

7.2 Source Doc. B, Page 2

Contractual Agreement

June 4, 20XX

**GENERAL INFORMATION:**

*Connell Entertainment agrees to provide a DJ Service for the Customer at the above-mentioned location.*

*The said DJ Service shall consist of primarily providing musical entertainment by means of a recorded music format.*

*The parties agree to the above-mentioned date, times, and payment information.*

*To reserve your date, please sign and return this contract along with an advanced payment of 50%. You may also choose to pay the full contractual amount and receive a 10% discount. The balance due must be paid two weeks prior to your event. Please make checks payable to Connell Entertainment.*

*The Customer and Connell Entertainment agree that this contract is not subject to cancellation unless both parties have agreed to such cancellation in writing. Cancellation of this contract within 90 days of your event will require full payment of contracted amount. All cancellations must be made in writing.*

*It is hereby further agreed that the Customer shall be held liable for any injury or damages to the DJ, or property of the DJ, while on the premises of said engagement, if damage is caused by Customer or guest, whether invited or not.*

*This agreement is not binding until signed by both Customer and Connell Entertainment.*

**INSTRUCTIONS:**

**Please sign and date below. A signed copy of this contract will be returned to you.**

**X**

---

Andrew Connell  
Connell Entertainment

**X**

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Kristjana McCarthy  
JHS Prom Advisor

Page 2 of 2

# Unit 8

## Working with Graphic and Visual Elements

### 8.1 Soccer Tournament Flyer

*Inserting and Working with Pictures*

- Inserting a Picture
- Resizing a Picture
- Rotating a Picture
- Using Layout Options

### 8.2 Letterhead with Picture

*Formatting Picture Styles*

- Applying a Picture Style
- Changing a Picture Border

### 8.3 Buying a Car

*Combining Pictures with Text*

- Using Text Wrap

### 8.4 Yearbook Quotes

*Working with Graphic Elements*

- Using WordArt
- Using a Text Box
- Aligning Objects

### 8.5 Office Sign

*Using Shapes*

- Using Shapes
- Using Shape Effects
- Changing Shape Fill
- Changing Shape Outline



### Unit 8 Assessments

Performance and Written Assessments are located on the Instructor's Resource CD.

# Soccer Tournament Flyer

## Inserting and Working with Pictures

### New Skills

- Inserting a Picture
- Resizing a Picture
- Rotating a Picture
- Using Layout Options

### Lesson Overview

Your PE teacher asks you to create a flyer to publicize the soccer tournament. He would like to add appropriate pictures in the flyer in the hopes of improving attendance at the event. He asks you to find some pictures that might work. You must find the pictures, then size and rotate them appropriately.

*In this lesson, you will find and edit graphics to add to a flyer you are creating.*

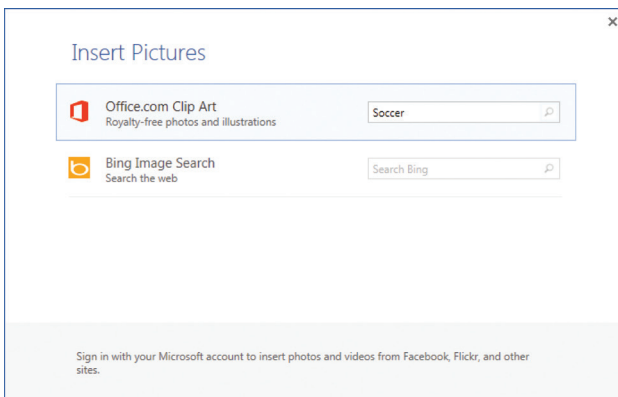
### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

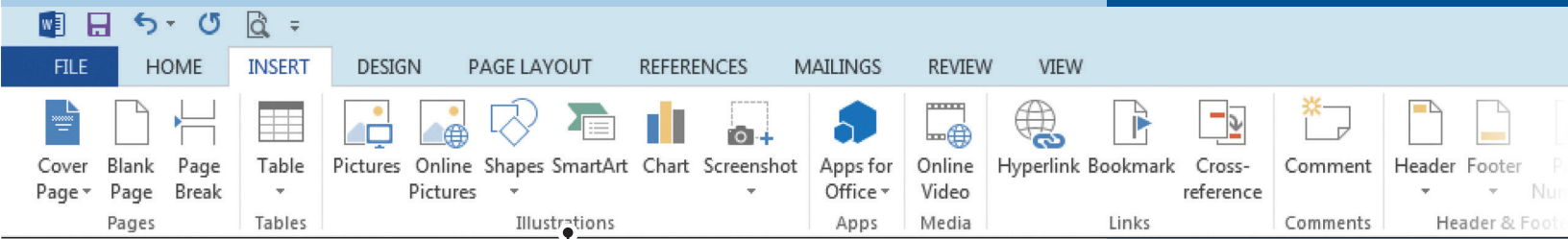


#### Online Pictures:

Use this icon to find and insert pictures from a variety of online sources.



