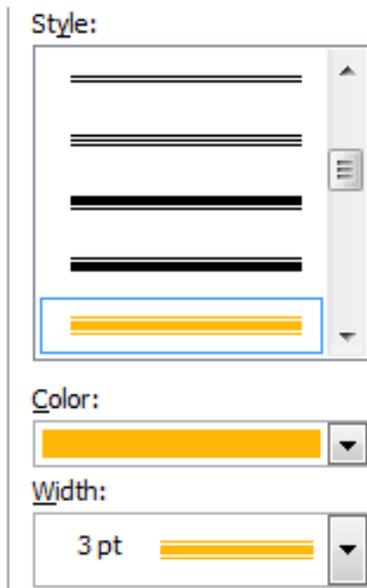# Enhancing a Draft of a Proposal

Instructions: Perform the following tasks:

1. Open Word
2. Save as **LastName School Redistricting**
3. Change the theme colors to the **Solstice** color theme, which is located on the shared drive.
4. Create a title page to match the one shown in Figure 4-99a below. Use the comments on the screen shot and the directions below to help you create it.
    a. The picture for the watermark is called **School** and it's on the shared drive or online
        - Set to washout
    b. The SmartArt graphic has been resized so that it is wider and also each individual chevron in the graphic was selected and flipped/rotated vertically.
        - Use Help to learn how to flip a graphic if you need to
    c. Title border color Gold, Accent 2 (skinny line, fat line, skinny line)

    d. SmartArt graphic font use **Copperplate Gothic Bold font**

36-point Rockwell Extra Bold font with color of Red, Accent 3; paragraph shading color: White, Background 1

School Redistricting

Referendum

36-point Rockwell Extra Bold font with color of White, Background 1; paragraph shading color: Green, Accent 4, Darker 25%

• PLEASE

• VOTE

• YES!

SmartArt graphic – Type: List Layout: Vertical Chevron List Colors: Colorful – Accent Colors Style: Cartoon

watermark scaled to 200%

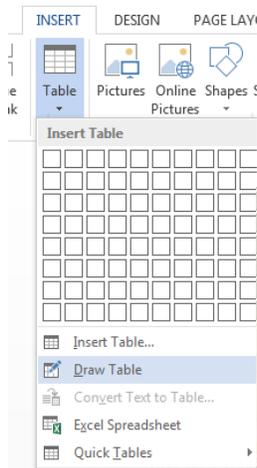72-point Copperplate Gothic Bold font with emboss effect; color: Red, Accent 3; expanded 5 points

VOTE ON MARCH 10

Section Break (Next Page)

Add a shadow of your choice

Figure 4–99 (a)

5. Insert a **next page section** break after March 10.
6. Clear formatting for page 2 once it is created
7. Insert the **School Proposal Draft** for the body of the proposal— located on the shared drive or online
8. Make sure the text inserted with the correct font…Copperplate Gothic Bold font size 12
   a. If it didn't make sure you change it before you move on
9. If you still see a watermark on page 2 and 3 check with me ☺
10. Bullets on Page 3
    a. Change the style of bullet characters in the list to picture bullets of your choosing that matches the content of the paper. (School, voting, safety, etc…)
11. **On page 2, do the following:**
    a. Delete the page break at the bottom of the first page.
12. **On Page 2, select the table and do the following:**
    a. Delete the duplicate row for South.
    b. Delete the blank column.
    c. Add a row to the top of the table, merge the cells, and enter the title
       Number of New Homes Built
    d. Align all numbers to the right
    e. Apply a table style to the table
       • Your choice as long as it matches the color scheme used so far (Red, Green, or Gold)
    f. Center the table on the page
13. Above the 4th paragraph (top of page 3), use the **Draw Table** button to create a table that is similar to the following.

Enrollment Figures per School			
School	Last Year	This Year	Next Year (Projected)
Crafton	342	418	475
Grover Cleveland	200	212	220
Cummings	240	252	267
Idlewild	210	233	260

   a. Align data in the cells as shown in the above image.
   b. Set font to Copperplate Gothic Bold
   c. Select font colors to match your previous table and/or theme
   d. Shade important cells
   e. Add a colorful border around the table
   f. Add spacing between cell of .2"
14. **On Page 2, Use the table information to create a chart!**
    a. Select and copy the information in the first 4 columns and rows 2-5 of the table (NO title row or the total column)
    b. Place the insertion point on the blank line below the table and then insert a bar chart
       • Insert Tab | Chart | 3-D Clustered Bar chart

c. Right click and Edit Data and then copy the table information into the worksheet that appears. Make sure all 4 years and 4 regions appear. Then close out of the worksheet.

