

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	
Total:	

