



Square
style to

it.

✓ Position a picture.

✓ Apply a picture style.

3. 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.

4. 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

Michael Hoelscher



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