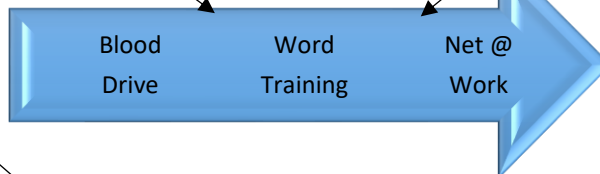
## Work at Work

Order, please be sure to follow company policies and procedures when using the Internet at work.

Employees are permitted to use the Internet for approved personal

Insert a Continuous Arrow Process SmartArt object above the text box. Resize it to extend from column margin to column margin

Apply the Inset style. Change the color to Transparent Gradient Range - Accent 1. Text added



**Employee Quote of the Day: Be better today – Larry Wood**

Draw a text box below the last section of the newsletter. Type Employee Quote of the Day: Be better today. – Larry Wood after. Change the font to Calibri and the font size to 12, and then apply bold