

**COMMUNITY COLLEGE OF SOUTHERN NEVADA**  
**Department Of Computer Information Technology**  
**IS-101**

(Mr. Harden's Sections)

**ASSIGNMENT #9**

**OBJECTIVES & PURPOSE:**

The purpose of this assignment is to become familiar with special word processor formatting techniques including:

- Reenforcing learned items from previous assignments including:
  - Document Formatting (page and margin settings);
  - Section Formatting (bullets, columns, tables, borders, shading, etc.);
  - Paragraph Formatting (rulers, indents, tabs, justification/alignments);
  - Character Formatting (font setting of typeface, typesize, and typestyle)
- Use of borders in documents;
- Setting columns (newspaper style) in documents;
- Adding pictures and graphics to documents;
- Use of bulleted items in documents.

**SPECIFICATIONS & INSTRUCTIONS:**

PLEASE NOTE:

- To receive full credit, all specifications must be met and fulfill the assignment as an individual effort;
- Read the **NOTES** at the bottom of the assignment before continuing;
- Learning how to do this assignment:
  - The following descriptions are the specifications for the assignment;
  - *They are not a tutorial on how to do the assignment;*
  - Discussion and demonstration on how to do the assignment will be given in class on the demonstration day for this assignment (please attend class that day for the demonstration);
- Do not use Wordpad. The specifications below cannot be fulfilled with Wordpad. If any other word processor other than **WORD** is used, it may not behave in the same manner as demonstrated with **WORD**.

Use Microsoft's **Word** word processor to write a newsletter on a semester break, vacation, family reunion or gathering, holiday, or other activities in recent years. The newsletter must be original, should look similar to the sample provide, and must contain and demonstrate the following features:

1. Page Setup settings of:
  - Top and Bottom margins of 1.00 inch each;
  - Left and Right margins of 1.25 inches each;
  - Gutter, Header, and Footer Margins of 0.00 inches each;
  - Orientation set to "Portrait";
  - Paper size set to 8.5" by 11" (Letter Size).
2. Minimum of one full page from top to bottom margins (1" from top & 1" from bottom of page) in which:
  - Two of the three columns extend to within 1" of the bottom of the paper;
  - The third column extends 2" or less within the bottom of the paper.
3. At the top of the newsletter place a **bolded** title of the Newsletter with a maximum **typesize 26**, *center aligned*, with a typeface of your choice;
4. Across the line below the title write the following in **arial 10 point font**:
  - Who the newsletter is from, left aligned in the 1st column;
  - Volume and Number, center aligned in the 2nd column;

- The date, right aligned in the 3rd column;
  - Place a border around this line as shown in the sample.
5. Under the bordered area, set document for three (3) columns as follows:
- Equal column widths;
  - Set column width to 1.87 inches;
  - Set column spacing to 0.2 inches;
  - Apply to (i.e, apply columns to) "This point forward".  
Do not apply to "Whole document" or your newsletter title and heading will be adversely reformatted.
6. Include three (3) articles in which:
- Each article has a title in **Arial 14 point, bold, center aligned** ;
  - One article has a subtitle in **Arial 10 point, bold, center aligned** ;
  - Body of text is **Times Roman 10 point, fully aligned (justified)**;
  - The 1st line of each paragraph is indented 0.25";
  - Single space between each line of each paragraph;
  - Single space between each paragraph of each article;
  - Include 4 bulleted items in one of the articles;
  - Insert 3 pictures onto the newsletter from Clip Art, Paint, or any other source of your choice, that relate to the paragraph they are near:
    - One of the three pictures **must** be your Paint project from Assignment #1;
    - The maximum size of each picture is 2" by 2";
    - Immediately below one picture, include a figure description in **arial 8 point, fully aligned** as shown in the example.

#### ASSIGNMENT SUBMISSION:

1. Submit (on the due date) a hardcopy printout of your newsletter, prepared and printed by the word processor;
2. Hand write your Name, ID#, Section#, and Assignment# in the top right corner of your paper;

#### NOTES:

To receive full credit, your newsletter must:

- Meet all of the above specifications;
- Use Microsoft's **Word** word processor. If any other word processor other than **WORD** is used, it may not behave in the same manner as demonstrated with **WORD**.
- Be submitted on time;
- Be realistic and have substantive information;
- Contain no bad or profane language or indecent narratives. If it does, no credit will be given.

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