

## *Create, edit, and format text*

Assignments are designed to help you apply the information learned in the lessons.

### **Improve your Quick Publication**

1. Open the publication you created in Lesson 1's assignment. If you did not save it, start a new Quick Publication to work with instead, and then add some text to it.
2. Resize the placeholder text boxes so that there is room for another text box.
3. Create a new text box, and then set the new textbox to Best Fit (**Format > AutoFit Text > Best Fit**).
4. Type your name and address in the new text box. Format it so that your name is bold and italic, and four points larger than the rest of the text.
5. Format your city, state, and ZIP code in a different color than the rest of the text.
6. Rearrange the text boxes on the page so each is in a different position than it was originally.
7. In one of the text boxes, insert the registered trademark symbol (®).
8. In one of the text boxes, insert the current date and time as an automatically updated code.
9. Apply a different border and a different fill to each text box.
10. Print your publication.
11. Save your work if desired.