

Create the Heading:

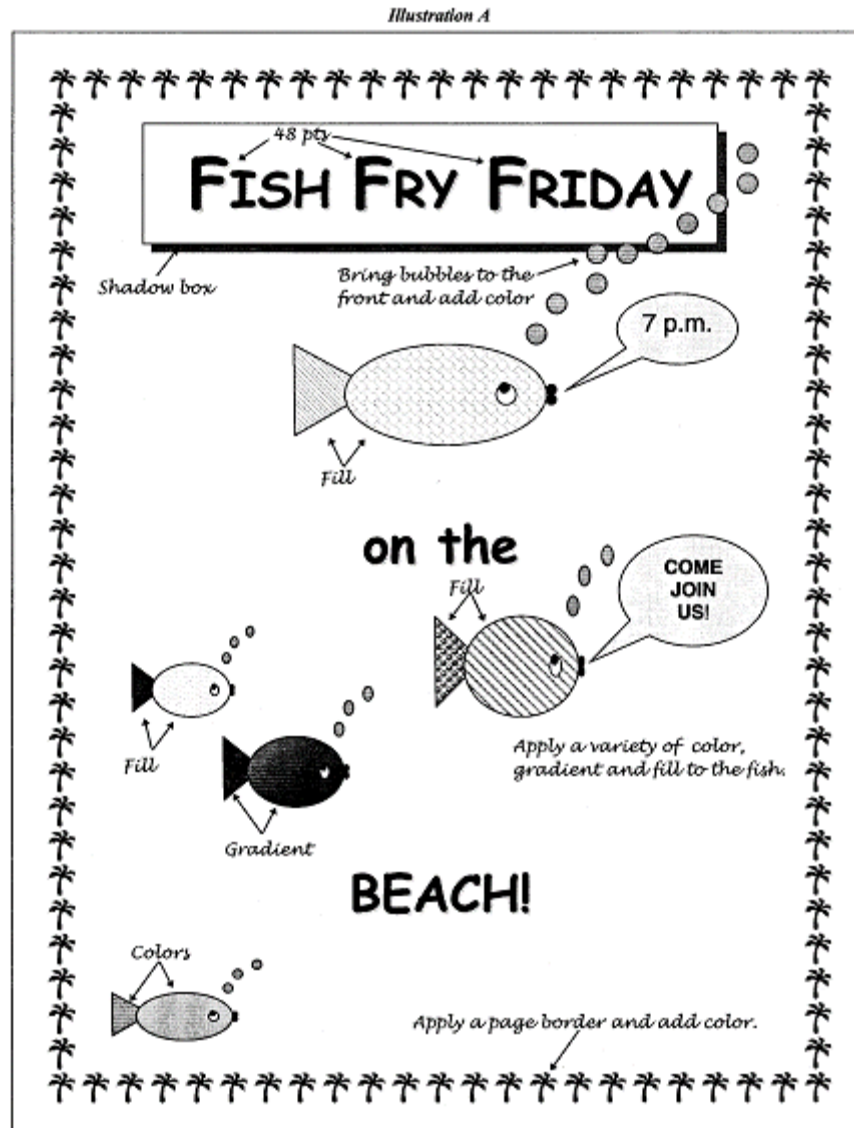
1. Start Microsoft Word
2. Create the flyer as shown in the following Illustration at the end of the instructions.
3. Add a page border (an art border) of your choice to the flyer. Add appropriate color. (Format, Borders and Shading, Page Border Tab)
4. Create a text box and add a shadow.
(Insert, Text Box - Draw a Text Box. Open the Draw toolbar and click on the Shadow button and add a shadow of your choice)
5. Key the text title Fish Fry Friday in Comic Sans font. Use 48 points for the F's and 36 points for the other letters. Make the font bold and shadowed.
(You may need to resize the text box. Drag the text box so that it is horizontally centered on the page as in the illustration.)
6. Save the document as Fish Fry.

Create the Fish, Bubbles, and Callouts:

1. Use the drawing tools to create the fish bubbles, and the callouts.
2. Create the large circle for the fish body first. Create small circles for the eyes. You may choose to use the trapezoid for the tail (remember you can click on the rotate tool on the Draw tool bar and rotate the tail and then drag it to your desired position. You may also want to click on the Draw button on the Draw Toolbar and click on Order and then click on Send To Back. This will allow the front line of the tail to be hidden behind the body).
3. Apply a variety of colors and fill effects to the fish using the Fill Color tool, the Line Style tool, and the Line Color tool from the Draw Toolbar.
4. Once you have a completed fish drawn, group the shapes that embody the fish. (Click on the body of the fish, hold down the Shift key on the keyboard and then click on the remaining pieces of the fish, tail and eyes. This will allow you to select all components of the drawing. Next click on the Draw button on the Draw Toolbar and click on Group. This will group all of the objects as one object and then it can be dragged to any desired location.)
5. Complete drawing the remaining fish.
6. Create the bubbles and bring them to the front. Add appropriate color.
7. Create the callouts and position as shown. Add appropriate color.
8. Size the objects as necessary
9. Save the file again at this time.

Preview and Print the Flyer:

1. Proofread the flyer
2. Preview the flyer and make position adjustments if necessary.
3. Save the file for the final time.



Grade Rubric

Description	Points Possible	Points Earned
Decorative Borders with Color	2	
Textbox with Shadow	3	
Fonts-Sizes, Styles, and Colors	4	
Auto Shapes	4	
Auto Shapes Colors and Fill Styles	4	
Callouts	2	
Grouped Objects	3	
Bubbles	2	
Spelling	2	
Total Points	26	