

Activity 7 – Newsletter

FHS NEWS

Monday, February 22, 2016

Student Name, Editor

Activity Guidelines

Using Microsoft Word, create a one-page newsletter similar to this one. You may create a home, school, or group newsletter. The articles may be real or fictional.

The newsletter must contain the following:

- ❖ 2 columns, full justified
- ❖ Minimum of three different articles
- ❖ One advertisement in a text box with a visible border
- ❖ Articles are to have centered and bold titles
- ❖ At least two font styles
- ❖ Regular text is to be 12 pt.
- ❖ Titles are to be 16 pt.
- ❖ At least two but no more than four different and relevant clip-art images that are text wrapped
- ❖ Effective design – no large white spaces
- ❖ Word Art Title, centered with your name and date in the title banner
- ❖ A closing message in its own text box

Plagiarism Policy

Academic dishonesty in any form is a serious offence in an institution of learning. Those who choose academic dishonesty face consequences.

Plagiarism is defined as the use of another's work or ideas without clearly acknowledging the source of the information. Students are guilty of plagiarism if they engage in any of the following activities:

- ❖ copy word for word from any outside source without proper acknowledgement. This applies to the use of an entire paper, as well as to the use of sections and/or paragraphs.
- ❖ paraphrase ideas from any outside source without proper acknowledgement.
- ❖ submit in whole or in part a paper written by another student.
- ❖ allow one's essay or assignment to be copied by another student.

Next edition will be published Friday, March 25, 2016. Submissions are to be forwarded to the Editor three days before publication date to be considered. See you next month.

Directions: READ the first article of the sample Newsletter above for specifics.

1. Create a new Microsoft Word document and save the document as **Last Name, First Name – Activity 7** in your Personal U: drive.
2. Begin by creating the top banner. Use a text box and select an appropriate border style. The banner must include:
 - a. Name of the Newsletter – FHS News (Word of your choice, 60 pt, Bold, Font of your choice, centered)
 - b. Today's Date – Day of the Week, Month, Day, Year (i.e. Tuesday, September 15, 2015) (18pt, Font of your choice, centered.)
 - c. Your Name, Editor (12pt, same font as date, centered)
3. Next create the bottom banner. Use a text-box and use the default border. Enter and center the following text:
 - a. Month, Day, Year is to be one month from today's date in upper banner.
 - b. Change the text size to 10 pt.
4. Create two columns for the page. Create your own articles to fill the columns and they may be real or fictional. The column requirements are as follows:
 - a. Fully justified
 - b. Minimum of three articles
 - c. One advertisement in its own text-box, located at the bottom of the second column
 - d. All articles are to have a title that is centered, bold and 16 pt
 - e. Regular text is to be a 12pt font of your choice
 - f. A minimum of two but no more than four clip-art that allow text wrapping.

Once you have completed the activity be sure that you show me your work so that I can assign you a mark.