

## Fundae Sundae Word Simulation

| Project 1: Letterhead   |             |              |
|---|-------------|--------------|
| Description   | Your Points | Total Points |
| Unique logo created   |             | 5            |
| Logo is center aligned and resized to 1.12" high by 2.1" wide |             | 10           |
| Horizontal black line added above the footer text             |             | 5            |
| Footer text is center aligned                                 |             | 5            |
| Footer text is typed without errors                           |             | 5            |
| Total   |             | 30           |

| Project 2: News Release  |             |              |
|--|-------------|--------------|
| Description  | Your Points | Total Points |
| Margins: Top-2", bottom & sides-1"                                   |             | 5            |
| No spacing before/after paragraphs                                   |             | 5            |
| Heading is single spaced & the rest of the document is double spaced |             | 5            |
| Location & date are bolded in the first paragraph                    |             | 5            |
| Headline is bold, all caps   |             | 5            |
| Ending marks (###) are centered                                      |             | 5            |
| Text is typed without errors   |             | 5            |
| Total  |             | 35           |

| Project 3: Contest Flyer  |             |              |
|---|-------------|--------------|
| Description   | Your Points | Total Points |
| Margins: .5"  |             | 5            |
| Headline is the largest element on the page   |             | 5            |
| Page border has been added and color has been changed                                   |             | 5            |
| Clip art & shapes have been added   |             | 5            |
| Logo, headline, contest details, contact info, and additional info are all on the flyer |             | 25           |
| Text is typed without errors  |             | 5            |
| Flyer is professional and visually appealing  |             | 5            |
| Total   |             | 55           |

Total:            /120