Microsoft Word Artist/Actor/Athletic Mid-Term Project

# Project:

Students will research a musical artist, actor or a professional athlete of their choice and prepare the following documents as outlined below. **Please make sure you follow all steps and instructions in order to receive full credit.** Save as: Mid-Term

# Objectives:

Students will demonstrate their ability to use the basic formatting features of Microsoft word.

## Part 1

Students will research a musician or an athlete and type a MLA research paper that includes the following information (you must follow all MLA formatting guidelines that we have discussed in class):

**The Biography.**

* **Paragraph #1 and source #1**: Give a brief summary of the life and career highlights of the person that you chose.
* **Paragraph #2 and source #2**: Write about what you believe to be that person’s biggest achievement. Also explain why you think this is their biggest achievement.
* **Paragraph #3**: What surprised you the most about the person (something that you did not know about them)?
* **Paragraph #4 and source #3**: If you could, would you want to be this person? Why or why not? Everyone has good and bad things that happen to them. Discuss how the positive and negative things this person has been exposed to would be fun and not fun for you. Basically, describe how you would have felt if faced with the same situations as this person.
* **Paragraph #5**: Conclude with what is the biggest thing about life that you have learned from this person’s life.
* The paper should be **at least** **one** full page **no more** than **two** pages.
* Use proper MLA guidelines when formatting paper.
* Must use a **minimum** of **three** sources.

## Part 2

**The Songs, Grammies, Academy Awards, Athletics Awards Page.**

Students will create a table that could be inserted into the Biography document.

* Create a table that has one column, and 11 rows.
* Use an appropriate heading for the table and center in row one
* Select 10 songs, movies, athletic awards and achievements from that individual and insert them into the table.
* Sort the column alphabetically
* Align the contents of the cells in the center both vertically and horizontally
* Use Shading (make sure you can read the text, for a dark color use a white font).
* Change the border widths, style and color for the table.
	+ If you are writing your project on a **musical artist**, then below the table, insert the lyrics to your favorite song (must be school appropriate). Format appropriately.
	+ If you are writing your project on an **actor**, then below the table, list the awards they have been nominated for and also won. Format appropriately.
	+ If you are writing you project on an **athlete**, then below the table, list the schools and teams with which that person has played beginning with high school. Format appropriately.
	+ Edit to make all this information fit on one page.

## Part 3

**Image Gallery**

Students will create a gallery page that includes the following elements:

* Locate a minimum of six images related to your artist, actor or athlete that represent that person’s life.
* Make sure you include the web addresses from where you gathered those images and add those to your works cited page of your paper.
* Create a caption using a text box for each image. (You may format the text box however you choose).

## Part 4

**Works Cited Page**

Students will create a works cited page listing all of the resources they used to complete the project.

* Use proper MLA Citation format
* Title the page Works Cited
* List all of the web sites that were used to gather your information, images and anything else used
* Use the following website to help you cite your sources: http://owl.english.purdue.edu/owl/resource/747/08/for your report

## Part 5

**Title Page**

Students will create a title page that will be the front cover of the project.

* Add a page border
* Add the actor, artist or athletes name in the center of the document. (Here you may use WordArt or any font and text effect you choose).
* Under the name add an image of the actor, artist or athlete to the center of the page
* Under the image add the following lines of text:

Computer Applications

Your Name

Presented to Mrs. Allen

Date

**Please print all pages and staple in the following order:**

1. Title page
2. Biography
3. Awards page (Table)
4. Image gallery
5. Works Cited