**Assignment #3: Student Choice Flyer**

**Instructions**

1. Using information from the Russellville Chamber of Commerce website, RHS Performing Arts Center, or an RHS Club/Organization, create a flyer to advertise an upcoming event. **This event must be a real event!** Save the document in your CBA-Word Processing-Chapter 1 folder. Use the file name **Event Name Flyer.**
2. When creating your flyer, remember to keep your audience in mind:
   1. Who are you wanting to advertise to?
   2. Do the colors on your flyer complement each another?
   3. Is the information on your flyer organized?
3. Format the document as follows:
   1. Single spacing
   2. Remove spacing before and after paragraph
4. Apply a document theme to your flyer.
5. Use the features that were reviewed in this lesson to format your flyer text:
   1. Use appropriate flyer guidelines to change the font and font size of your headline, body text, and signature line.
   2. Center the paragraphs
   3. Italicize, bold, underline, and add color to your text to place emphasis on important information
   4. Include a bulleted list
6. Insert a picture that represents the event you are advertising in to your document.
   1. Save the picture to your CBA – Word Processing – Chapter 1 Folder
   2. Apply a picture style
   3. Apply a picture effect
   4. Center the picture vertically on your page
   5. Resize the picture if necessary
7. Apply a minimum of three formatting features to your headline that were reviewed in this lesson.
8. Apply appropriate formatting to the signature line.
9. Apply a page border.
10. Be creative and make this flyer unique!
11. Save your work!
12. Upload this file to the link on iLearn.