

# Microsoft Word 2A

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1. Open Microsoft Word and save your new document as YourNameWord2A
2. Open two lines at the top of the page by pressing the Enter key twice.
3. Enter a city of your choice followed by the words Community Directory, then on the next line enter words RESTAURANTS in capitals as shown.

Peoria Community Directory

RESTAURANTS

This is some sample text used to vi

4. Center both lines of text, change the font size, color, and style and add a piece of ClipArt before and after the word RESTAURANTS (don't change the text wrapping on the ClipArt).

*Peoria Community Directory*



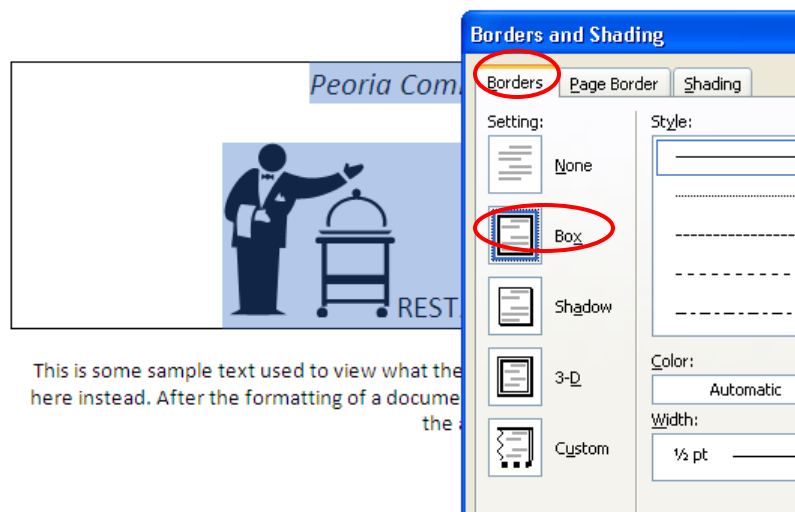
This is some sample text used to view what the document would like before the actual text is placed here instead. After the formatting of a document has been finalized you can replace this sample with the actual text.

5. Highlight the section as shown in blue, select the Page Layout tab and press the Page Borders button, then select the Borders tab and Box option as shown (NOT the Page Border tab—you don't want a border around the entire page only this section).

