

# Microsoft Word Project

**Objective:** Students will demonstrate their ability to use the basic formatting features of Microsoft Word including:

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|---|--|
| <ul style="list-style-type: none"><li>• Page margins</li><li>• Indentation</li><li>• Bold, italics, underline</li><li>• Alignment (left, right, center, and justify)</li><li>• Headers and Footers</li><li>• Automatic dates</li><li>• Automatic Page numbers</li><li>• Lists</li><li>• Drop Caps</li></ul> | <ul style="list-style-type: none"><li>• Font style and size</li><li>• Columns</li><li>• Tables</li><li>• Sorting information</li><li>• Clip Art and images</li><li>• Spelling and Grammar Check</li><li>• Print Preview and Print</li><li>• Hyperlinks</li><li>• Bookmarks</li></ul> |
|---|--|

## PART 1

**Page 1: The Biography Page.** (You must properly list any web site and any quote that you include while researching this page).

While researching your biography, you must use the information found at the EBSCO subscription database. To use this database you must do the following:

1. Open internet explorer and navigate to Ms. Waye's teacher's page. Click on the web link called **EBSCO**.
2. Login to the database by using the username **nbed** and password **bigchalk**.
3. Go to the Elementary and Middle School search.
4. In the "Find" search box, type in the name of the artist or athlete you are researching and click on "Search".
5. Once it displays the results, click on the "Biography" tab at the top of the screen to display all reference articles.
6. Skim through the articles to locate one that suits your needs.
7. You can save your documents under your H drive.
8. Don't forget to gather the correct website information because you will need to reference this later in your bibliography. Make sure to enter that information Microsoft Word's Citation feature that you learned in lesson 5.

## Setting Up Your Biography Page

1. Change your margins to the following:  
Top: 0.75" Bottom: 0.75 Right: 0.6" Left: 0.6" and click OK.
2. Include an appropriate title aligned in the center of the page (do not use Word art)
3. Include a border, not a page border, at the top of the page just underneath the title.
4. Use font size 12 for the body text - Arial Font style

## What information to include in this page:

- **Paragraph #1:** Give a brief summary of the life and career highlights of the person(s) that you chose. Within this paragraph, make sure that you have paraphrased something and that you have inserted a citation at the end of that paraphrasing.
- **Paragraph #2:** Locate a second source about your person(s). Then, write about what you believe to be that person(s)' biggest achievement while quoting something from that article? Also, tell us why you think this is their biggest achievement? Insert that source as a new citation. Make sure that the citation is located at the end of the quote.
- **Paragraph #3:** What surprised you the most about this person (something that you did not know about them)?
- **Paragraph #4:** If you could, would you want to be this person? Why or why not? Everyone has good things and bad things happen to them. Discuss how the positive and negative things this person has been exposed to would be fun and not fun for you. Basically, describe how you would have felt if faced with the same situations as this person.
- **Paragraph #5:** Conclude with what is the biggest thing about life that you have learned from this person's life.



## Additional Features to add to your biography page:

1. Should include images of the artist or athlete no larger than 1.5" x 1.5"
2. Should be at least one full page. The text needs to be one page in length NOT including the images. (Images can be put on a separate page).
3. Justify Align all of the text in the biography. Do not include the Title of the page when doing this.
4. Create a Drop Cap for the first letter of the first word in the biography. Set the Drop Cap to span 3 lines.
  
5. Last put your paragraphs into two columns.

**THIS LAST:** Then you need to put ONLY this page into two columns. To do this, select all of the Biography text (do not select any extra text lines on this page, the title of the biography or the border at the top of the page). Then put this text into two columns. Make sure the "Apply to" arrow says "Selected Text", and then click OK.

Remember to save your work periodically!!

## **PART 2**

**Specific Requirements for the following pages:**

1. Move your cursor to Page 2 of your document and open the header and footer.
2. **Header** - Your name should be placed on the left side of the header - **Font size 8**

3. **Footer** - Place the Project name ("Microsoft Word Music Project") on the left, the page number in the center and date on the right side of the footer - **Font Size 8**

