Letter Assignment

Write a letter to communicate some information to the parents of the students in your class. The letter must include:

(1) Appropriate clip art

(2) At least two different types of fonts – For example, Lucinda script and arial

(3) A letter border on the page of your letter - (Hint: Use the help menu to find out how to insert a border.)

(4) At least three paragraphs of text with no spelling or grammar errors

(5) Some type of chart centered on a page.

(6) Signature by you

Print hint: If your page border does not print on the bottom, go to Format, Borders and Shading, Page Border Screen, Options and in the box on the left Measure from select text. Click OK and then reprint.