**Assessment Project: Top 10 goals for the year Mr. Abels**

1. Save your file:
* Select file, Save as –
* go to my computer - find your flash drive
* in the filename box, type: 2012 Goals yourlastname
* be sure to replace yourlastname with your actual last name
1. Heading
* Right align and type your full name
* next line, type Mr. Abels
* next line, type todays date.
* select this heading and make it Ariel, 12pt font, black
1. Title:
* Center align and type "My goals for the year".
* Select this text and click insert wordart. Select the type, color, & size you like.
1. Essay:
* Left align and begin typing the body of the essay.
* Introduce yourself and type out ten goals you have for this year. you should have between 5 and 10 goals.
* Select your paragraph and change the font, size and color to something different from the heading. Make sure this is readable and looks nice. (for example don't select yellow 1pt font.)
1. Artwork:
* Select insert clipart.
* Type images.google.com
	+ type puppy in the search
	+ select strict search on the right.
* Find at least 5 images that talk about your topics. For example if your goal is to make new friends, you might find a picture of two friends. If your goal is to run faster you might find a picture of someone running.
* Paste the image into your document
* select the image and click format
* select text wrapping - square
* resize and move the image to the desired place. Remember you need to put 5 on one page.

Grading rubric:

40 – Following directions: heading, title, two different fonts, colors, sizes

20 – Clearly stating five or more goals

20 – Inserting and appropriately formatting five or more images

20 – Overall appearance (readability, looks nice, etc.)

Reference guide:

Remember, you can always float your mouse over an icon to see what it does. If you don’t like it, click undo:

Font type & size

Font type & size

Font type & size

Save

Insert bullet & numbers

Left, center, & right aligned



**B bold**

*I italic*

U underline

Change the color of the font

Text effects

On the insert tab:

For nifty shapes like these

**cool**

To add

wordart

To add a floating text box

To insert a picture from a file

To use MSword clipart



Remember to format all of these ‘objects’ by first clicking the object, then selecting the “format” tab.

Like colors, text wrapping, and other styles.

You will get different “formatting options” for different objects.