	Instructions to the MS Word Specialist
1.	Using Microsoft Word, open in a new document.
2.	Save the document as **Project W19Grand Opening Flyer** your **COMP APPS** Folder.
3.	Set the page size to 8.5 inches wide x 11 inches high and 0.8 inch margins on all sides (use Custom Margins Setting)
4.	Unless otherwise noted, the font should be set to Arial 12 point.
5.	At the top left hand corner, key in the name of the restaurant, with a green text color of your choice (optional), using the point size 36, bold, and italic, as shown in **Document W-19. See icon.**(A)
6.	Below the company name, insert and appropriate image of a salad (found in a Google search) that helps illustrate the message of the flyer. Resize the image to a 3 x 3 inches. 3" wide and 3" tall as shown in **Document W-19. See Icon** (B)
7.	To the right of the image, create a text box that is 3 inches wide by 1 inch tall. Select a shadow style and use fill color RGB: Red 174, Green 64 and Blue 64. Using point size 18, bold, and center-aligned, key in the rest of the text as shown in **Document W-19. See Icon** (C)
8.	Create a text box that is 3 inches wide by 1.7 inches tall. Select a dashed line style (- - -) and gray fill. Using point size 16, with the last line using point size 12, bold, and center-aligned, key in the text as shown in **Document W-19. See Icon** (D)
9.	Double-spaced and key in the text using point size 16, italic, and center-aligned, as shown in **Document W-19. See icon** (E)
10.	Insert three line spaces and key in the text using point size 12, left-aligned. Insert bullet points and bold the name of each menu item as shown in **Document W-19. See Icon** (F)
11.	Double-space and key in the text using point size 16, italic, and center aligned, as shown in **Document W-19. See Icon** (G)
12.	In the footer, include your full name, class period and the current date.
13.	Carefully proofread your work for accuracy.
14.	Ask a classmate to proof your work. Re-save.
15.	Print a copy of the document and proofread again. Makes changes if necessary and re-print the document. Pass in the final copy as instructed.