Drug Abuse

The local community center recently received a grant from the state to educate young people on the danger of drug addiction. You have been hired by the local community center to oversee this project. The primary purpose of the project is to develop materials on drug addiction, educate teenagers on the dangers of abusing illegal drugs, and warn them about the long-term repercussions of drug dependency. You will make presentations to various groups around the city, including high schools, civic clubs, and student organizations. Besides a PowerPoint presentation to support your discussions, you will also distribute research articles, flyers, and brochures to help convey the message. One such document, a summary of medical facts regarding drug abuse, is near completion. It is in need of proofreading, formatting, and a few other features that will result in a polished handout for your next presentation. Refer to Figure 2.53 as you complete this exercise.

FIGURE 2.53 Finish a Handout

a. Open w02p2Drug and save it as w02p2Drug_LastFirst.
b. Click the Home tab and click Show/Hide if nonprinting characters are not displayed. Press Ctrl+A to select all document text. Click the Font arrow and select Times New Roman. Click anywhere to deselect the text. Check the document for spelling and grammatical errors. Ignore the identified grammatical mistake on page 2.
c. Press Ctrl+Home to move to the beginning of the document. Select the first line in the document: Community Center. Click the Insert tab and select WordArt in the Text group. Choose a style and color for the WordArt text. Save the document as w02p2Drug_LastFirst.