


"All About Me" Project using Microsoft Word

Due: Tuesday September 8, 2009

1. Use Microsoft Word. Set the margins to .5 and the orientation to Landscape.
2. Select 3 column layout. Now you are set to fill your columns
3. Place your cursor at the top of column 1, insert Word Art
 - Select a style by clicking on it, click OK
 - Type "All About Me" and click OK
 - Drag your text to center near the top of column 1
4. Place cursor in the middle of column 1 and type your name
 - Change the font and size to fit the space
5. Place cursor below your name in column 1
 - Insert a picture of yourself or your family
6. Place cursor at the top of column 2, press enter
 - Type "Goals for the Year"
 - Highlight title, go to Format, change font and size to fill 1 line of space, click OK
7. Using bullets write 5 goals - the goals must be **realistic and measurable!**
 - One goal must be in Pre-Calculus. One goal must be academic. One goal must be spiritual.
 - The other goals can be personal, athletic, academic, or spiritual.
8. Place cursor at the top of column 3, press enter
 - Type "Thoughts 2009-2010"
 - Highlight title, go to Format, change font and size to fill 1 line of space, click OK
 - Write 2 paragraphs about you. Include anything of interest to you and/or your thoughts and ideas for the upcoming year.
9. If there is room, add Clipart or another picture to the bottom of column 3.
10. Check your work for correct spelling & grammar. Make sure each column is neatly arranged.
11. Print 2 copies.

This is a representation of the general outline of your brochure. Yours will be printed in Landscape style.

 <p>Your Name</p> <div data-bbox="251 1837 495 2079"><p>picture</p></div>
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<p>Goals for the Year</p> <ul style="list-style-type: none">• 1st goal (math Goal)• 2nd goal (spiritual)• 3rd Goal (Academic)• 4th Goal• 5th Goal

<p>Thoughts 2009-2010</p> <p>1st paragraph</p> <p>2nd paragraph</p> <div data-bbox="1169 1837 1396 2058"><p>Clipart</p></div>
