

Using an Invitation Template

Follow the directions below to format and edit an invitation template. **Read through each individual direction before performing it**, like you are following recipe instructions.

Remember that text is entered (typed in) or pasted wherever the **bracketed text** is. Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the **Undo** command in the Quick Access Toolbar. If you can't remember what a command does, move the mouse pointer over it and pause. A **ToolTip** appears describing the command's function.

Words used throughout exercise:

Select/Click: click once on a command or area in the document

Highlight: hold the left click down and drag over the text you want to edit

Part One: Entering & Editing Information

1. Open a new blank Word document. Click on the File tab at the top left of the window and then click on **New**. In the templates menu on the right, click on **Invitations** then click on **Event Invitations**.
2. Click on the first template titled **Invitations with space for photo (ladybug design)** and double click to open or click download in the preview pane on the right.
3. On the top invitation, click in the white *[Event Heading Here]* box. Erase the text in the box and type **Saturday, Sept. 13**.
4. Click in the *[Event Details Here]* box and erase the text in the box. Type **8:00am-2:00pm**.
5. Click in the box containing the date and time. A small blue rectangular box appears at the beginning of the sentence. Click that box then press the **Delete** key twice.

6. Click in the *[Smith residence]* box. Erase everything in the box except for **123 Main St.**
7. Click in the box containing the phone number. A small blue rectangular box appears to the left of the text. Click that box then press the **Delete** key.
8. Using your Backspace key , erase the word **RSVP**. Type **Bakersfield, TX 12345**.
9. Highlight the text from 8:00am down to the zip code by clicking and dragging your mouse over the words.
10. Change the font size to 20. Click on the arrow next to the Font Color command and change the color to white.

Part Two: Format & Design

11. Click on the photo of the little girl and baby then click on the **Insert** tab. In the Illustrations group, click on **Clip Art**.
12. In the pane that opens on the right, click in the *search for* box and type **Garage Sale** then click Go. Click on the second garage sale option that looks like a billboard.
13. The picture inserts into your invitation. Make the picture bigger using the white circles in the bottom right and left hand corners of the picture.
14. **Note: When working with a template, you are looking at a design made up of individual shapes, boxes and parts that can be modified individually.** In this exercise we will practice changing the colors of our invitation.
15. Click in the dark yellow background area of the rectangle your picture and text are contained in. You may have to click towards the top of the rectangle to select it.
16. Click on the orange **Format** tab that has been added at the top. In the Shape Style group, click on **Shape Fill** and click on the color titled **Green, Accent 4**. You can see the name of a color by moving your mouse onto the color's square and pausing. A small box will pop up with the name of the color.
17. Click on the narrow yellow strip to the right of the large rectangle. Click on **Shape Fill** and click on the color titled **Brown, Accent 5, Lighter 40%**. Click

on the narrow yellow strip to the left of the large rectangle. Click on **Shape Fill** and click on the color titled **Brown, Accent 5, Lighter 40%**.

18. Click on the large green background area. Click on **Shape Fill** and click on the color titled **Aqua, Accent 1**.

19. Click on the circle in the middle of the large white flower. Click on **Shape Fill** and click on the color titled **Red, Accent 3, Lighter 40%**. Click on the circle in the middle of the small white flower. Click on **Shape Fill** and click on the color titled **Red, Accent 3, Lighter 40%**.

20. Click on the white dotted line bordering the large rectangle. Click on **Shape Outline** and hover over **Dashes** and click on the **Solid Line**.

Part Three: Entering & Editing Information

1. On the bottom invitation, click in the white *[Event Heading Here]* box. Erase the text in the box and type **Sunday, Sept. 14**.
2. Click in the *[Event Details Here]* box and erase the text in the box. Type **9:00am-1:00pm**.
3. Click in the box containing the date and time. A small blue rectangular box appears to the left of the text. Click that box then press the **Delete** key twice.
4. Click in the *[Smith residence]* box. Erase everything in the box except for **123 Main St**. Change the 123 in front of Main to **456**.
5. Move your insertion point after *St.* and press the Enter key. Type **Bakersfield, TX 67890**.
6. Click in the box containing a phone number. A small blue rectangular box appears to the left of the text. Click that box then press the **Delete** key.
7. Using your Backspace key, erase the word **RSVP**. Type **Come and enjoy cakes, cookies, and confections!**
8. Highlight the text from 9:00am down to confections by clicking and dragging your mouse over the words.
9. Change the font size to 14. Click on the arrow next to the Font Color command and change the color to white.

Part Four: Format & Design

10. Click on the photo of the little girl and baby. In the pane on the right, click in the *search for* box and type **Bake Sale Sign** then click Go. Click on the second bake sale option that has cupcakes with it.
11. The picture inserts into your invitation. Make the picture bigger using the white circles in the bottom right and left hand corners of the picture.
12. **Note: When working with a template, you are looking at a design made up of individual shapes, boxes and parts that can be modified individually.** In this exercise we will practice changing the colors and pictures of our invitation.
13. Click in the dark yellow background area of the rectangle your picture and text are contained in. You may have to click towards the top of the rectangle to select it.
14. Click on the orange **Format** tab that has been added at the top. In the Shape Style group, click on **Shape Fill** and click on the color titled **Indigo, Accent 6**. You can see the name of a color by moving your mouse onto the color's square and pausing. A small box will pop up with the name of the color.
15. Click on the narrow yellow strip to the right of the large rectangle. Click on **Shape Fill** and click on the color titled **Indigo, Accent 6, Lighter 60%**. Click on the narrow yellow strip to the left of the large rectangle. Click on **Shape Fill** and click on the color titled **Indigo, Accent 6, Lighter 60%**.
16. Click on the green rectangular background area. Click on **Shape Fill** and click on the color titled **Brown, Text 2**.
17. Click on the circle in the middle of the large white flower and press your **Delete** key. Click on the flower and press your **Delete** key. Click on the circle in the middle of the small white flower and press your **Delete** key. Click on the big flower and press your **Delete** key. Click on the small flower and press your **Delete** key. Click on the picture of the ladybug and press your **Delete** key.
18. In the pane on the right, click in the *search for* box and type **Wedding Cake with Heart** then click Go. Click on the first cake option that is blue.

19. In the Arrange group, click on **Wrap Text** and click **In front of text**.
20. Move the cake to the bottom right hand corner of your invitation, then use the top square and the left square to make the cake taller and wider. The picture should overlap your purple rectangle.
21. In the Arrange group, click **Send Backward** 16 times.

Completed Exercise

