

# Press Release (Lettuce Do Lunch)

# PROJECT W-7

## Instructions to the MS Word Specialist

1. Using Microsoft Word, open in a new document.
2. Save the document as **Project W7 Press Release** the **CompApps** Folder.
3. Set the margins to .5 inch on all sides (Narrow)
4. Unless otherwise noted, the font should be set to Times New Roman 12 point.
5. At the top right hand corner of the page, insert the Lettuce Do Lunch Logo, from the webpage. Resize the logo so it is in proportion with the rest of you document (see example page) as shown in **Document W-7. See Icon (A)**
6. In the upper-left hand corner across from the logo, insert a text box and key in the contact information. Text is left-aligned, single-spaced, point 10 font size, and bold as shown in **Document W-7. See Icon (B)** Ask for help, if needed.
7. Move your cursor under the text box by pressing Enter key. Press [CTRL+1] to activate Single Space the heading. It should be left aligned, point size 12, bold, using the all caps effect as shown in **Document W-7. See Icon (C)**
8. Single-space [CTRL+1] and key in the introduction, left-aligned, point size 12, bold, all caps as shown in **Document W-7. See Icon (D)**
9. Double-space [CTRL+2] and key in the body of the press release as shown in **Document W-7**, left-aligned, point 12 font, with a .5 inch tab [TAB KEY] at the beginning of each new paragraph. (but DO NOT indent the first paragraph with the date). **See Icon (E)**
10. Use the Thesaurus Tool to find an alternative word for the two following words. *stage and enormous* [HINT: The Thesaurus Tool is found under the REVIEW TAB] HOW? Highlight the word, right click, select Synonym, then Thesaurus. Ask for help, if needed.
11. Double-space and insert the symbols as shown to indicate the end of the press release. **See Icon (F)** [HINT: Insert Tab go to SYMBOLS Tool].
12. Use the WORD COUNT feature to verify you have kept the press release under 2,500 characters. [HINT: The Word Count Tool is found under the REVIEW TAB].
13. In the line at the bottom of your document, type the number of characters followed by the words “characters in the press release”, **See Icon (G)**
14. In the footer key in your name – period and the current date, using size 10 point font, left-aligned.
15. Carefully proofread your work for accuracy. Ask a classmate to proof your work. Re-save.
16. If instructed, print a copy of the document.