

Name: _____

Date: _____

Word Processing Project (Creating a Cover Page, Table of Contents, and Essay with Microsoft Word)

Please note: You will have four classes to complete the project. Using resources online is allowed.

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 to save your work to your "Project" folder located inside your teacher's folder.
- Please complete a **cover page** that consists of a:
 - WordArt title
 - image
 - page color
 - page border
- Please insert a **table of contents** on the second page of your document.
- Please add a **title** with a **heading style** on the third page. Answer one of the questions provided to start your essay. A paragraph must contain at least 5 sentences. (Don't forget to Update your Table of Contents after adding a heading style.)
- You will need to change the font face.
- You will need to change the font color.
- You will need to change the font size.

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 14 elements.

Insert WordArt Title	
Insert page border	
Insert page color	
Add an image	
Insert table of contents	
Add title with heading style	
Type at least 5 sentences	
Change font face	
Change font size	
Change font color	
Total:	

