# Word Processing Assignment 1 – Introduction to Word and PDF files

**Project Overview**

Your goal is to create a new document in Microsoft Word. There is a choice of topic:

* ***Write a review*** about a movie or concert, a sports event or a book. If you wish to write a review about something else, ask for teacher permission before you start.
* ***Write about your summer holidays***. What did you do with your friends and family? Did you have a summer job? Did you travel?

Include at least one relevant picture with your writing.

Once you have finished creating your document, convert it into a **PDF file (Portable Document Formatpdficon)**, which can be opened by the freely distributed Adobe Acrobat Reader.

## **Technical Details**

* Make your written piece ***at least 3 paragraphs long***.
* ***Justify*** each paragraph.
* Use the ***Spelling and Grammar*** function.
* Choose a font other than the default ***times new roman***.
* Choose a font size. Remember that the most common size is ***12 point***.
* Double space the entire document.
* Include a title.
* Choose at least two different colors for the text.
* Make use of bold, italic and underline.
* Include your name and date in the ***header*** and the page number in the ***footer***.
* Include at least one relevant picture.

### Picture Management

Insert at least two pictures that relates to the review. Use a digital image found on Google image search, or a personal image sent to your email from your phone.

To make the picture suitable for use you may have to cut off a certain portion of it (cropping) or reduce the size (image size). These tasks will be achieved using ***Picture Format*** tab.

Try positioning your picture at different locations within the document to see what produces the best layout. In order to be able to freely move the picture, you will have to format it.

1. ***Right click on the picture***
2. ***Select Format Picture***
3. ***Select the Layout tab.***
4. ***Select Square or Tight.***

### Hand-in Requirements

Submit your assignment by emailing it as an attachment to [ajudson@alpinedistrict.org](mailto:ajudson@alpinedistrict.org) OR printing it off and attaching it to this checklist.

When sending the email:

* The subject line of the email must have your name and the assignment number.
* The attached file must be named “<your\_name>1.pdf”.
* The attachment must be ***less than 500kb***. Make sure you resize your image small enough to achieve this usage of memory.

### The date of your sent email can be no later than

### Wednesday October 16th, 11:59:59pm.

### *Tip #1:* Send your email well in advance of the due date. If you run into a glitch, you have time to fix and resend it.

***Tip #2:*** If it is more convenient, hand in your assignments during class time.

**Assessment**

80% of your mark will be derived from the details above. The remaining 20% will be graded on the quality of your review. Since there are very few “right or wrong” answers, persuade your reader to understand your opinions in a clear fashion, even though the reader may not agree with you.