- 1. Rotating:** Use the rotate tool to turn your picture appropriately.
- 2. Resizing:** Use the handles that surround the picture to size appropriately.
- 3. Layout Options:** Use this icon to select how your object interacts with the text around it.



## Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *8.1 Soccer Tournament Flyer* in your **My Word Projects** folder.
3. At the top of the document, key the text as shown in *8.1 Source Doc. A*.
4. Make the following formatting changes:
  - a. Center align all text
  - b. Change the font size to 16 for all text

5. From the **INSERT** tab, **Illustrations** group, do the following:

- a. Between lines 1 and 2, insert two soccer-themed pictures by keying the text [soccer] in the search box from **Online Pictures** from Office.com Clip Art



⌚ Note: Images may vary. Use your best judgment when selecting an image.

- b. Select the image and choose the **Through** layout option so that you can freely move your pictures near each other on the same line

- c. **Resize** the images using the handles in the corner of the image



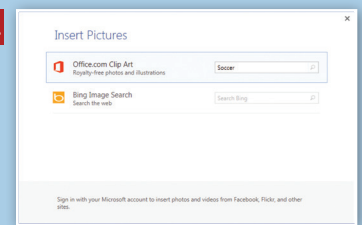
⌚ Note: Be sure to keep the sizes similar.

- d. Using the **Rotate** tool, rotate the two pictures so that they are slightly angled as shown in *8.1 Source Doc. B*

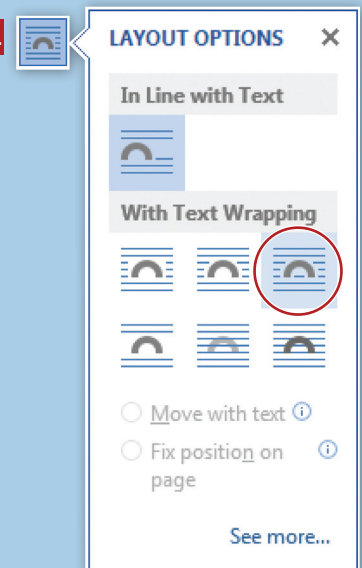


6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *8.1 Source Doc. B*.
8. Print a copy if required.

5a.



5b.





8.1 Source Doc. A

Fall Soccer Festival  
September 30, 20XX  
Jackson High School Athletic Complex  
8:30 am – 3:30 pm

8.1 Source Doc. B

Fall Soccer Festival



September 30, 20XX  
Jackson High School Athletic Complex  
8:30 am – 3:30 pm

## Unit 8: Working with Graphic and Visual Elements

# Letterhead with Picture

## Formatting Picture Styles

### New Skills

- Applying a Picture Style
- Changing a Picture Border

### Lesson Overview

Your neighbor has chosen the picture he wants to use for his logo and wants you to insert the picture into the top of the letterhead you created in Lesson 7.1. You must insert this picture into the previously created letterhead and apply a picture style and picture border. This should make your letterhead complete and ready to copy for use.

*In this lesson, you will add a picture to an existing document and change the border and style of that picture.*

### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

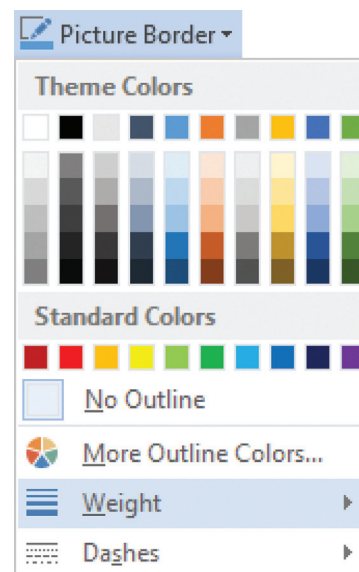
#### Picture Style:

