Allison Dobney

New Perspectives Word 2013 Tutorial 4: SAM Project 1b

Submission #1

Score is 100 out of 100

Square style to



	style to	
	it.	
	✓ Position a picture.	
	✓ Apply a picture style.	
34.	At the bottom of the first page, place the insertion point at the beginning of the signature "Campus Spring Games" and insert a Dropped drop cap.	6/6
	✓ Insert a drop cap.	
41.	Place the insertion point at the beginning of the heading "What Are the Campus Spring Games?" and use the Bing Image Search to insert an online picture of a torch, or any suitable image of your choosing.	6/6
	✓ Insert an online picture.	
5.	Crop the online picture into a Trapezoid shape (5th selection under the Basic Shapes gallery), and then resize the online picture so that it is 1.5" tall.	6/6
	✓ Crop an online picture.	
	→ Resize an online picture.	
6.	Apply Tight text wrapping and Brightness: 0% (Normal) Contrast: -20%.	7/7
	 Change the text wrapping. 	
	✓ Adjust the Brightness and Contrast.	
7.	Format the text beginning with "Dodge ball tournament" and ending with "And more!" to display in three columns.	7/7
	 Format a section using columns. 	
8.	On page three, format the heading "Common Questions" as WordArt using the Fill - Gold, Accent 1, Shadow (2nd column, 1st row in the WordArt gallery). Apply Top and Bottom text wrapping and resize the WordArt to 20 pt.	7/7
	→ Convert text to WordArt	
	 Modify text wrapping. 	
	Change the font size.	
9.	Warp the shape of the Common Questions WordArt using Curve Down (2nd column, 4th row under the Warp heading in the Transform section of the Text Effects gallery).	7/7
	→ Add an effect to WordArt.	
10	Select the text beginning with "Q: Who can participate in the teams?" and ending with "A: Come to Room 112 at the Rec to sign up." and create a 0.5" Hanging indent.	7/7
	✓ Create a Hanging indent.	

New Perspectives Word 2013 Assignment Answers

Patrick Vollmar

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Table of Contents New Perspectives Word 2013 Assignment Answers

- 1. Understanding the eBook New Perspectives Word 2013 Assignment Answers
 - The Rise of Digital Reading New Perspectives Word 2013 Assignment Answers
 - Advantages of eBooks Over Traditional Books
- 2. Identifying New Perspectives Word 2013 Assignment Answers
 - Exploring Different Genres
 - o Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an New Perspectives Word 2013 Assignment Answers
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from New Perspectives Word 2013 Assignment Answers
 - Personalized Recommendations
 - New Perspectives Word 2013 Assignment Answers User Reviews and Ratings
 - New Perspectives Word 2013 Assignment Answers and Bestseller Lists

- 5. Accessing New Perspectives Word 2013 Assignment Answers Free and Paid eBooks
 - New Perspectives Word 2013 Assignment Answers Public Domain eBooks
 - New Perspectives Word 2013 Assignment Answers eBook Subscription Services
 - New Perspectives Word 2013 Assignment Answers Budget-Friendly Options
- 6. Navigating New Perspectives Word 2013 Assignment Answers eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - New Perspectives Word 2013 Assignment Answers Compatibility with Devices
 - New Perspectives Word 2013 Assignment Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of New Perspectives Word 2013 Assignment Answers
 - Highlighting and Note-Taking New Perspectives Word 2013 Assignment Answers
 - Interactive Elements New Perspectives Word 2013 Assignment Answers
- 8. Staying Engaged with New Perspectives Word 2013 Assignment Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers New Perspectives Word 2013 Assignment Answers
- 9. Balancing eBooks and Physical Books New Perspectives Word 2013 Assignment Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection New Perspectives Word 2013 Assignment Answers
- 10. Overcoming Reading Challenges
 - o Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine New Perspectives Word 2013 Assignment Answers
 - Setting Reading Goals New Perspectives Word 2013 Assignment Answers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of New Perspectives Word 2013 Assignment Answers
 - Fact-Checking eBook Content of New Perspectives Word 2013 Assignment Answers
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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