



## Challenge Project 1-10

Create a flyer for an upcoming event for an organization to which you belong. Be sure to include all the relevant information for this event and arrange it attractively and professionally on the page.

**[Student Learning Outcomes 1.1, 1.2, 1.3, 1.5, 1.6, 1.7, 1.8]**

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File Needed: None

Completed Project File Name: *[your initials] Word 1-10.docx*

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Open a new document and save it as *[your initials] Word 1-10*.

Modify your document according to the following guidelines:

- Create and format a title for the document.
- Format the information by modifying the fonts, styles, and attributes.
- Change line and paragraph spacing as needed to create an attractive and readable document.
- Change the text alignment as desired.
- Use the *Format Painter* to apply consistent formatting throughout the document.
- Include document properties, and spell and grammar check the document.

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Source of screenshots Microsoft Office 365 (2021): Word, Excel, Access, PowerPoint.