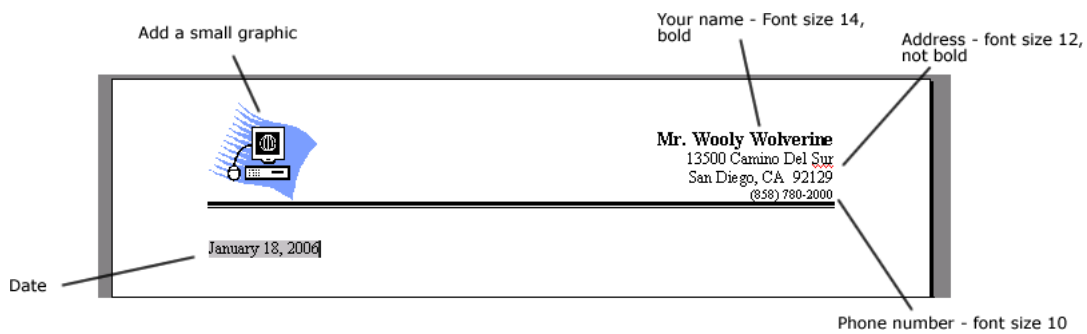
## Part 3

1. Create a one column, 11 row table.
2. Use an appropriate <u>Heading</u> for the table. Center the title of the table in row 1.
3. Select 10 songs, Movies, Athletic awards and achievements from that individual and insert them into a table.
4. Sort the column alphabetically
5. Align the contents of the cells in the center <b>both vertically and horizontally</b>
6. Use shading (Make sure it is a light color so that the text is easy to read)
7. Change the border widths, style and color for the table

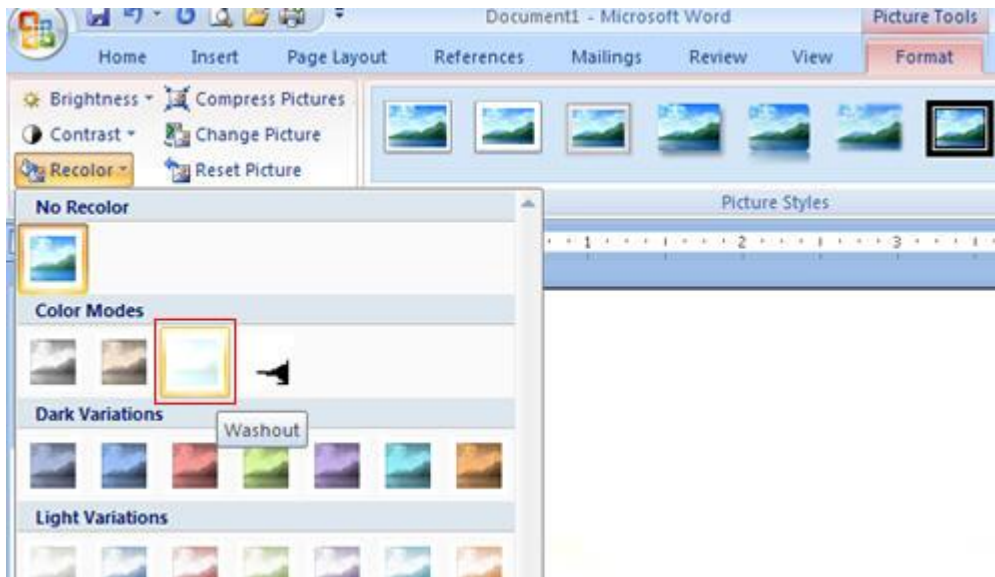
## Part 4

Each of you will write your own letter to the artist or group. Each letter should include:

- You return address/heading (see example below)



1. **The Letter address** - This is the address of the person to whom you are writing the letter. It should be placed below the date with 3 blanks between it and the date. It should be in normal date format:
  2. **Jimi Hendrix**  
12345 Voodoo Lane  
San Diego, CA 92129
3. **The Salutation** - This is the greeting. "Dear Mr. Hendrix," is fine. It should be placed below the letter address with one blank line between it and the letter address.
4. **Paragraph 1:**  
This starts two lines below the salutation. What that really means is that there should be one blank line between this and the salutation. Do not indent this paragraph. Write a little bit about yourself and why you chose that artist/athlete/actor...
5. **Paragraph 2:**  
Begin this paragraph two lines below the first one. No indentations. It should contain A formatted list **(Numbered or Bulleted)** of the top five songs or awards of that artist or athlete listed alphabetically. Make sure to use the bullet or numbering list feature. Don't simply type in the numbers.
6. **Paragraph 3:**  
Start this paragraph off with a quote from a third source from the internet. At some point in this paragraph, ask that person a question that relates to the quote that you used. Make sure to cite this quote with citation.
7. **Closing** - This is your "Sincerely" line and your name. It begins two lines below your last paragraph. There are three blank lines between "Sincerely" and your name. No indentations.
8. **Watermark** - A watermark is an image that has its wrapping set to "Behind Text" and its color is adjusted so that it is very light in color and barely seen. Find an image that represents your artist and place this "watermark" behind your paragraphs. To adjust the color, click on the image > Recolor > Washout



## PART 5

### Page 4: Images Page

- ✓ Find a minimum of 6 images related to your artist or athlete and put together a "Gallery" of images that represent that person's life. Make sure to include the web address from you gathered those images in your "Works-Cited Page".
- ✓ Create a caption using a text box for each image.

