

MS WORD ASSIGNMENT PART 1

Biography Page (Page 3)

As part of this assignment you will need to do the following:

- Include a centered title at the top of the page using WordArt
- Include a horizontal line underneath the title
- Use the Arial font style and a font size of 12 for your paragraphs
- Include a small image of your subject within one of the paragraphs
- Format the layout of the image using the tight option
- Include a border around the image
- Create a drop cap for the first letter of the first word in your biography and set it to be 3 lines high
- Create a two column layout with a line separating the two columns
- Include a header and footer for the page

Here is the information that you should include on this page:

PARAGRAPH #1: In this paragraph you should summarize the life of the person(s) that you chose. Be sure to include information such as where the person was born and when, early childhood, first jobs, major achievements, date of death as well as cause of death if they are deceased, etc.

PARAGRAPH #2: In this paragraph you should include information about your person's biggest achievement. You should also say why you think that it is your person's biggest achievement and relate it to something that has happened in your life.

PARAGRAPH #3: In this paragraph you should include information about what surprised you the most about this person (i. e. something that you did not know about them before this assignment)?

PARAGRAPH #4: In this paragraph you should include information about whether or not you would want to be this person and why.

Use www.rollingstone.com/music/artists to gather the information for your artist.

The biography needs to be written in your own words. Do not copy.