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 Microsoft Office

## Reviewing What You've Learned

You may want to take this opportunity to apply your new skills to your [newsletter](#), the *Sycamore Sentinel*, by completing the following tasks:

1. Change the color of the year in your [header](#) to a dark shade of **Olive Green**.
2. Under **SCC Calendar**, apply **Header 1** to **April** and **May**.
3. Add a dark green border to your [quote box](#) and [sidebar](#). Then, change the color effects from **Linear Down** to **From Center** in both your quote box and your sidebar.
4. Change the [style](#) for **Heading 2** to **Franklin Gothic Medium Cond, 12 pt**. Then, apply the new style to the list in your quote box.
5. Add **hot** and **energy** to your clip's [keywords](#).
6. Change your clip's color to **Accent Color 3 Dark**. Then, center your [clip](#), since it is currently [justified](#).
7. Change the **Shape Height** of your clip to **1.73** and the **Shape Width** to **1.69**.
8. Draw a [text box](#) under the picture on page 2, then write a [caption](#) under it that reads: **J.D. Stewart, winner of the Davis Medal**.
9. Change your picture's brightness to **+20%**. Use [Print Preview](#) to check your newsletter for errors.

Congratulations! You have finished a polished newsletter! Now, you have the skills to create professional, well-designed documents with Word 2007.