	Chart in Microsoft Word								
	A	B	C	D	E	F	G	H	I
1	COLUMN 1	YEAR 1	YEAR 2	YEAR 3	YEAR 4				
2	NORTH	95	144	123	101				
3	SOUTH	158	180	255	310				
4	EAST	55	70	72	64				
5	WEST	104	100	112	99				

d. Move the legend to the left of the chart
e. Add the title, **Number of New Homes**, to the Primary Horizontal Axis.
   Hint: Use the Chart Elements option
f. Remove the Chart Title
g. Enlarge the chart so it fills most of the bottom of page 2

15. Add a header using the Integral design for pages **2 & 3 ONLY**!
   a. If you need help setting up the header, refer back to the chapter.
   b. Enter an **School Redistricting Vote** as the document title
   c. Select the line below and add a Page Number—Current Position—Plain Number
      • Start with the page number of **1**
   d. Format the page number so that it has dashes on each side (e.g., -1-)
   e. Select the formatted page number and change it to the 11-point Copperplate Gothic Bold font

16. The footer currently has the text, Vote Yes.
   a. Edit the footer so that its text reads: **Vote on March 10!**

17. Check the spelling

18. **Make sure you have exactly 3 pages. Resize the chart on Page 3 if needed.**

19. SAVE!!! Drop your file!

School·Redistricting¶
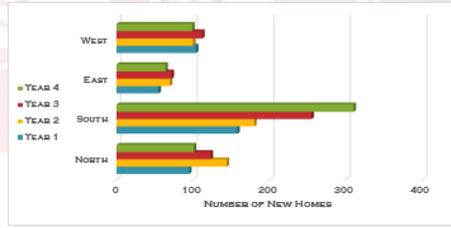
Referendum¶

- •Please
- •Vote
- •YES!

Vote·on· March·10¶

Section Break (Next Page)

On·March·10,·voters·will·have·a·voice·in·an·important·matter·that· impacts·all·the·children·in·the·school·district.·The·vote·will· determine·whether·Ashton·Community·Schools·will·be·redistricted.· By·voting·yes,·you·will·impact·elementary·school·children·in·a· positive·way.¶

In·the·past·20·years,·our·community·has·grown·exponentially.·As·a· direct·result·of·that·growth,·our·school·system·also·has·grown.· Enrollment·has·increased·at·all·four·elementary·schools,·both· middle·schools,·and·the·high·school.·This·period·of·rapid·growth· and·expansion·has·taxed·our·community's·resources·dramatically.· The·following·table·and·chart·show·the·number·of·new·homes·built· in·the·school·district·in·the·past·four·years,·by·quadrant·(north,· south,·east,·and·west):¶

Number·of·New·Homes·Built¶					
Quadrant¶	Year 1¶	Year 2¶	Year 3¶	Year 4¶	Total¶
North¶	95¶	144¶	123¶	101¶	463¶
South¶	158¶	180¶	255¶	310¶	903¶
East¶	55¶	70¶	72¶	64¶	261¶
West¶	104¶	100¶	112¶	99¶	415¶

While·all·schools·have·seen·an·increase·in·enrollment,·Crafton· Elementary·has·seen·the·most·dramatic·increase.·Because·most· vacant·land·is·in·the·southern·part·of·the·school·district,·this·is·the· area·that·has·seen·the·largest·number·of·new·neighborhoods·being· built.·As·a·result,·Crafton — as·the·school·that·accommodates· these·students — has·become·overcrowded.·The·following·table· shows·last·year's·enrollment,·this·year's·enrollment,·and·next· year's·projected·enrollment·for·all·four·elementary·schools:¶

		Enrollment·Figures·per·School¶		
	School¶	Last·Year¶	This·Year¶	Next·Year (Projected)¶
VOTE·YES!¶	Crafton¶	342¶	418¶	475¶
	Grover· Cleveland¶	200¶	212¶	220¶
	Cummings¶	240¶	252¶	267¶
	Idlewild¶	210¶	233¶	260¶

By·drawing·new·district·boundaries·now,·before·student·population· increases·further,·we·will·have·distributed·the·students·more· equally·among·the·schools.·In·addition·to·easing·overcrowding·at· Crafton,·the·new·boundaries·will·help·in·the·areas·of·bus·safety,· teacher-student·ratio,·scheduling,·and·teacher·burden:¶

- ✓ Fewer·riders·per·bus·will·increase·bus·safety¶
- ✓ Teacher-Student·ratio·will·decrease·to·16:1¶
- ✓ Scheduling·of·special·events/assemblies·will·be·easier¶
- ✓ Grading·and·preparation·time·will·be·lessened¶

Governing·leaders·and·teachers·have·risen·to·the·challenge·of· providing·a·quality·education·to·a·rapidly·expanding·student·body,· while·meeting·new·state·and·federal·requirements.·By·voting·to· redistrict·now,·you·can·do·your·part·in·helping·our·children·obtain· their·education·in·the·best·environment·possible.¶