PERSONAL NEWSLETTER

Requirements:

1. Set Margins: Top and Bottom= .5" and Left and Right= 0.5", paragraph spacing needs to be set as *justify*. The newsletter should be <u>2</u> columns.
2. Create a Title of Your Newsletter – Use WordArt (Do not use your last name – ONLY first name can be used – *this newsletter will be posted on your CTA website*) – Insert a border around it. Choose an appropriate font color and style. Create a border around the title. headings= size 14 or 16, paragraph text= size 10
3. Include *at least* <u>3</u> articles with headings
   a. **Family History** (month and day of birth, city/state of birth, meaning of your first name, favorite quote, number of brothers and sisters, and explain any family memories or traditions.) List the schools you have attended and any other significant information about your life so far. You will need to use the Internet to do the name and quote search.
      i. CREATE a hierarchy or process chart (Smart Art)showing your family tree –Provide only first names and titles of family members

      Websites to use to for name and quote search:

      1. http://www.babynames.com/
      2. http://www.babynameworld.com/
      3. bychatter.com/
      4. http://www.great-quotes.com/
      5. http://www.brainyquote.com/
      6. http://www.quoteland.com/

   b. **Hobbies and Interests** (discuss the sport, club, job, or how you spend your free time). Include an Image that relates to this article –The image should be placed as "tight" or "square" for text wrapping.
   c. **Goals for the Future** (Create a bulleted list of seven goals you have for the future – goals you want to obtain within the next 10 years)
      i. What are your plans after you graduate high school? If you plan on going to college, list 3 school choices. If you plan on joining the military, explain which branch and job. If you plan on working straight from high school, explain the occupation.