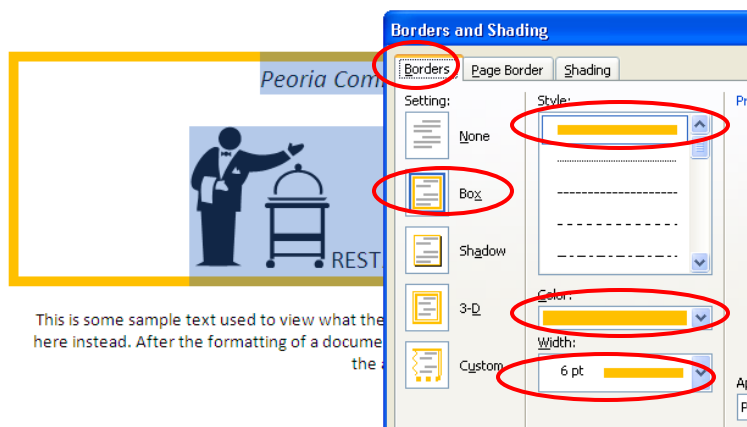
*Peoria Community Directory*



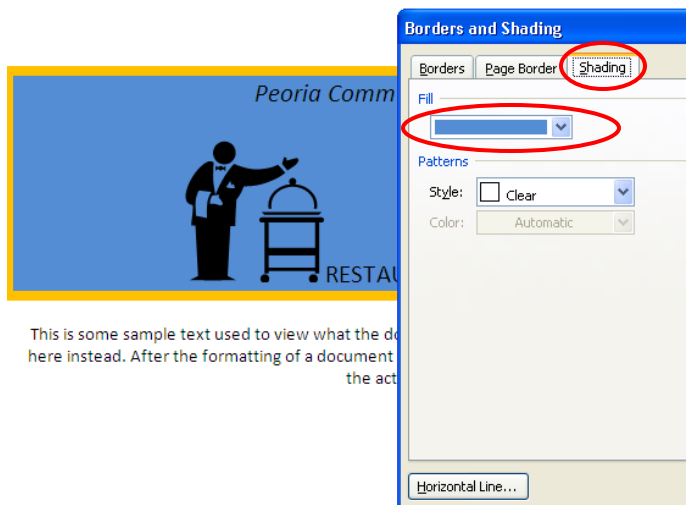
This is some sample text used to view what the document would like before the actual text is placed here instead. After the formatting of a document has been finalized you can replace this sample with the actual text.



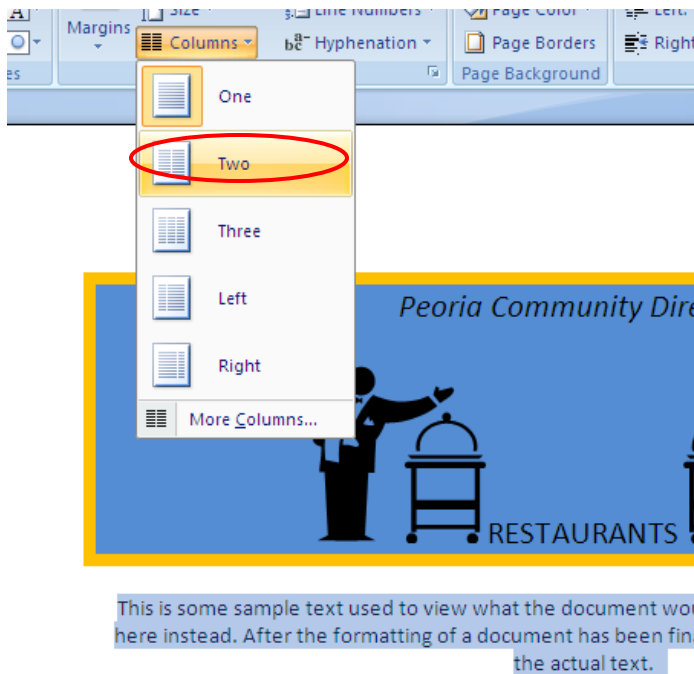
6. Modify the Border options such as Style, Color, and Width of your choice.



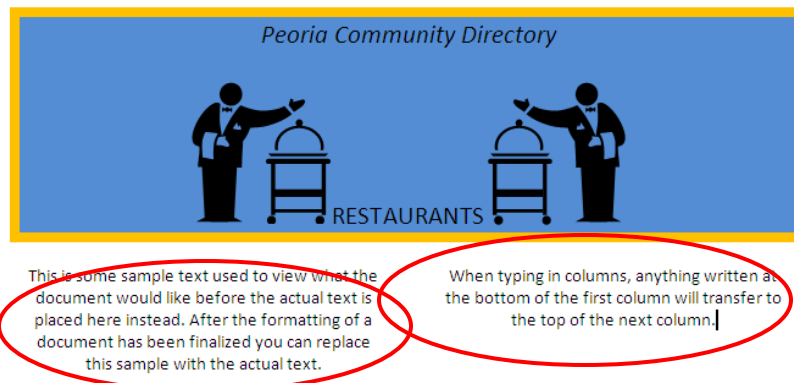
7. Select the Page Layout tab and choose Fill color with the same text highlighted.



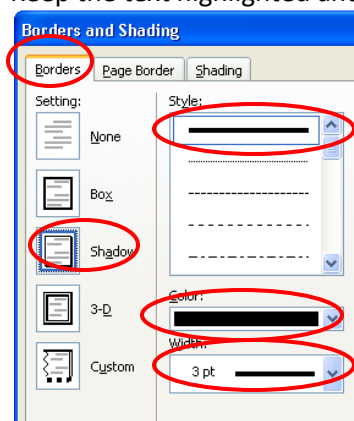
8. Highlight all of the text under the border (do not highlight the top border section), then select the Page Layout tab and press the Columns button, select Two



Note: the sample text is now divided into 2 columns as shown below.



