

**MS WORD SAMPLES:
(DO NOT USE "PROJECT GALLERY")**

1) LETTER: Letter to Mrs. Woodell, friend or fictional person: _____.

- CORRECT Business Letter format → (See sample)
 - Complete Letter – makes sense
 - LEFT ALIGNED (All)
 - Keep it simple in design. Keep basic font.
- _____ / 5

2) NEWSLETTER: Fictional Newsletter w/ Multiple Articles on the topic of your choice _____.

- Centered Heading (Single column)
 - Columns (Format → columns → THIS POINT FORWARD)
 - Clipart /Graphics*, correctly cited
 - Layout is well designed
 - Page Border (Format → Borders and shading → PAGE BORDER)
 - Other borders (paragraph border)
 - Header/Footer (page #, sources) (View → header and footer)
- _____ / 5

3) MENU: Fictional Restaurant Menu: _____.

- Word Art (Insert → Picture → WordArt)
 - Heading (Word Art can be heading)
 - Tabs for neatly aligned prices
 - Bullets (Format → Bullets and Numbering)
 - Page Border (see "Newsletter")
 - Clipart/Graphics* correctly cited
- _____ / 5

4) CERTIFICATE: "World's Greatest" certificate: _____.

- Landscape Layout (File → Page setup)
 - Page Border (see "Newsletter")
 - Center Aligned TEXT
 - Clipart /Graphics*, correctly cited
 - Auto shapes with "Add Text" (Insert → picture → Autoshape; CTRL + click "add text)
- _____ / 5

5) INVITATION: Party Invitation: _____.

- 4" x 6" (index card) w/ margin changes (File → Page Setup → settings → custom size)
 - Clipart/graphics (Do not need to cite)*
 - Borders (Format → Borders and Shading → page border)
 - Center Alignment
 - Adequate Information (Date Time Place)
 - Well designed layout (Margins affect border)
- _____ / 5

6) SCHEDULE: Class Schedule: _____.

- Table → Insert → Table showing your CMS Schedule
 - Font changes **within** the table (Format → Font)
 - SHADING AND BORDER CHANGES (Format → Border/Shading → CELL)
 - Heading (WordArt can be heading)
- _____ / 5

7) COLLAGE 1: Image Collage _____.

- 6 DIFFERENT images/graphics* from the internet along a similar 'theme'
 - "Format Picture" → Text Wrap/Layout used to **overlap** pictures and text
 - Websites accurately cited* in footer (view → header/footer) or page break (insert → break)
- _____ / 5

8) COLLAGE 2: A collage of the **same** image _____.

- Single Image* text wrapped/**overlapped** and adjusted in as many ways as you can think of (Correctly Cited)
 - **Use "effects"** (view → toolbar → picture) to "format" picture /crop tool among other things.
 - Website accurately cited* in footer or page break (Same as Collage 1)
- _____ / 5

9) ALL WORK must be saved in the **correct folder on the server** with **correct document names**.

Choose TWO of your BEST samples of work, printed and stapled to THIS cover sheet by the final due date.

_____ / 5

* All images from the internet MUST BE CITED with COMPLETE WEBSITES (EXCEPT FOR: Invitation and Microsoft Word Clipart)

_____ / 45