## Part 6

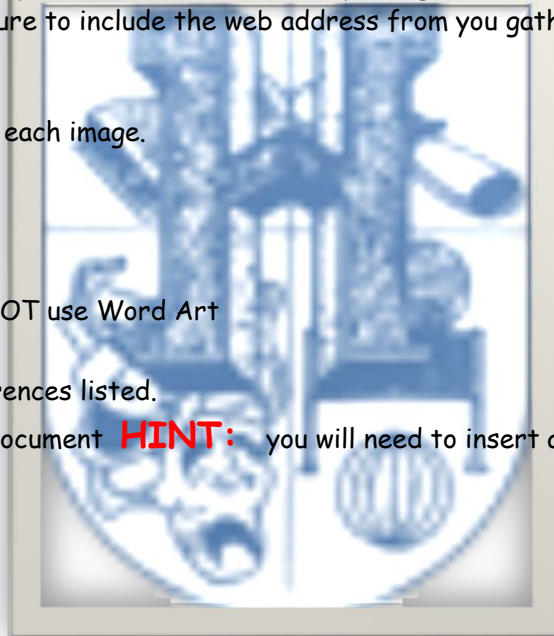
### Page 5: Works-Cited Proper Heading - DO NOT use Word Art

- You should have a minimum of 3 references listed.
- This should be the last page in your document **HINT:** you will need to insert a page break

## Part 7

### Page 1: Title Page

- Create a title page for this document. Choose one of the title page formats and make sure that you fill in all of the default text boxes.



# Part 8

**Page 2: Table of Contents** Create a table of contents page between your Cover page and your Biography.

1. **HINT:** You will need to insert a page break in order to get a blank page in the correct spot.
2. Create links on each page that will take us back to the top of the table of contents. **HINT:** Create/insert a bookmark at the top of the table of contents page.

# Microsoft Word Music Project

Student Name \_\_\_\_\_

Team \_\_\_\_\_

Cover Page	Header and Footer	Bio Page
<input type="checkbox"/> Use a preformatted Cover page <input type="checkbox"/> All fields have been input (My name, your name, Tech 1, 7A or B) Date	<input type="checkbox"/> <b>Header</b> - Your name should be placed on the left side of the header - <b>Font size 8</b> <input type="checkbox"/> <b>Footer</b> - Place the project name on the left, the page number in the center and the date on the right side of the footer - <b>Font size 8</b>	<input type="checkbox"/> appropriate title aligned in the center of the page <input type="checkbox"/> Include a border, not a page border, at the top of the page <input type="checkbox"/> Should be made using 2 columns <input type="checkbox"/> Use font size 12 for the body text. <input type="checkbox"/> Should include images of the artist no larger than 1.5" x 1.5". <input type="checkbox"/> Proper citations are inserted into the paragraphs <input type="checkbox"/> Should be at least one page. The body text needs to be one page in length <b>NOT</b> including the images. <input type="checkbox"/> Page margins set to <b>Top: 0.75"</b> <b>Bottom: 0.75" Right: 0.6" Left: 0.6"</b> <input type="checkbox"/> Drop Cap for first letter of first word
Table of Contents		
<input type="checkbox"/> List all of the pages in the document		
Songs/achievements Page	Letter	Gallery
<input type="checkbox"/> 10 items inserted into a table. <input type="checkbox"/> Sort the table alphabetically <input type="checkbox"/> Use shading and borders in the table <input type="checkbox"/> Use an appropriate <u>Heading</u> for that table	<input type="checkbox"/> List in the body <input type="checkbox"/> Heading <input type="checkbox"/> Watermark <input type="checkbox"/> All required letter parts (Date, letter address, salutation and closing) <input type="checkbox"/> No indentations <input type="checkbox"/> Proper Spacing	<input type="checkbox"/> At least six images <input type="checkbox"/> Text boxes for captions <input type="checkbox"/> Border – Captions on top of images
References Page	Your Score	
<input type="checkbox"/> Use the Works cited feature <input type="checkbox"/> All information is correctly filled out	<p>Total Score (29 possible) _____</p> <p style="text-align: center;"><b>29</b></p>	



Pamela Anderson

Romeo Dallaire

Shania Twain

Nelly Furtado

Estella Warren

Sum41

Shannon Tweed

Barenakedladies

Keanu Reeves

Celine Dion

Alanis Morissette

Peter North

Bryan Adams

Neil Young

Jim Carrey

Natasha Henstridge

Jennifer Tilly

Sarah McLachlan

Leonard Cohen

Avril Lavigne

Brendan Fraser

Peter Jennings

Leslie Nielson

William Shatner

Alex Trebek

Jacques Villeneuve

Neil Young

Wayne Gretzky

Sidney Crosby

Justin Bieber

