

## Practical part / Lab 2 / MS Word

**To: Travel Agents**

**From: Student Name**

**Date: [Current date]**

The Adventure Travel Tours current Web site was designed with travel agents in mind but as you know, the role of the travel agent is changing. In order to keep up with these changes we plan to begin work on updating the current Adventure Travel Tours Web site. In preparation for this project, I would like your input about the content that will only be available to travel agents. As you work with clients please note what can be changed to make it easier for you to book travel, then send your comments back to me. All suggestions for changes are welcome and will be considered for our improved Web site.

Thank you in advance for your input.

1. Use spelling & grammar corrector.
2. Change font size to 14 pt and justify the paragraph.
3. Add ASPA watermark.
4. Include the current date in the date field.
5. Write ( building web site ) as a title and change its font to Broadway , 16 pt , & red font colour.
6. change the date font to *italic & bold*.

7. below the paragraph insert a clip art of any travel place by searching for the keyword " travel" , center it & resize it to appropriate size.
8. Replace the word "travel" with "trip" by using replacing text property.
9. Capitalize the word "web site".
10. Switch to print layout view.
11. Change the margins to moderate.
12. Add the shape "curved down ribbon" to the top of paragraph and put the title inside it.
13. Add a fill colour to the shape.
14. Rechange the margins to these sizes : top & bottom : 0.75 inch , left & right : 1.4 inch.
15. Make the space between lines 1.5.
16. Add "www.travel-agent.com " in the end of the paragraph.
17. Remove the hyperlink which appeared automatically under the web site.
18. Save the document by name (**Travel**).