

highlight text, format > borders & shading
setting = custom, width = .75, color = grey, apply to = paragraph

page formatting = 0.7" top margin,
1" right/left/bottom margin

Exercise 1 Arial, 20pt

textbox
fill = none
border = none
layout = square
font = Arial 12pt

Exercise 1:
The quick
brown fox
jumped over
the lazy dog.

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Times New
Roman, 11pt

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

highlight text, format > borders & shading
setting = custom, width = 4.5, apply to = paragraph



The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Arial, 11pt

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

autoshape, fill = grey, border = none, shadow = none, layout = square
for "2": right click, add text, font color = white, font = copperplate
for "exercise": add textbox, fill = none, border = none, layout = in front of text,
font = Times New Roman, 16pt, character spacing = expanded by 2 points

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

text box, right
aligned, TNR 11pt

**exercise
four**

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

text box, left
aligned, TNR 11pt

pencil image at techrhet.com/3213/pencil
layout = behind text, drag corners to size
for "fading": format object, picture, brightness = 50%

EXERCISE 3

autoshape, line,
layout = behind

textbox, fill = none, border = black, layout = in front, font = Arial Narrow 16pt

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

autoshape, line
color = grey

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

**By Brown Q. Fox
and Lazy J. Dog**

textbox, font = TW Cen MT 10pt bold

The quick brown fox jumped over

The quick brown fox jumped over the lazy dog.

textbox, font =
TW Cen MT 10pt