# **Lab Assignment 4a**

Directions:

* **Click on  New Document. Type what you see below.**
* **Read carefully and follow the instructions for changes to be made to your document.**
* **Print and Hand in your document for marking.**

Lab Assignment 4a

A Special Birthday

Your Name

Bob asked his mother what she wanted for her birthday. His eighty-year-old mother’s reply startled him. She wanted a ride in a hot air balloon.

Jean Stipple, Bob’s mother, had always liked to do exciting things and still, even at her age, tried to be adventurous. So Bob arranged for his mother to have the balloon ride. It was a huge balloon with a basket underneath. Several people could be seated in this basket, but Jean and the pilot were the only people in it. They waved farewell, and up they went. The day was sunny and clear; the view was amazing. They could hear dogs barking as they skimmed over the tallest structures and gazed down into people’s backyards and balconies.

When they landed, Jean Stipple declared, “That was the best birthday present I’ve ever had! What can I plan for my birthday next year?”

**Make the following changes:**

1. Highlight the Title and change the font to **Lucida Handwriting, size 20** and **Align Centre**. Make your title a **different colour** (your choice).
2. Select *Office Button*, then SAVE AS. Save on Desktop or My Documents
3. Highlight Your Name and change the font to any Word Art font, size 16.  **Align Right**
4. In the third sentence, change the period to an exclamation mark. (!)
5. Change the paragraphs to any font you like, size 14 or 16.
6. Change the line spacing to 1.5 line spacing.
7. After you are finished typing the paragraph and doing these changes, click on Insert, Clip Art, and type in the word “Balloon” or “Birthday” as a search item.
8. Follow the instructions for text wrapping in your instruction manual, and move your picture in the left corner of your text, or wherever it looks best and is still easy to read.
9. Save again by clicking on the save button on your toolbar .
10. Print Preview  and Print  your document.

**Answer Key for Lab Assignment 4a**

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j0297707Bob asked his mother what she wanted for her birthday. His eighty-year-old mother’s reply startled him. She wanted a ride in a hot air balloon!

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