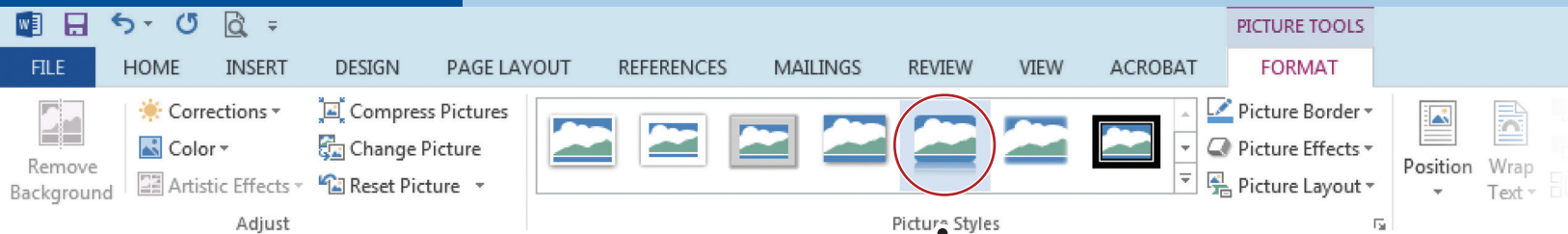
Use this icon to add a style to the background of your picture.



#### Picture Border:


Use this icon to pick the color, width, and line style for the outline of your border or shape.



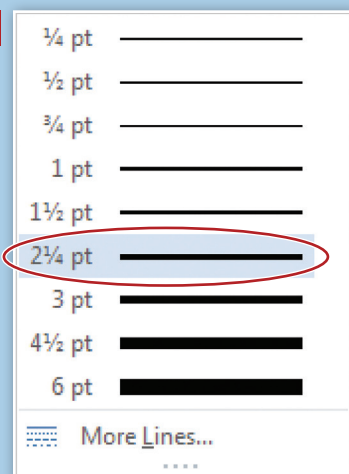


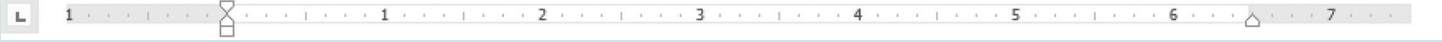
4.

## Instructions

1. Open your existing document *7.1 Business Letterhead*.
2. Save the file as *8.2 Letterhead with Picture* in your **My Word Projects** folder.
3. Insert a BBQ themed Online Picture from Office.com Clip Art in the header.
  - ⌚ Note: Images may vary. Use your best judgment when selecting an image.
  - ⌚ Note: Choose the *Through* layout option to move your picture to the left of your text. Resize your picture so that it fits appropriately to the left of the text.
4. From the **PICTURE TOOLS, FORMAT** tab, **Picture Styles** group, do the following:
  - a. Apply the **Reflected Rounded Rectangle**
  - b. Change the **Picture Border** to **Black, Text 1** 
  - c. Using the drop-down menu in the Picture Border option, change the Picture Border Weight to 2¼
5. Proofread your document for accuracy and format, then resave the file.
6. Print preview. Your document should look similar to *8.2 Source Doc. A*.
7. Print a copy if required.

4c.





8.2 Source Doc. A



Wicked Kick'n BBQ  
"The Only Thing Stick'n is the Chicken"

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150 Post Road  
Springfield, MA 01234  
617-555-1212



Unit 8: Working with Graphic and Visual Elements

## New Skills

- Using Text Wrap

# Buying A Car

## Combining Pictures with Text

### Lesson Overview

One of the biggest purchases you will make as a young adult is buying a car. There are many areas to research when buying your first car, especially safety and reliability. After doing some car research, you decide to compile the information for your friends as you will all start looking for your first cars soon. In your research, you will also include a table with the top selling cars this year.

*In this lesson, you will research and present in paragraph form, tips for buying a car. You will also insert a graphic and wrap your text around this graphic to make it look more professional.*

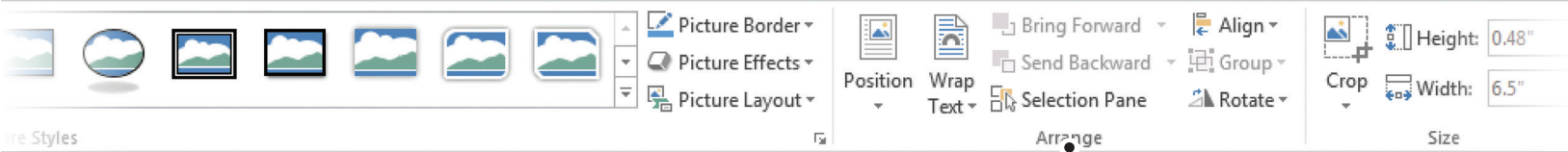
### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



