

# Cityville Elementary School Newsletter

## Grading Rubric:

- Deleted center pages - should be 2-page document. (-20 off total if not done)
- Grouping:
  - Group the 5 hand images at the top of the first page. (5 pts.)
  - Move the hands group so that they are centered above the headline. (5 pts.)
  - Ungroup the group continuing the headline and the red line. (5 pts.)
  - Move the red line so it is centered above the headline. (5 pts.)
- Modifying Spacing:
  - Make the following changes to the text box under "We Believe" on page 2:
    - Change the paragraph alignment to Left. (5 pts.)
    - Set the line spacing after paragraphs to 8pt. (5 pts.)
    - Set the spacing between lines to 1.5sp. (5 pts.)
  - Select the text "PTA Fundraisers Are a Success" on the first page, and make the following changes:
    - Center-align the text. (5 pts.)
    - Stretch the text to 110%. (5 pts.)
- Working with Images:
  - Insert a clip-art image into the first article on the first page. Make the following changes: (5 pts.)
    - Adjust its brightness and contrast. (5 pts.)
    - Add a border. (5 pts.)
  - Delete the image of the sun with glasses on the first page. (5 pts.)
- WordArt and BorderArt
  - Replace the blue border at the bottom of the second page with BorderArt. (5 pts.)
  - Replace the "We Believe..." text on page two with WordArt (5 pts.)
- Inserting, Deleting, and Modifying Objects
  - Insert a star AutoShape and apply a fill color to it. (5 pts.)
  - Insert an oval so it overlaps with the star. Apply a fill color to the oval. (5 pts.)
  - Arrange the star so it is in front of the oval. (5 pts.)
  - Group the oval and star. (5 pts.)
  - Snap the group to another object. (5 pts.)