Assignment 7

Newspaper Article

You are the editor of **News for Kids.net's** newspaper. You are preparing a document containing news stories to be printed and distributed in your community.

Check your email. You should have received an email from felicia.friesen@jireh.edu.bz containing two attachments. These attachments are the news articles that will be published in the upcoming newspaper.   To see what the both phases of the assignment would look like if done correctly, you can see a completed sample at www.jireh.edu.bz/computer-class/

The instructions that follow will help you achieve the first phase of formatting your newspaper:

1. Download and open the following files from your email:
   a. Beethoven's 10th.docx
   b. News Roundup.docx
2. Create a new document in Microsoft Word.

START PHASE 1

THE DOCUMENT SETUP

3. Change the document's margins to the "Wide" setting.
4. Set the number of columns for the document to four (4).
5. Change the page orientation to landscape.
6. Change the page size to Legal Size.
7. Copy the text from the first article [Beethoven's 10th] to your new blank document.
8. Copy the text from the second article [News Roundup] to your new document right after the text that was previously pasted.

THE HEADER AND FOOTER

9. Create a header for the document with the following text:
   > News For Kids.net
   > Real News, Told Simply.

10. Make the following formatting adjustments to the **first line of text** in the header:
    a. News For Kids: Font: Castellar;   Font Size: 25
    b. .net : Font: Lucida Handwriting;   Font Size: 25

11. Make the following formatting adjustments to the **second line of text** in the header:
    a. Font: Times New Roman; Style: Italics;   Font Size: 25
12. Center Justify all the text in the header.
13. Create a footer for the document containing the page number on the bottom, right of the page.

SELECT ALL TEXT IN THE MAIN DOCUMENT (Ctrl + A)

14. Remove space after paragraph
15. Font: Garamond
16. Font Size: 11
17. Align text: Justify

MUSICIANS USE AI TO HELP FINISH BEETHOVEN'S 10TH

18. Select the text that is the title of the first article: "Musicians Use AI to Help Finish Beethoven's 10th" and apply the following formatting adjustments:
    a. Font Size: 16;   Font Style: Bold
19. Select the text "NFK Editors – October 12, 2021 Bonn, Germany" and apply the following adjustments:
    a. Font: Arial;   Font Size: 10
20. Select the text "Deep Learning" in the third column on page 1
    a. Font Style: Bold
21. Select the entire paragraph about Deep Learning (including the line you just made bold)
    a. Font Style: Italics
    b. Shading (Bucket buton in the Paragraph Command Group): A very light gray
22. Select the text "Did You Know…?" on Page 2, Column 1
    a. Center Align the text
    b. Font Style: Italic
23. Select the paragraph below "Did you know"
    a. Font Style: Italic
    Borders command in the Paragraph command group.
    b. Add border above (Top Border)
    c. Add border below (Bottom Border)

NEWS ROUNDUP (Page 2)

24. Select the text "News Roundup: Barbados Leader, Iran's Gas"
    a. Font Size: 16;   Font Style: Bold
25. Select the text "NFK Editors – October 29, 2021" and apply the following adjustments:
    a. Font: Arial;   Font Size: 10
26. Select the text "Barbados Elects Its First President Ever"
    a. Font Size: 13;   Font Style: Bold
27. In Column 3 on Page 2, select the text "Computer Attack Freezes Iran's Gas Stations"
    a. Font Size: 13;   Font Style: Bold
28. Find all instances of "cyberattack 64411"
    a. Font: Lucida Fax;   Font Size: 10

COMPLETE PHASE 1

29. Save the document as "YOUR NAME Newspaper – Phase 1 ".

START PHASE 2

30. Create a new version of your file by using the SAVE AS function. Name your new file "YOUR NAME Newspaper – Phase 2".
31. Download the pictures from your email (01.png, 02.png, 03.jpg, 04.png, 05.png).

BEETHOVEN

32. Insert **03.jpg** after the first paragraph (ending in "….his 10th symphony.")
    a. Resize the image accordingly.
    b. Text Wrapping: Tight
    c. Add a caption (right click on the picture → Insert Caption)
        i. " : Beethoven's only from-life portrait by Joseph Karl Stieler. "
        ii. Center align the caption text
    d. If necessary, fix the first paragraph in the second column to come up and be flush with the rest of the columns.
33. Insert **04.png** before after the first paragraph in column 4.
    a. Text Wrapping: tight
    b. Add a caption
        i. " : A page of notes from Beethoven's planned 10th Symphony. "
        ii. Center align the caption text

34. Insert **05.png** after the first paragraph in column 2, page 2.
    a. Text wrapping: Tight
    b. Insert Caption:
        i. " : Beethoven Orchestra, Bonn Germany."
        ii. Center align caption text

NEWS ROUNDUP

35. Insert **01.png** after the first headline in the News Roundup (Barbados Elects Its First President Ever)
    a. Text Wrapping: Tight
    b. Crop the image to show only the two persons in the picture.
    c. Position the picture on the right side of column 3.
    d. Add a caption
        i. ": Queen Elizabeth II (Left) and Miss Mason (Right)"
        ii. Center align caption
36. Insert **02.png** after the first paragraph on page 3.
    a. Text wrapping: Tight
    b. Caption: " : Tehran, Iran the day of the attack."
    c. Center align the caption

PRINT AND SUBMIT

Print a copy of your **PHASE 2** article to submit on Tuesday. Write your name on your copy (do not type your name on the document. *Write it, please*).

Email both documents you created to felicia.friesen@jireh.edu.bz for submission. The email subject should be "Assignment 7".

- **YOUR NAME Newspaper – Phase 1.docx**
- **YOUR NAME Newspaper – Phase 2.docx**