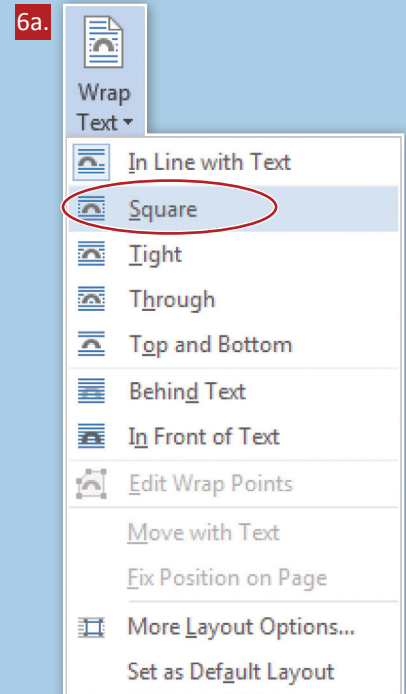
**Text Wrap:**

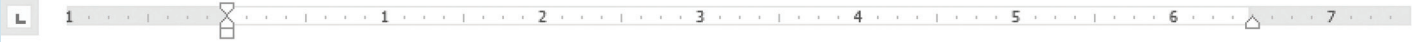
Use this icon to choose how your text wraps around the selected object.



## Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *8.3 Buying a Car* in your **My Word Projects** folder.
3. At the top of the document, key the text as shown in *8.3 Source Doc. A*.
4. Insert a picture of a car before the first letter in the first paragraph.
5. Resize the picture so that it fits appropriately on the page.
6. From the **PICTURE TOOLS, FORMAT** tab, **Arrange** group, do the following:
  - a. Apply the **Square Wrap Text** option
7. Make the following formatting changes:
  - a. Bold and center align the title
  - b. Change the font size of the title to 18
  - c. Justify and change the font size of the body text to 12
  - d. Italicize the table column headings
8. Proofread your document for accuracy and format, then resave the file.
9. Print preview. Your document should look similar to *8.3 Source Doc. B*.
10. Print a copy if required.





8.3 Source Doc. A

Tips for Buying a Car

Safety and reliability are two major considerations for a teenager purchasing his or her first car, especially since teen drivers generally lack both money and driving experience. Sorry, but unfortunately, sports cars are not the best choice for a number of reasons: they encourage speeding and showing off, have a higher accident rate than other types of cars, are generally more expensive to purchase and insure, and lack the safety of a larger, heavier vehicle.

Shop for the newest, most reliable car you can afford that has the most safety equipment including multistage advanced front air bags, side and head protection air bags, anti-lock brakes, and electronic stability control. Inexperienced drivers often benefit from these safety features in an emergency situation.

The following is a list of the top selling cars this year ranked by category:

Top Family Cars	Top Green Cars	Best Resale Value Cars
Chevy Suburban	Toyota Prius	Audi A Series
Honda Odyssey	Honda Insight	BMW M Series
Chevy Traverse	Ford Fusion Hybrid	Chevrolet Camaro
Ford Flex	VW Jetta SportWagen TDI	Chevrolet Corvette
Subaru Outback	MINI Cooper	Honda CR-V

## Tips for Buying a Car



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<i>Top Family Cars</i>	<i>Top Green Cars</i>	<i>Best Resale Value Cars</i>
Chevy Suburban	Toyota Prius	Audi A Series
Honda Odyssey	Honda Insight	BMW M Series
Chevy Traverse	Ford Fusion Hybrid	Chevrolet Camaro
Ford Flex	VW Jetta SportWagen TDI	Chevrolet Corvette
Subaru Outback	MINI Cooper	Honda CR-V

# Yearbook Quotes

## Working with Graphic Elements

### New Skills

- Using WordArt
- Using a Text Box
- Aligning Objects

## Lesson Overview

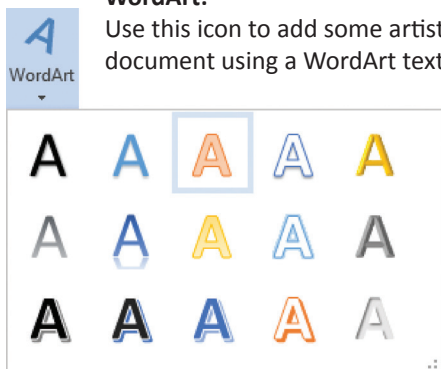
Each year's graduating class spends their senior year working on the yearbook. The yearbook contains all the high school memories that can fit in one book. Usually, one page of the yearbook is devoted to popular quotes, either inspirational quotes or quotes from current times. Your task is to design this page for the yearbook.

