**Info Tech 2 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Word Processing Final Project Period\_\_\_\_\_\_\_Student ID#\_\_\_\_\_\_\_\_\_\_\_**

Create a professional looking document using the advanced features you have learned in Word. Your text can come from the Internet. You are permitted to copy text since the purpose of this assignment is to show your knowledge of the formatting features of Word 2013. A suggested source of text is the *Culturegrams* or *World Geography* database that you can access from the LNE media webpage. Use as many of the Word features as you can in an attractive, appropriate way. You will be graded on how many of the features you use and the effectiveness/attractiveness of the features.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Feature** | **Where Used (Complete where used feature)** | **Score** |
|  | Cover Page |  | /5 |
|  | Drop Cap |  | /5 |
|  | Insert Graphics: Position, text wrap, picture style |  | /5 |
|  | Insert a hyperlink |  | /5 |
|  | Insert Text Box:  Text Box Style |  | /5 |
|  | Insert WordArt:  Resized, spacing, even height, Shape, Fill, Border, Shading |  | /5 |
|  | Insert bullets  Change the size, color and bullet style |  | /5 |
|  | Draw Shapes:  Apply fill, border, shadow effects, placement (in front/send back) |  | /5 |
|  | Create a Chart:  Apply a Chart Style |  | /5 |
|  | Insert a Table:  Sort, Split & Merge Cells, Calculations, Table Style |  | /5 |
|  | Header or Footer |  | /5 |
|  | Include Columns |  | /5 |
|  | Use Continuous Section Breaks or Column Breaks |  | /5 |
|  | Endnotes (cite the websites you used for information) |  | /5 |
|  | Overall visual appeal |  | /10 |
|  | **TOTAL POINTS** |  | **/80** |

Include some or all of the following elements when citing entire websites:

1. Author or editor of website (if known)
2. Title of the website
3. URL
4. Date of access

**Example:**

Troy Southgate; “The motives Behind the First Crusade”; <http://www.rosenoire.org/articles/hist4>... accesses 04/03/2012