9. Keep the text highlighted and select a border for this section like you did before of your choice.



10. Enter in the information for a restaurant as shown, make changes to the font, italics, bold, font color etc.



Carr's Steakhouse  
555 Pine St.,  
Peoria, IL 61617  
12 AM-10 PM Tues- Sat.

Specializing in the best steaks in Central Illinois.  
We are famous for our Rib-eye. Opened since 1998.

**A sample of our menu**

12 oz. New York Strip w/ 2 sides ...	\$19.99
10 oz. Sirloin w/ 2 sides .....	\$15.99
16 oz. Rib-eye w/ 2 sides .....	\$24.99

Ph. 309.555.1234

11. Highlight the text shown below and use the Page Layout tab then push the Page Border button and select the Shading tab and select a color. Then insert some symbols

Specializing in the best steaks in Central Illinois.  
We are famous for our Rib-eye. Opened since 1998.

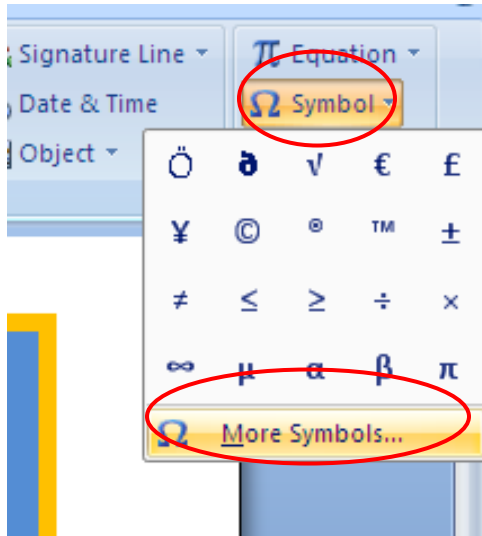
**A sample of our menu**

12 oz. New York Strip w/ 2 sides ... \$19.99  
10 oz. Sirloin w/ 2 sides ... \$15.99

12. Insert any symbols you like as in the example below by selecting the Insert tab and pressing Symbols.

We are famous for our Rib-eye. Opened since 1998.

Ö A sample of our menu Ö



13. Insert a line as shown below under the Phone number, by selecting the Page Layout tab then pressing the Page Borders tab then pressing the Page Borders button and Pressing Horizontal Line...button as shown.

1998.

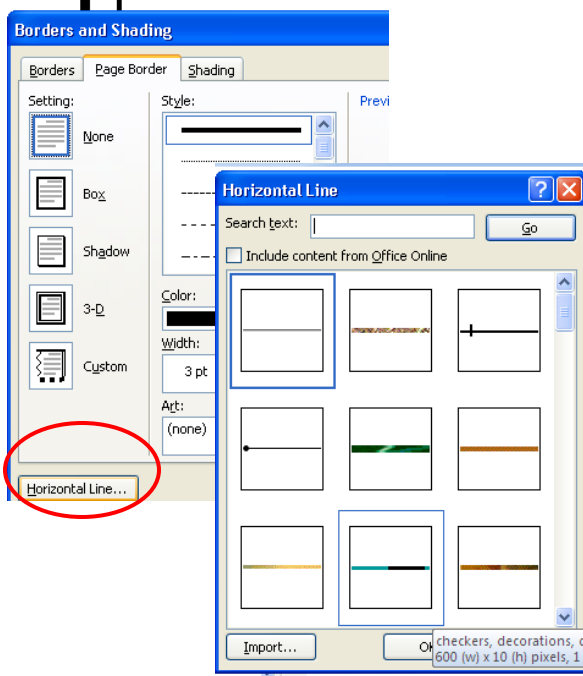
Ö A sample of our menu Ö

12 oz. New York Strip w/ 2 sides ... \$19.99

10 oz. Sirloin w/ 2 sides ..... \$15.99

16 oz. Rib-eye w/ 2 sides ..... \$24.99

Ph. 309.555.1234



14. Complete the lesson by entering two more restaurants into the directory.