r. Click after the last sentence in the What You Should Know section. Click the Insert tab and click Text Box in the Text group. Click Draw Text Box. Drag to draw a box approximately 1" high and 6" wide below the What You Should Know section. Adjust the height to 1" and the width to 6" exactly in the Size group on the Format tab. Click Layout Options. Click Top and Bottom. Click to place the insertion point in the text box.

s. Click the Home tab and click Bold in the Font group. Change the font size to 16. Type REALITY CHECK and press Enter. Click Line and Paragraph Spacing in the Paragraph group and click 1.0. Click the Paragraph Dialog Box Launcher. Change Paragraph Spacing After to 0 pt. Click OK. Change the font size to 10. Type the following, pressing Enter after each line:

It takes a long time to recover from drug abuse.
A person with a drug problem could take more than 5 years to become completely clean.

t. Apply check mark bullets to the two sentences you just typed. Click the Format tab. Click the More arrow in the Shape Styles group, Select Subtle Effect – Blue, Accent 5 (fourth row, sixth column). Point in the text box so that the pointer displays as a four-headed arrow. Drag to position the text box as shown in Figure 2.53. Click Show/Hide in the Paragraph group to turn off the nonprinting characters feature.

u. Save and close the file. Based on your instructor’s directions, submit w02p2Drug_LastFirst.