**Microsoft Word Project**

**Objective**: Students will demonstrate their ability to use the basic formatting features of Microsoft word while applying Language Arts skills to the research and writing of a biography about a famous inventor.

**Word Processing Skills:**

|  |  |
| --- | --- |
| * Page Margins
* Indentation
* Bold, Italics, Underline
* Alignment (left, right, center, and justify)
* Headers and Footers
* Automatic dates
* Automatic Page Numbers
* Lists
* Drop Caps
* Referencing
 | * Font style and size
* Columns
* Tables
* Sorting information
* Clip Art and images
* Spelling and Grammar check
* Print Preview and Print
* Hyperlinks
* Bookmarks
* Saving to various locations
 |

**PART 1**

**Page 1:** **The Biography Page.** (You must properly list any website and any quote that you include in the research of this page)

While researching for the biography, you must use the information found at the **EBSCO** subscription database (link is located on Mrs. Hamilton’s teacher page).

You may choose from one of the **Historical Inventors** found here: <http://www.biographyonline.net/scientists/inventors.html> (hold ctrl so you can ‘click’ on this link). You may want to skim through each profile before deciding on an inventor).

1. Go to <http://maa.nbed.nb.ca/teacher/mrs-hamilton> and under ‘Weblinks’ click ‘EBSCO’.
2. Click top link: EBSCOhost Web- Academic Research & Reference.
3. On the top right hand side of the page click ‘Sign In’.
4. Sign in using username: ***nbed*** and password: ***bigchalk.***
5. Enter the full name of the inventor you would like to research.
6. Down the left hand side of the page you can limit the areas that it searches in (you may want to select ‘primary search’ and ‘middle search plus’ under databases).
7. Save your chosen documents/articles in your student ‘H’ drive.
8. Don’t forget to cite any articles that you use (after clicking on the article in EBSCO, on the right hand side you can click ‘cite’. Then choose ‘APA’ format.

**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

1. Include an appropriate **title** aligned in the center of the page (FONT: Arial, font size no larger than 24).
2. Include a **border** (not a page border), at the top of the page just underneath the title (hint: look under *borders* on ‘Home’ tab).
3. 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 inventor you chose. Within this paragraph, make sure that you have paraphrased (summarized) something and that you have inserted a citation at the end of the paraphrasing.

**Paragraph #2**: Locate a second source about your inventor. Then, write about what you believe to be the inventor’s biggest achievement while quoting something from that article. Cite your source. Explain why you think it was their biggest achievement.

**Paragraph #3**: What surprised you the most about this person or was the most interesting thing you read?

**Paragraph #4**: If you could, would you want to be this person? Why or why not? Everyone has good and bad things happen to them. Describe how you would feel if you went through some of the things this person has (good and bad).

**Paragraph #5**: Conclude with what is the biggest thing about life that you have learned from this person. How do you think the world would be different if this inventor had not existed?

Additional Features to add to your biography page:

* Include images of the inventor no larger than 1.5” x 1.5”
* 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).
* Justify Align all of the text in the biography. Do not include the Title of the page when doing this.
* Create a Drop Cap for the first letter of the first word in the biography. Set the Drop Cap to span 3 lines.
* At the end of the biography, insert a page break.
* Go to File 🡪 Info 🡪 Author: Type your name.

DO 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 extra text lines on this page or the title of the biography). ‘PAGE LAYOUT’ 🡪 ‘COLUMNS’ 🡪 ‘TWO’.

**REMEMBER TO SAVE YOUR WORK PERIODICALLY!!**