

Newsletter for Newbies

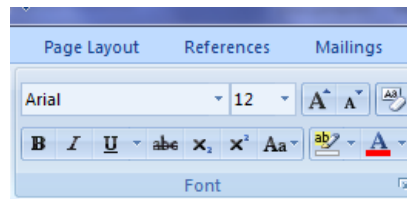
Create a two-page newsletter or brochure for someone who has never used Microsoft Word software before. The purpose of the newsletter or brochure is to briefly explain the usefulness of some of the main features you've learned and to demonstrate how they look on the page.

You need to demonstrate **at least ten** useful word processor functions. Explain

1. Why you would use this function
2. How you use this function
3. Any shortcuts for this function
4. What it looks like when you use it

For example:

When you want to add **emphasis** to a **word or phrase**, use the **bold** feature. Turn on bold by selecting text, going to the Format menu, and then Font. You can also use bold by pressing **Ctrl+B** or by using the bold button shown here:



Some of the features you must include:

- A title. This should be in a coloured, large sans serif font at the top of your page.
- A Clip Art image on either side of your title.
- Underneath the title, use tabs to place:
 - Issue #1 — on the left hand side
 - Your name — in the centre
 - Today's date — on the right hand side
 - A double-border only on the top and bottom of this line.
- At least three different column settings.
- At least three different serif fonts for your body text.
- A page background colour that does not make reading the text difficult.
- All margins at 1.5cm
- At least two screenshots (to demonstrate features)

Be creative and use a variety of features. (I.e., don't count bold, italics, and underline as three unique features). Remember to communicate clearly and encouragingly to your reader!

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Category / Criteria	Level 1 (50 - 59%)	Level 2 (60 - 69%)	Level 3 (70 - 79%)	Level 4 (80 - 100%)
Knowledge and Understanding -knowledge of required features	Demonstrates limited knowledge of required features. Some items on the required feature list have not been completed.	Demonstrates some knowledge of required features. Some items on the required feature list have not been completed.	Demonstrates considerable knowledge of required features. Required feature list is complete.	Demonstrates thorough knowledge of required features. Required feature list is complete.
Application -transfers word processing skills in a new context	Transfers word processing skills with limited effectiveness.	Transfers word processing skills with some effectiveness. Features described are somewhat useful or unique.	Transfers word processing skills with considerable effectiveness. Features are described considerably useful and unique.	Transfers word processing skills with a high degree of effectiveness. Excellent variety and usefulness of selected features.
Communication -clear and encouraging communication with the target audience (novice computer users)	Screenshots are not used effectively. Communicates to the target audience with limited effectiveness.	Screenshots are generally used appropriately. Communicates to the target audience with some effectiveness.	Screenshots are used appropriately. Communicates to the target audience with considerable effectiveness.	Well thought out use of screenshots and descriptive language. Communicates to the target audience with a high degree of effectiveness.

Note: A student whose achievement is below Level 1 (50%) has not met the expectations for this assignment or activity.
