Balloon Festival

As chair of the Mount Sedona Balloon Festival, you are responsible for promoting the upcoming event. You have begun a document providing details on the festival. You plan to distribute the document both in print and online. First, you must format the document to make it more attractive and well designed. You will use styles, bullets, and line and paragraph spacing to coordinate various parts of the document. In addition, you will add interest by including objects, such as pictures, text boxes, and WordArt.

a. Open w02m1Balloons and save it as w02m1Balloons_LastFirst.
c. Wrap text around the WordArt object as Top and Bottom. Format the WordArt object with Shape Style Subtle Effect – Dark Purple, Accent 2 (fourth row, third column). Visually center the WordArt object on the first line of the document.
d. Select the second line in the document. See the Canyon From On High! Center and bold the text and apply a font color of Dark Purple, Accent 2.
e. Select the remaining text on page 1, beginning with May 26-27, 2018 and ending with on the festival grounds. Format the selected text into two columns. Insert a page break (not a section break) after the sentence ending with on the festival grounds. Change the font of the columned text on page 1 to Century Schoolbook.
f. Check spelling and grammar—the word Ballination is not misspelled (for the purposes of this document). Also, ignore From in the second paragraph on page 1.
g. Click in the third line on page 1—May 26-27, 2018—and right align it. Select all columned text, including the line containing festival dates, and select a line spacing of 1.5 and paragraph spacing after of 6 pt. Insert a column break before the paragraph beginning with And don't forget the dogs!
h. Click to place the insertion point before the paragraph beginning As for the kids. Insert an online picture from Bing Image Search relating to hot air balloons. Size the picture with a height of 1.5". Select Square text wrapping and a picture style of Rotated, White. Position the picture so that it is on the left side of the paragraph beginning with As for the kids, but still in the right column.
i. Select the picture and recolor it to coordinate with the purple theme of the document. Choose an artistic effect of Photocopy.
j. Scroll to page 3 and select the heading. When is the best time to see balloons? Bold the selection and change the font color to Dark Purple, Accent 2. Do not deselect the heading. Open the Styles pane and create a new style named Questions. Apply the Questions style to other questions (headings) on page 3.
k. Scroll to page 4 and apply solid round bullets to the first nine paragraphs on the page. Decrease the indent so the bullets begin at the left margin. With the bulleted items selected, click the Bullets arrow and click Define New Bullet. Click Font and change the font color to Dark Purple, Accent 2. Click OK. Click OK again.
l. Insert a page break (not a section break) before the heading How can I plan for the best experience? on page 3.
m. Select the schedule of items under the heading Saturday (5/26/18), beginning with 6:00 AM and ending with Balloon Glow. Set a left tab at 1". Press Tab twice to move selected paragraphs to the left tab. Select the schedule of items under Sunday (5/27/18), set a left tab at 1", and then tab twice for selected paragraphs.
n. Save and close the file. Based on your instructor's directions, submit w02m1Balloons_LastFirst.