Holiday Newsletter Assignment

# Microsoft Word 2016 Software -project – Mr. Philip

**Select a holiday to research (using the internet) from the following choices:**

**Christmas \* St. Patrick’s Day \* Valentine’s Day \* Easter \* Thanksgiving \***

**Halloween \* July 4th \*Memorial Day \***

**rEQUIRED COMPONENTS:**

* 2 Page newsletter with 0.5 inch margins all the way around, with 10 or 11 point size font for text and appropriate sized headings.
* By-line at top of first page with month and your name as editor.
* Decorative heading and graphics at top of first page.
* Another text box somewhere in the newsletter to set off important information.
* Footer on each page that includes the page number.
* Possibilities:
  + Humor section with jokes, funny stories, or something fun to do on that holiday
  + History section detailing the origin of the holiday, how it was celebrated, and where.
  + Holiday foods section listing at least one good recipe for a festive holiday food.
  + Fun and Games section giving ideas for parties, fun, or games that can be played for this holiday.
  + A poem, prayer, or other short writing pertinent to the holiday.
  + Other sections appropriate to your holiday.
* At least two graphics per page, but do NOT overdo using graphics.
* At least one section must have columns. Design pages in an appropriate format and do not make them gaudy or crowded. Likewise, be careful not to have too much blank space.
* Enhance the document using drop caps, borders, and shading. Insert symbols as accents or illustrations.
* Make this newsletter look professional.