

# All about Me



You will be creating a one page document that uses some of the tools available in MS Word.

## Part I – Notes

Using an online search engine such as Google, go ahead and gather the following information. Make notes in a Word document and save it in your local comp tech folder as **me\_notes**

### I. History

- a. Find three interesting events that happened on your birthday (Just use the month & day, the years will vary)
- b. Be sure to use keywords to help you narrow down the search  
For example: **December 14 history**
- c. Record the complete date and a brief description of the event

### II. Name

- a. Find the meaning and history of your first name
- b. You may end up with more than one definition, go ahead and pick the one you like best
- c. You may also do your middle name if you like
- d. Use keywords to search, such as: **Rebecca name about**

### III. Careers

- a. Find three possible careers that interest you
- b. Record each career and include a brief description for each
- c. Here are 2 sites you might find useful:  
<http://www.nycareerzone.org/>  
[http://www.collegeboard.com/csearch/majors\\_careers/profiles/](http://www.collegeboard.com/csearch/majors_careers/profiles/)

### IV. Favorite Things/Hobbies

- a. List three things that you like and include a brief description of each

## **Part II – Create a Word Document**

- 1) Use the Insert option to add the date -choose a format that you like, change the font and color, and align it to the right
- 2) Add the title “All About Me” - center the title and choose a font and color you like, or use WordArt – the font size should be somewhere between 24 and 36
- 3) Leave a couple of spaces below your title and have the body of your document aligned left
- 4) **Create a numbered list by clicking the numbering button in the formatting tool bar**
- 5) **Format the numbered list to start with Roman Numerals**
- 6) Beginning with I. - type This Day in History – don’t forget to add your birth month and date
- 7) Number II. – type Meaning and History of My Name
- 8) Number III. – type Careers
- 9) Number IV. – type Favorite Things
- 10) Go back to each and use A, B, C outline numbering – put the information in your own words and keep it somewhat short. You don’t have room for long paragraphs on this assignment.  
(Hint: Use the Increase and Decrease Indent Tabs to change the numbering)
- 11) Insert a picture that is descriptive of you and make it a Washout that fills the background of the text only - (not the entire page or title)
- 12) Go back and make design changes for fonts, colors and sizes. Titles should stand out from the details – use design & formatting tools. Make sure everything lines up neatly.
- 13) Add spaces between the 4 sections – you don’t want everything jammed up together. You might need to hold Shift and hit enter to force a line break.
- 14) Save As “All\_about\_me” into your Comp Tech folder
- 15) Add a custom footer with your name and class block aligned to the left  
(Hint: choose View – Header and Footer)
- 16) Print one color copy
- 17) Put a copy on the class flash drive in your folder

## All about Me Rubric

Max. Points	Criteria for Success
10	Date inserted at the top of page - aligned right, font and color changed The title center aligned, bold and 20-36 font size, or WordArt Name and class block are in custom footer
35	Design shows changes in style options (font, size, color, etc). Layout shows attention to use of color, design, and spacing. Be sure the page looks neatly arranged and that the text can be read.
10	Use numbering format feature and include sub-levels.
10	Picture added as a watermark/washout that fills background of all the text on the page. Be sure this is just a simple faded image behind your text - not the entire page
35	Includes 3 events that happened on your birthday (in the past). Includes the meaning and history of your name. Includes 3 careers that might be of interest to you. Brief description of each provided. Proper grammar and spelling is used. Use Caps at the start of each bulleted phrase. Includes a list of at least 3 of your favorites. Brief description of each included. Correct headings used for all 4 sections of this list.
100	Total Points