*In this lesson, you will create a page of quotes for the yearbook using WordArt and text boxes.*

## Tools & Terms You'll Use

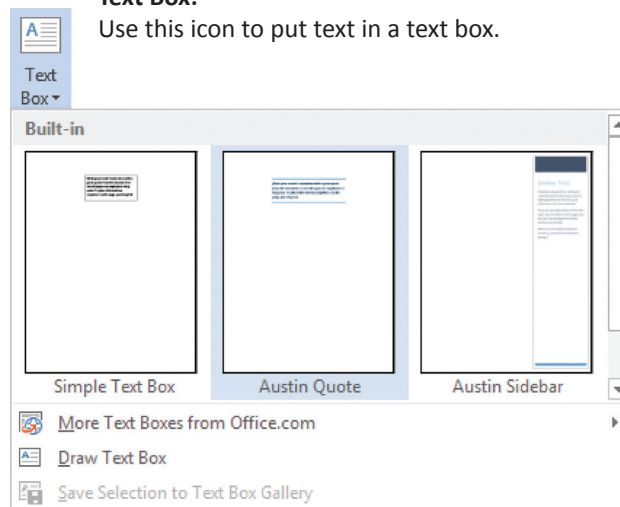
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**WordArt:**  
Use this icon to add some artistic flair to your document using a WordArt text box.



The image shows the WordArt gallery in Microsoft Word. It features a grid of 15 different styles for the letter 'A'. The styles vary in color (black, blue, orange, yellow, grey), font weight, and decorative elements like shadows and outlines. The 'A' in the second row, third column is highlighted with a blue border.

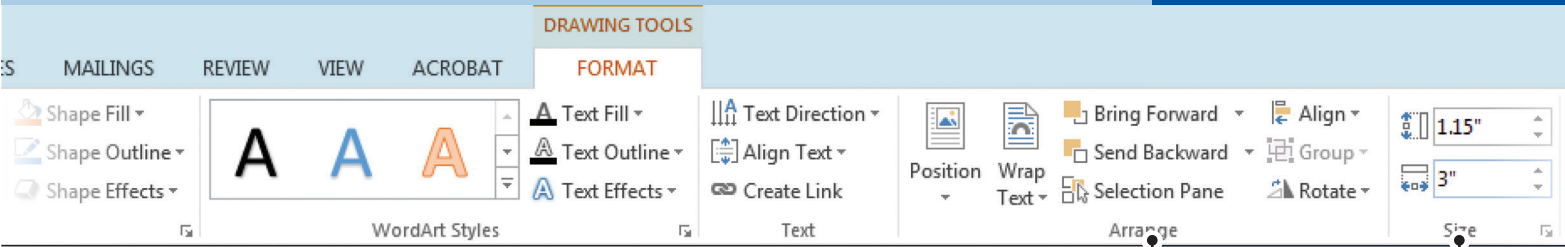
**Text Box:**  
Use this icon to put text in a text box.



The image shows the Text Box gallery in Microsoft Word. It features a grid of three different styles for text boxes: 'Simple Text Box', 'Austin Quote', and 'Austin Sidebar'. The 'Austin Quote' style is highlighted with a blue border. Below the gallery, there are options to 'More Text Boxes from Office.com', 'Draw Text Box', and 'Save Selection to Text Box Gallery'.

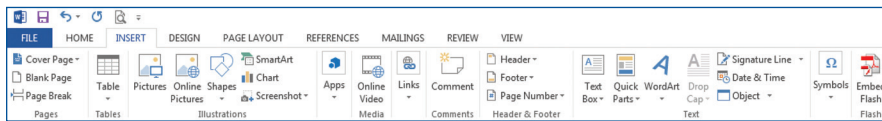
**Align:**  
Use this icon to align objects relative to one another or to align objects to the edge or margins on a page.





