

IT AND ME—GRADE 9 CURRICULUM

Standard: Word Processing

Time: 30 minutes

Objectives: The student will:

1. Create a new letterhead for your school.

Setting:

Students have had an introduction to MS Word software and have completed assignments using headers/footers, graphics/clip art, etc. Students will complete this assignment independently. Assistance from instructor and/or other students is available as needed.

Teacher's Role:

- To review letters and the appropriate stationery to format these documents on.
- To review information included in letterheads.
- To show examples of different types of letterheads.

Directions:

1. Create a new letterhead for “your school” using the information below:
 - Name of school
 - Street address
 - City, State, & Zip
 - Telephone number
 - Fax number
 - Name of principal and title
 - Student (your) name
 - Student title – Computer Specialist
 - School logo or graphic
 - School motto
2. The letterhead information can all be at the top of the document or part on the top in a header and part on the bottom in a footer. Use horizontal lines to separate the letterhead information from the body of the letter.