Microsoft Word Project - My Favorite Things

You need to create a report (or sign) about your favorite things using what you have learned during the Microsoft Word lessons. You may use the information page, but cannot ask anyone else for help! Look on the back of this page for a sample – your report should look similar, but with your information instead of mine.

The report must include the following:

1 - Title
- Center the following title at the top of your page: My Favorite Things
- Text must be formatted with Times New Roman font, bold, underlined, and size 26.
- Strike the enter key twice after the title to leave a space before you move on to #2.

2 – Favorite Hobbies
- Write a paragraph with <u>at least three sentences</u> to describe your favorite hobbies or things you like to do when you are not in school.
- Text should be formatted with Times New Roman font, plain (not bold or italic), size 18, and aligned along the left side of the page.
- Strike the enter key twice after the paragraph to leave a space before you move on to #3.

3 – Favorite Foods
- Center the following line: "My favorite foods are …" and format the text in size 20 Arial font and italics.
- Use the *Microsoft Online Gallery* to find three pictures of foods that would be your favorites. Foods may include meals, snacks, or candy. Place these pictures in the space under "My favorite foods are…" and make sure they are centered on the page.
  NOTE: You may need to resize the pictures to make sure they all fit in one row or line across the center of the page.
- Strike the enter key twice after the last picture to leave a space before you move on to #4.

4 – Favorite Doodle
Use the drawing tools (basic shapes and others) to create one cool doodle (figure, object, animal, or just a neat design). Your doodle must include at least <u>three different shapes</u> (square, circle, triangle, etc.) and <u>two different colors</u> (black, gray, white, etc.)

5 – Word Art
Use the WordArt tool to create your name (first and last) for the bottom of the page. The WordArt must be placed at the <u>bottom of your document</u> in the <u>center of the page</u>.
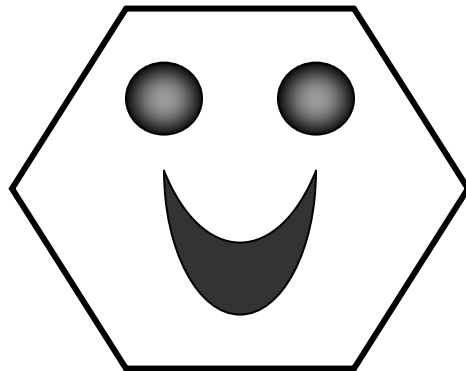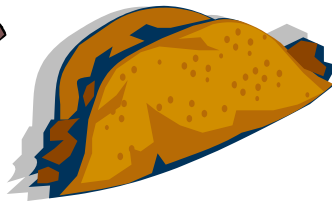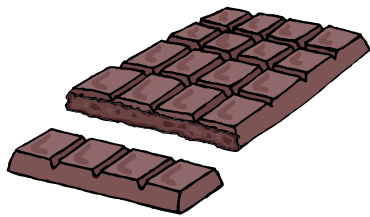
Done? Save your report in your folder on the server using the <u>your last name and WORD1</u> as the filename. Print one copy to turn in to your teacher!

Example → TrimpeWORD1

My Favorite Things

My favorite things to do after school are gardening, riding bikes, and reading. I also like to work on my computer to create lots of fun homework assignments for my students to do!

My favorite foods are …

Mrs. Trimpe