Thank You Note

Semester Exam Word Project

Objective:

Create a Word document for the Semester Exam. Create a short Word document project as a Thank You Note to two people in your life.

Student Instructions:

1. Using the skills learned in class create a Word document.
2. Your Word document should use the template, or one like it from the following page.
3. Once the information is input, you will need to type an actual thank you note to two different people that you would like to thank.
4. You may want to write a thank you note to parents, relatives or friends for gifts you may have received over the winter break, or for something someone may have done for you.

REQUIREMENTS FOR THE THANK YOU NOTE

1. Open Word and start with a blank document.
2. Design a Thank You Note that uses font, graphics and colors (or a template) so that it looks similar to the example shown.
3. The note should be able to be folded in half, with the left side having your name, address, phone number and the logo of your choice on the left side, and a colored background with the words "Thank You" on the right side.
4. Once the information is input, be sure to format your name in a larger font and add color to it.
5. Then add your address and phone number to the thank you note (you may use a fictitious address and phone number if you prefer).
6. Add a logo or graphic of your choice where it says to replace with LOGO.
7. Be sure to use a colored background or shape with the words "Thank You" on it as well.
8. These instructions may require you to add numerous graphics, pics, and text boxes within the document.
9. Save in Final Drop Box as "LastName, First Name – Word"

YOUR NAME

Your Address, City , State Zip

Your Telephone |

Dear (The First Person's Name you are thanking),

The body of your thank you message. It needs to be at least three sentences long. Must include what you are thanking them for…

Sincerely,

Your Name

replace with
LOGO

THANK YOU!

YOUR NAME

Your Address, City , State Zip

Your Telephone |

Dear (The Second Person's Name you are thanking),

The body of your thank you message. It needs to be at least three sentences long. Must include what you are thanking them for…

Sincerely,

Your Name

replace with
LOGO

THANK YOU!