

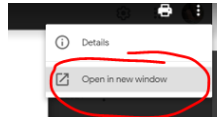
## Mobile Business Flyer-Word 1- Step By Step

**Lesson:** In this lesson we are going to create a flyer to advertise for D's Mobile Recording Studio. You will need to download the starter file from Google classroom. You will need to download the file as a **Word document**. **PUSH THE SAVE BUTTON OFTEN AS YOU WORK ON THE DOCUMENT.**

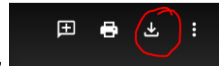
- Download the file (Click on the file, click on the three dots in the right hand corner,



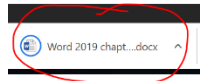
click open in a new window,



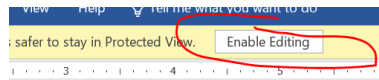
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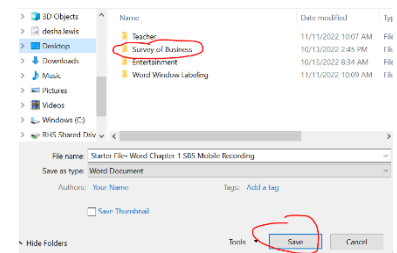
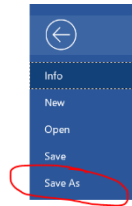
- Click on the download file to open it



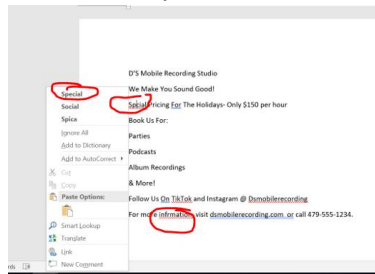
- Click enable editing



- Save the file to your Survey of Business Folder
  - (File>Save As> Survey of Business)

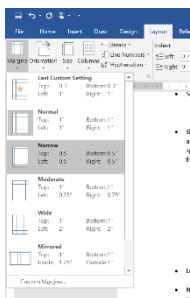


- Go back to the home tab, notice that the text is already typed for you, but there are some red and blue lines under the text. **What do the lines represent?** The red line means a word was spelled incorrectly and the blue line means there may be a grammatical error. Let's start by fixing the errors.
  - Read sentences carefully, and make corrections to errors by right clicking and choosing the correct option





- Some words do not have to be corrected (ex: TikTok, the website, or the social media @)
- Let's adjust the Margins, so that we can have more space for content on the document.

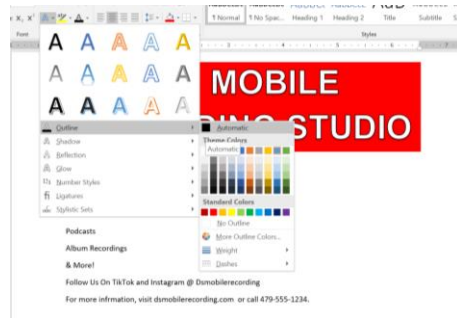
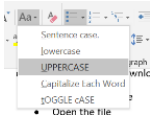
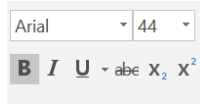
- Go to the **Layout Tab**, and choose the **Margins** drop down arrow
  - Choose the **Narrow** option -.5 margins top, bottom, left, and right (this will make the white edges around the content on the document smaller, allowing for you to have more content on your document)



- Next, let's format the headline. Remember the Headline should grab the attention of the readers, so that they can know what the topic of the flyer is.

Select the headline **D'S Mobile Recording Studio**

- **Center align the text** 
- Change font size to **44**
- Change font to **Arial**
- **Bold the text**
- With the headline still selected, change the case of text to UPPERCASE (located on Home tab, in font group)
- **Select** the headline -Shade the paragraph – Shading Option –Red 
- **Select** the headline **Apply** text effect, Fill: White Outline: Blue – Accent Color 5 –Shadow (located on Home tab, in font group)
- **Select** the headline again, and change the text outline to black

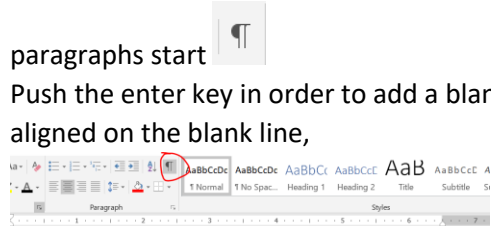


**D'S MOBILE  
RECORDING STUDIO**

- Next, select the text "We Make You Sound Good!"
  - **Center align** the text and **Bold** the text
  - Click the **U** button to underline the text
  - Change the font size to **34**
  - Change the font to **Arial**

**D'S MOBILE  
RECORDING STUDIO**  
**We Make You Sound Good!**

- Now we are going to insert an image
  - Place your insertion point, after **“Good!”**
  - Click the underline button to turn **off** the underline option
  - Click the Show/Hide button in order to see formatting/paragraph marks (located on the home tab in the paragraph group) This will allow you to see blank lines and when new

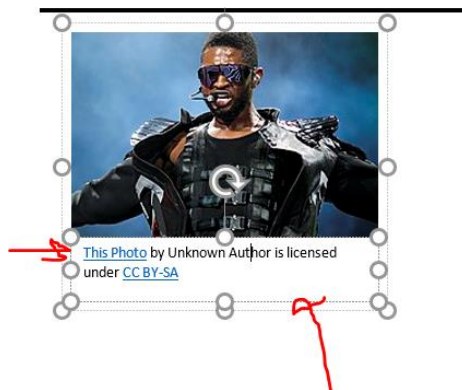


## D'S·MOBILE· RECORDING·STUDIO

We·Make·You·Sound·Good!