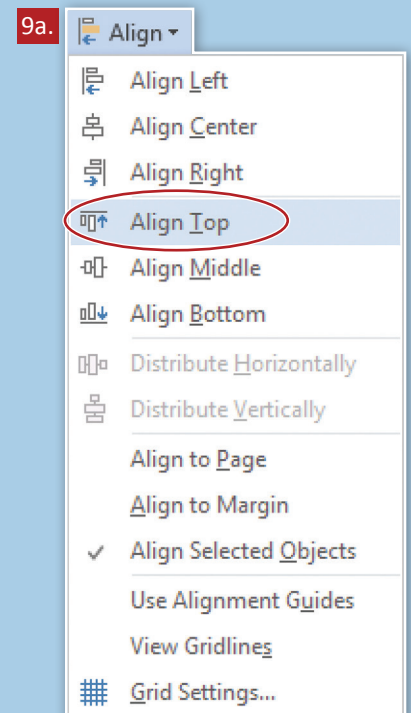
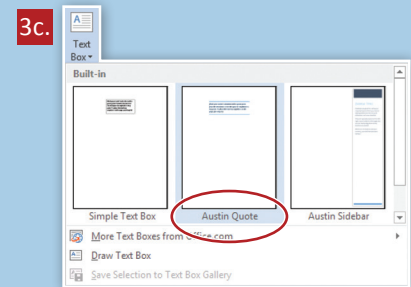
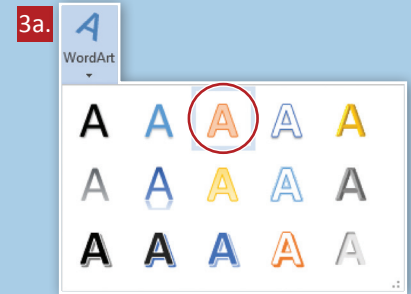
## Instructions

- Using Microsoft Word 2013, create a new Blank document.
- Save the file as *8.4 Yearbook Quotes* in your **My Word Projects** folder.
- From the **INSERT** tab, **Text** group (as shown below), do the following:



- Insert a **WordArt** using the **Fill – Orange, Accent 2, Outline – Accent 2** and key the text [INSPIRATIONAL QUOTES] on line 1
- Click and drag the right-middle handle of the WordArt and resize it so that it extends to the right margin
  - Note: You will see a green *Alignment Guide* appear once you have reached the margin. If the alignment guides do not appear, from the *Page Layout* tab, *Arrange* group, *Align* drop-down menu, select *Use Alignment Guides*.
- Insert an **Austin Quote** text box

- From the **DRAWING TOOLS, FORMAT** tab, **Size** group, resize the text box to 1.15" high by 3" wide.
- Copy and paste the text box nine times so that you have a total of 10 text boxes.
- Arrange the text boxes into two columns and five rows. Use the alignment guides so that each text box vertically aligns with the left and right margins. (Use *8.4 Source Doc. B* as a visual reference.)
- Key the quotes (and authors) from *8.4 Source Doc. A* into the text boxes.
- Hit the Enter key so that the ~ and **author** are on their own line, then right align.
- From the **DRAWING TOOLS, FORMAT** tab, **Arrange** group, do the following:
  - Select the first two text boxes in row one (use the Shift key) and **Align** them so they **Align Top**
  - Repeat this process for each row of text boxes
- Proofread your document for accuracy and format, then resave the file.
- Print preview. Your document should look similar to *8.4 Source Doc. B*.
- Print a copy if required.





8.4 Source Doc. A

## INSPIRATIONAL QUOTES

"No one can make you feel inferior without your consent." ~ Eleanor Roosevelt

"Life is what happens to you while you're busy making other plans." ~ John Lennon

"You must be the change you wish to see in the world." ~ Gandhi

"It's not the years in your life that count. It's the life in your years." ~ Abraham Lincoln

"You miss 100 percent of the shots you never take." ~ Wayne Gretzky

"Your time is limited, so don't waste it living someone else's life." ~ Steve Jobs

"Education is the most powerful weapon which you can use to change the world." ~ Nelson Mandela

"Winning isn't everything, but wanting to win is." ~ Vince Lombardi

"If you cannot do great things, do small things in a great way." ~ Napoleon Hill

"All of our dreams can come true, if we have the courage to pursue them." ~ Walt Disney

# INSPIRATIONAL QUOTES

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*"No one can make you feel inferior without your consent."*

~ Eleanor Roosevelt

---

*"Life is what happens to you while you're busy making other plans."*

~ John Lennon

---

*"You must be the change you wish to see in the world."*

~ Gandhi

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*"It's not the years in your life that count. It's the life in your years."*

~ Abraham Lincoln

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*"You miss 100 percent of the shots you never take."*

~ Wayne Gretzky

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*"Your time is limited, so don't waste it living someone else's life."*

