

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Word Processing Magazine Cover Project (Microsoft Word)

**Please note: You will have five classes to complete the project.**

### Checklist (Use the checklist to help keep you on track)

- You will need to start a **NEW** Microsoft Word file.
- You will need to **SAVE** your work.
- You will need a title.
- You will need a subtitle.
- You will need at least three headlines with text boxes.
- You will need a bar code with price.
- You will need at least one image.
- You will need to change the font face.
- You will need to change the font size.
- You will need to change the font color.
- You will need to change the text box or shape color.
- You will need to add a text box, shape or picture effect.

**Proofread:** Check for spelling and grammatical mistakes. Make sure you follow the typing rules, such as, one space after every word.

**There are a total of 12 elements.**

Title	
Subtitle	
Three headlines	
Bar code with price	
Image (at least one)	
Font face	
Font size	
Font color	
Text box or shape color	
Text box, picture or shape effect	
<b>Total:</b>	

