

## Creating a Sign in Microsoft Word



**Garage Sale**  
**1940 Maple Street**  
**West Chester**

**2/2/2005**

**10:00 a.m. – 5:00 p.m.**



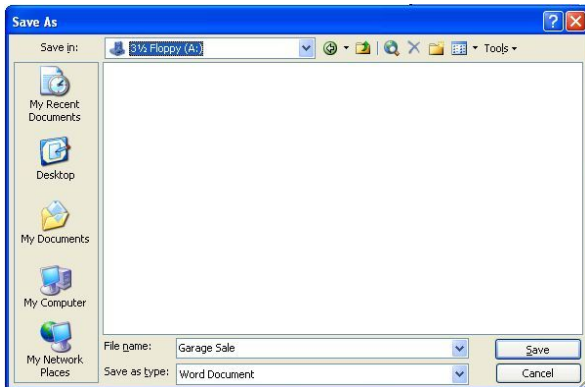
- ❖ Double-click the Microsoft® Office Word icon to start the program.
- ❖ Click on Format, Font.
- ❖ Choose an easy-to-read font, such as Perpetua.
- ❖ Click on Bold.
- ❖ Choose a large font size, such as 36, to make your sign easy to read from a distance.
- ❖ Choose a color other than black, if you will be using a color printer.
- ❖ Click on Center on the Formatting toolbar to center your text horizontally on the page.
- ❖ Type the text of your sign, for example:
 

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- ❖ Click on View, Zoom.
- ❖ Click on Whole Page.
- ❖ Click on OK. It is easier to create a sign when you can see the whole document at one time. This view helps you increase the font size, position the clip art, and center the text vertically. In this way, you can balance the text and images against the white space to make your sign more attractive.
- ❖ With your cursor at the top of the document, click on Insert, Picture, Clip Art.
- ❖ In the Search for: box, type a keyword or keyword phrase that describes the kind of picture you want, for example, garage sale.
- ❖ Click on Go.
- ❖ Scroll through the results of your search to find the picture you want on your sign.
- ❖ Click on the picture to insert it at your cursor.

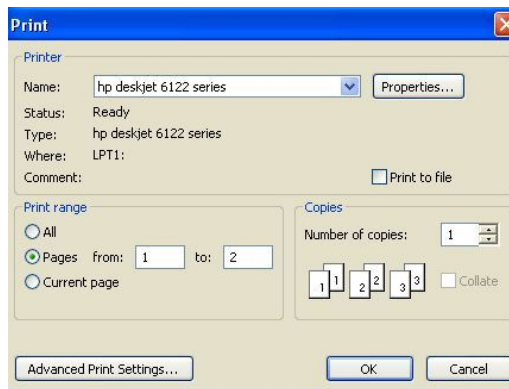


Garage Sale  
1940 Maple Street

- ❖ Press <enter> to move the text below the picture, if necessary.
- ❖ Adjust the size of the clip art by holding down the shift key and pulling on the lower right corner handle. Let go of the mouse button before you let go of the shift key. Holding down the shift key while pulling on the corner handle keeps the picture's original proportions.
- ❖ Make other adjustments to the sign, for example, pressing <enter> to move text down, increasing or decreasing the font size, etc.



- ❖ Click on File, Save As to save your sign. Save often to avoid losing your work.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in: list box and locate your drive on the list.
- ❖ Type a name for your file in the File name text box and click on Save.



- ❖ Click on File, Print to print your sign. If you have more than one printer, click on the down arrow to the right of Name to select the appropriate printer. Click on OK to begin printing.
- ❖ Click on File, Save to save your document.
- ❖ Click on File, Exit to close Word.