- Next, go to the insert tab and click on **online picture** in order to search for a picture to add to the flyer
- Search for **whoever your favorite music artist is** (or just type in **music artist**)
- Select an appropriate image that you like, and then click **insert**

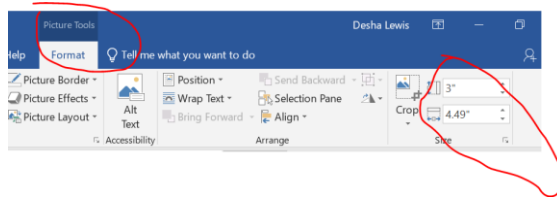


- Click the box with the caption in it, and then push delete on the keyboard, to remove the caption



- Click the show/hide button in order to turn off the formatting marks 

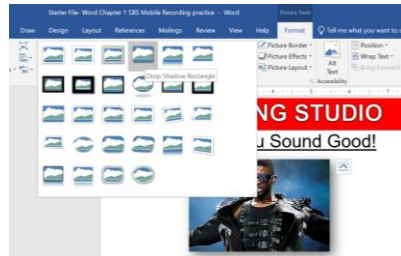
- Resize the picture, make sure the picture is selected, click on the picture tools format tab (this tab will only appear when the image is selected).



- On the right-hand side of the ribbon, in the size group, change the height to approximately 3 inches in height (the size of the picture will vary based on the image you select)
- You can also adjust your image by using the white dots around the edges of the image



- With the image still selected, go back to the picture tools format tab
  - Go to the picture styles group (picture styles are preset stylings that can be quickly added to images)
    - Select the **Drop Shadow Rectangle** option

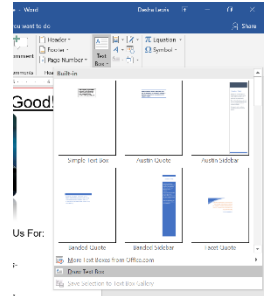


- Next, we are going to format the text below the image
- Select the text **We Bring The Music To You! Book Us For:**
  - Center the text and Bold the text
  - Change the font to Arial
  - Change the font size to 22
- Click on the blank link **below** We Bring the Music To You! Book Us For: line

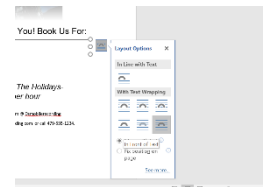


We Bring The Music To You! Book Us For:

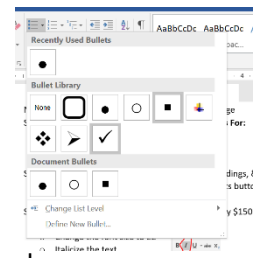
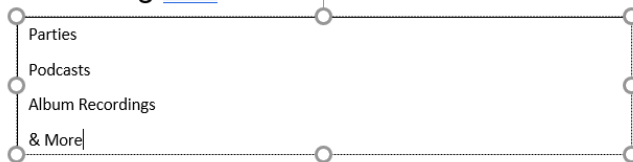
- Go to the Insert tab and click on the drop down arrow next to the text box button, **select the Draw Text Box** option



- Draw a rectangle below the We Bring the Music To You! Book Us For: line
  - Select the rectangle. Click the symbol to the right of the rectangle (layout wrapping options)
    - Choose the **in front of text** option
      - Layout options allow you to determine how objects will be placed with text. (In Front of Text will allow you to move the text box freely, the same option applies for images)



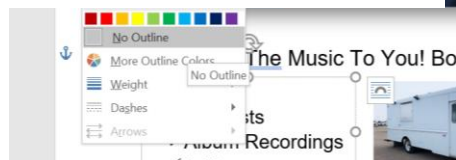
- Type the following text into your text box, push enter where indicated -Parties (**push enter**) Podcasts (**push enter**) Album Recordings (**push enter**) & More (see image below)



- **Select the text and then** Click the drop-down arrow next to the bullets button
  - Select the checkmark style
- Select the text again, change the font to **Arial** font size **20**
- Select the text box and go to the Drawing Tools Format tab (this will only appear when the text box is selected)
  - Go to the **shape outline** drop down button, choose the **no outline** option (this will remove the line from the text box)

We Bring The Music To You! Book Us For:

- ✓ Parties
- ✓ Podcasts
- ✓ Album Recordings
- ✓ & More



- Resize (using the white dots) and move the text box to look similar to the image below

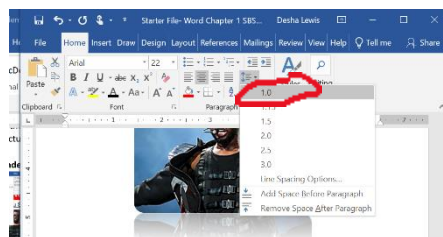
- Next, let's insert an image next to the text box. Go to google and do an image search for mobile business truck. Find an appropriate image that you like. Right click on the image and choose **copy image**
  - Paste the image next to the text box, use the **layout wrap text option -in front of text** to position the image appropriately (this is the icon to the right of the image when you click on it). **Resize the image to fit next to the text** using the white size dots.