~ Steve Jobs

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*"Education is the most powerful weapon which you can use to change the world."*

~ Nelson Mandela

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*"Winning isn't everything, but wanting to win is."*

~ Vince Lombardi

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*"If you cannot do great things, do small things in a great way."*

~ Napoleon Hill

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*"All of our dreams can come true, if we have the courage to pursue them."*

~ Walt Disney



## Unit 8: Working with Graphic and Visual Elements

# Office Sign

## Using Shapes

### New Skills

- Using Shapes
- Using Shape Effects
- Changing Shape Fill
- Changing Shape Outline

### Lesson Overview

Many times, visitors enter the school before checking in with the Main Office. Due to safety concerns, all visitors must now stop at the Main Office to sign in. One way to publicize this new rule is to create a sign directing people to the Main Office. The office staff is requesting your assistance with this important project.

*In this lesson, you will create a sign directing school visitors to the Main Office. You will use shapes and shape effects to improve the appearance of this sign.*

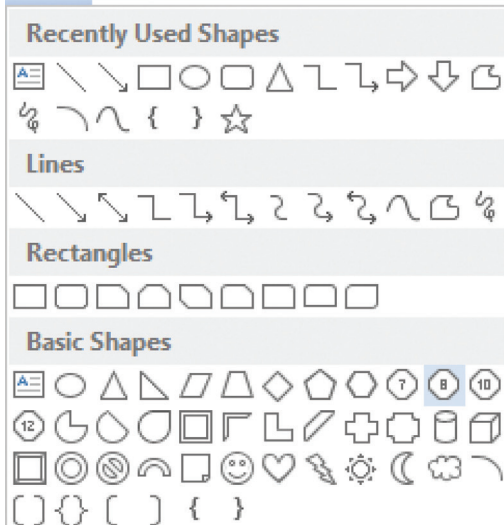
### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



#### Shapes:

Use this icon to insert ready-made shapes such as circles, squares, and arrows.



#### Shape Effects:

Use this icon to apply a visual effect to the selected shape such as shadow, glow, reflection, or 3-D rotation.



#### Shape Fill:

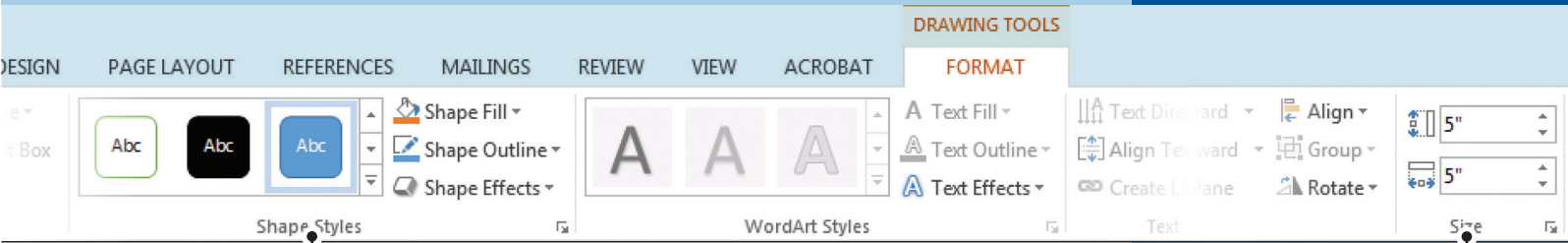
Use this icon to fill the selected shape with a solid color, gradient, picture, or texture.



#### Shape Outline:

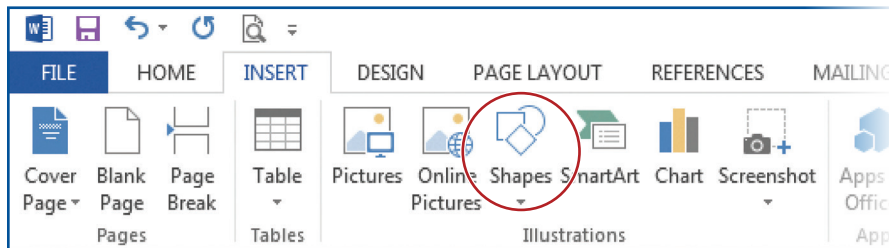
Use this icon to pick the color, width, and line style for the outline of your shape.



