

INF 1030 – Word Processing

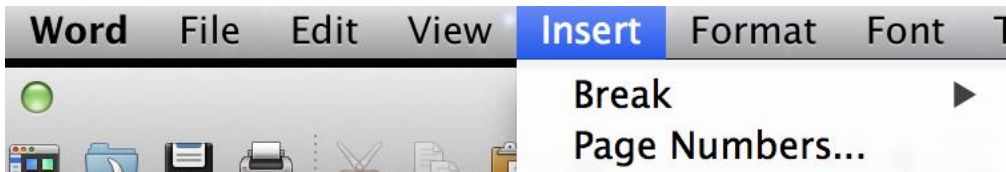
Final Project

As stated in the module outline, this is a newsletter assignment. You will create a newsletter on a subject of your choice. This newsletter will demonstrate your understanding of Microsoft Word. You should try and incorporate all the skills you learned in the previous assignments.

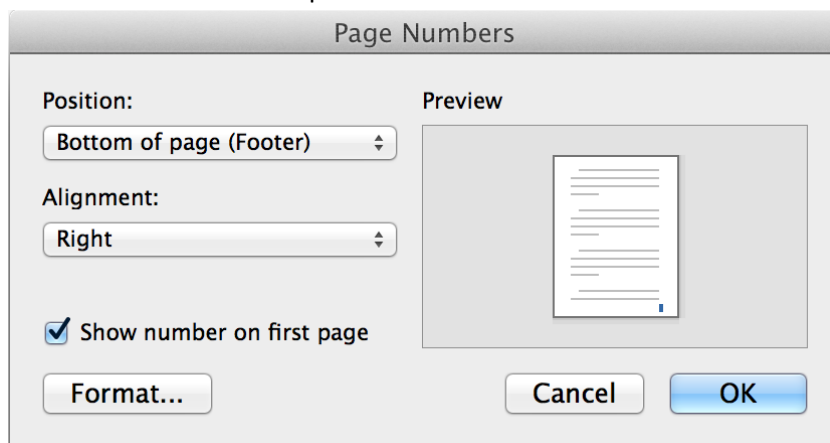
You may either create a template from scratch, OR you can search Microsoft Word for a “Newsletter” Template. Either is acceptable, but if you want more flexibility, you should start with a blank document.

The newsletter must meet the following requirements:

- Overall length of at least 3 pages, no more than 5
- Contains at least 3 images
- Contains at least 3 different fonts
- Contains **bold**, *italics*, and underlined text somewhere in the newsletter
- Contains at least one bulleted or numbered list
- Contains at least one chart, formatted with a colored background
- Contains your name and the date in the Header
- Contains the page number in a Footer on the bottom right of each page
 - In the Insert tab of the Menu Bar, select Page Numbers



- Then select the options below and click OK



Marking Guide:

Contains required number of images	/2
Effective placement of elements	/3
Effective Fonts and text modifications (Bold, etc)	/5
Contains list and chart	/2
Effective use of list and chart	/3
Meets requirements for Header and Footer	/5
Overall Appeal and Design	/5
<u>Overall Formatting and Grammar</u>	<u>/5</u>
Total	/30