We Bring The Music To You! Book Us For:

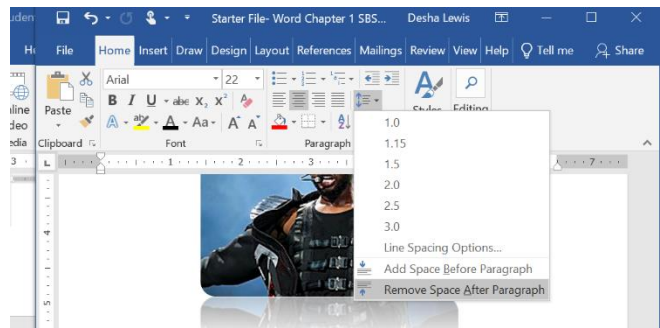
- ✓ Parties
- ✓ Podcasts
- ✓ Album Recordings
- ✓ & More



- Select the text "Special Pricing For The Holidays- Only \$150 per hour"
  - Change the font to Arial
  - Change the font size to 18
  - Italicize the text
  - Bold the text
  - Select the text again and go to **Line and paragraph** spacing button on the home tab in the paragraph group
    - Choose 1.0 (for single spacing)



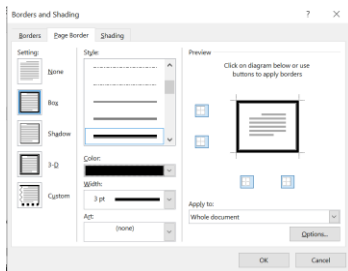
- With the same text still selected, go back to the line and paragraph spacing button and choose and choose the **remove spacing after paragraph** option (this allows you to remove the extra spacing at the end of a "paragraph" or line of if you used a hard return- also known as pushing enter at the end of a line. Notice the slight change.



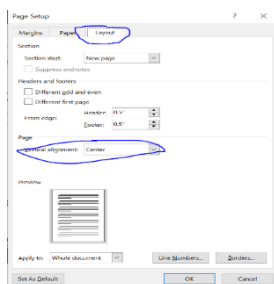
- Next, we are going to format the **Signature line or Call To Action**. On a flyer the signature line is a call of action. These are the next steps that the audience can take. So, this line should also be emphasized.
  - Select “Follow Us On TikTok and Instagram @Dsmobilerecording For more information, visit dsmobilerecording.com or call 479-555-1234.” **And bold the text, change font size to 14, change the font to Arial.**

In order to give the flyer a more completed and professional look, we are going to add a page border.

- Click on the Design tab
- Find the page borders button
- Choose the box setting
- Select a style that you like along with an appropriate border color. (I selected the style pictured below)



- Now we are going to Center Page Contents Vertically so that there will be the same amount of space at the top and bottom of the page
  - Go to the page Layout Tab, click the Page Setup Dialog Box Launcher
    - Go to the Layout Tab – Change Vertical Alignment to Center (there will be a slight change)



- Make sure your flier is only one page. If it's more than one page, make your make image smaller so that all of the contents fit onto one page.
- Go to the view tab in the Zoom group, click **One Page** – Correct any errors you may have
- While on the view tab, explore how your document will look in different views

- Read-fits contents to screen and makes it easier to read, so that you won't accidentally edit the document
  - Print layout- "normal view"- to see what the document will look like if printed
  - Web layout- what the document will look like on the web
- Make sure you are in the default view, **print layout**
- SAVE Document
- Submit document on Google classroom
  - Choose the file option
  - Click upload
  - Browse for file location (In Your Survey of Business folder or In your downloads if you didn't save it to your Survey of Business folder)
  - Locate and select file
  - Submit (It will look differently when you submit, but when I download it, it will go back to Word format)

**Skills You Should Have Practiced After Completing This Assignment:**

- Inserting text
- Changing text- font, font size, bold, italicize, underline
- Changed spacing- single spacing and remove spacing after
- Inserting images- via online search and pasting image in
- Formatting picture with picture style
- Resizing objects
- Layout- text wrap options
- Adjusting Margins
- Vertical and horizontal alignment
- Adding page border
- Creating bulleted list
- Creating and formatting a text box
- Downloading & uploading a file
- Zoom- one-page view
- Going to different views
- Saving a file

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 For more information, visit [dsmobilerecording.com](http://dsmobilerecording.com) or call 479-555-1234.*