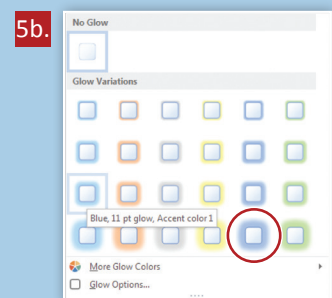
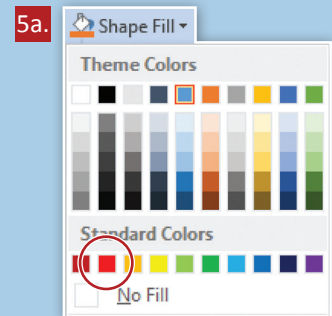
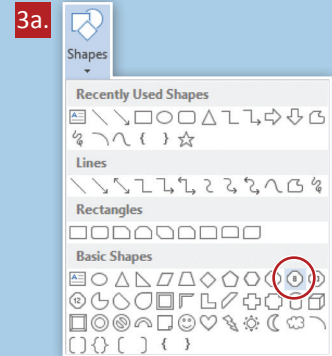


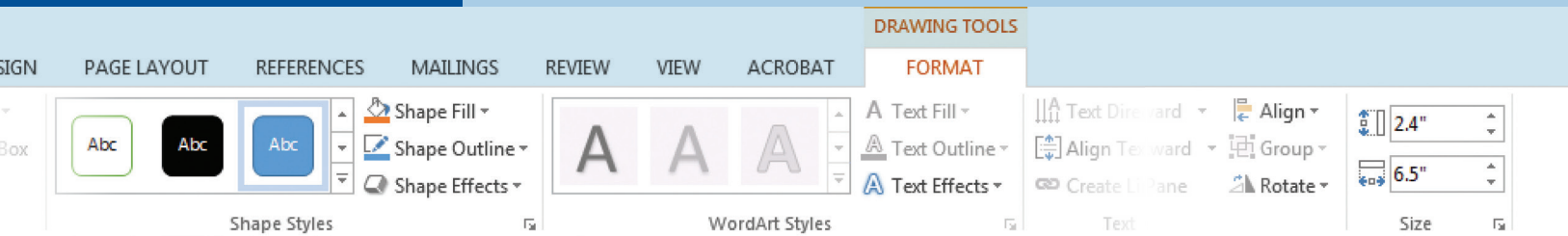
## Instructions

- Using Microsoft Word 2013, create a new Blank document.
- Save the file as *8.5 Office Sign* in your **My Word Projects** folder.
- From the **INSERT** tab, **Illustrations** group (shown below), use the **Shapes** icon to do the following:

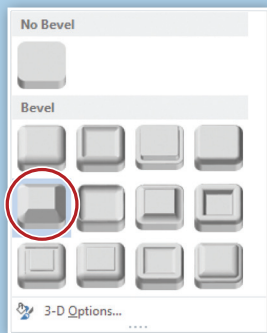


- Insert the **octagon** shape
- From the **DRAWING TOOLS, FORMAT** tab, **Size** group, resize the octagon with a shape height and shape width of 5".
  - From the **DRAWING TOOLS, FORMAT** tab, **Shape Styles** group, do the following:
    - Change the **Shape Fill** of the octagon to **red**
    - Select the octagon, then click on **Shape Effects, Glow**, and apply a **Blue, 18 pt. glow, Accent color 5** glow
  - Click in the center of the octagon and key the text [STOP].
  - Change the font size of the text [STOP] to 100 and bold.
  - Insert a text box below the octagon and key the text [ALL VISITORS MUST SIGN IN AT THE MAIN OFFICE].
  - Change the **Shape Outline** of the text box to **No Outline**.
  - Change the **Shape Fill** of the text box to **No Fill**.
  - Change the font size to 36, bold, blue, and center align.
  - Resize the text box to extend to the right and left alignment guides so that all text is visible.

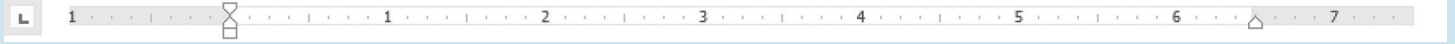




14.



13. Below the text box, insert a right arrow shape with a shape height of 2.4" and a shape width of 6.5".
14. Select the arrow, then click on **Shape Effects**, **Bevel**, and apply an **Angle** bevel.
15. Proofread your document for accuracy and format, then resave the file.
16. Print preview. Your document should look similar to *8.5 Source Doc*.
17. Print a copy if required.



8.5 Source Doc.



**ALL VISITORS MUST SIGN IN AT  
THE MAIN OFFICE**



