

## Activity 3

### Cover Page

Design a Cover Page in the format shown below.

#### Directions

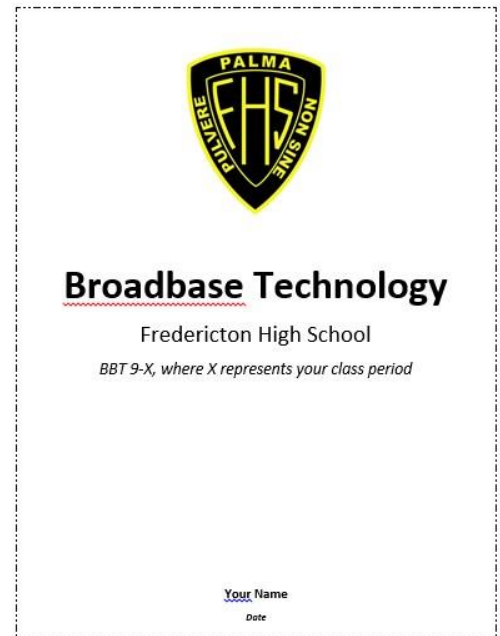
Create a new Microsoft Word document. Save as: **Last Name, First Name - Activity 3** in your U:\BBT9\MS Word Module folder.

1. Insert a page border of your choice.
  - click the **Design** tab
  - click the **Page Borders** button
  - select a **Setting** and **Style** for your border
  - click the **OK** button
2. From the **Insert** tab, click on **Pictures**. Insert the **fhslogo.gif** file from the *S:\BBT9 MacDonald\ MS Word* folder. The school crest should appear in the upper left corner of the page.
3. Edit the format of picture.
  - click once to select the image
  - The Picture Tools Format tab should appear.
  - Click the **Text Wrap** button and select **Square**
  - Click on the **Align** button and select **Align Center**
4. Create a **Simple Text Box** by clicking the **Text Box** button on the **Insert** tab.
5. Click inside the box and type the following:

Broadbase Technology

Fredericton High School

BBT 9-Period X, where X represents the class period
6. Format the text.
  - center all text (Ctrl + E) or look on the **Home** tab for the **Paragraph** ribbon.
  - Change size text as follows
    - Broadbase Technology = 48pt and Bold
    - Fredericton High School = 28pt
    - BBT 9-X = 20pt and Italics
7. **Save.** (Ctrl + S)
8. Center the text-box both vertically and horizontally using the Position button.  
HINT: The position button is in the **Drawing Tools Format** tab!



9. While still selected, remove the text-box border.
  - Using the **Shape Outline** button, set to **No Outline**
  - de-select the text-box
10. Create a second text-box.
11. Follow the same procedure as above and do the following:
  - Your Name = **16pt, Centered and Bold**
  - Date = **12pt, Centered, Bold and Italics**
  - Layout Wrap Text: **Square**
  - Position: **Bottom Center of page**
  - No border
12. Save the document as Last Name, First Name - Activity 3 in your U:\BBT9\MS Word Module folder.
13. Once you have completed the activity be sure that you show me your work so that I can assign you a mark.