**Major Project 1 – Word – 150 Points**

**Purpose & Introduction.** Thus far in K200 you have been working out of the textbook following step-by-step instructions to create and edit documents in Word. This helped you learn skills in creating and editing documents. Now you will need to use those learned skills to complete the below projects.

There are three parts to Major Project #1 - Word: **Part 1 – Mail Merge**; **Part 2 - Cover Letters**; and **Part 3 – Newsletter**. Each will require you to apply what you have learned about Word.

**Student Data Files.** You will find the needed assignment files on the [All Project Due Dates](https://k200.publichealth.indiana.edu/dpp-due-dates.html) Webpage listed under Major Project #1 - Word.

**Submit for Grading.** Electronic copies of the major project files must be in the **Major Project #1 – Word** section inCanvas Assignments by ***11:59 pm. Wednesday, February 19, 2025.*** If your work is not in this section, it will not be graded. You will not submit any printed material.

Files to be submitted:

1. **Lastname\_Firstname\_Assemble\_Mail\_Merge.docx**
2. **Lastname\_Firstname\_Cover\_Letter\_Johnson.docx**
3. **Lastname\_Firstname\_Cover\_Letter\_Mathers.docx**
4. **Lastname\_Firstname\_Newsletter.docx**



**TASKS: Part 1 – Mail Merge; Part 2 - Cover Letters; and Part 3 – Newsletter**

**Part 1 – Mail Merge**

*Part 1 will assess your skills in performing a mail merge.*

You will create a mail merge documents with labels. You will use the source document provided, and your labels will be **Avery US Letter 5160 Labels.**

This part is worth 50 points.

***Before You Begin:*** Refresh your memory on creating a mail merge. Rewatch the project video *Mail Merge Update* in the Microsoft Word Chapter 4 | Create Newsletters and Mail Merge Documents page in Week 5 – Word module in Canvas. The steps you will need to complete this mail merge are the same as shown in the video.

**Proposed Workflow: To help you with this project do the following:**

1. Make sure to download the MP#1 student data files as a zipped folder to the Desktop.
2. Make sure to unzip the folder on the Desktop.
3. Open the folder.
4. Click and drag the file **avengingaddresslabels.docx** to the Desktop outside of the folder!
5. Now start and complete the mail merge. *To help you, follow the same steps given in the Mail Merge Update video*.
	1. Open Word and select Mailings tab to begin your mail merge.
	2. When selecting labels, make sure to choose Avery US Letter, 5160 Labels. Sometimes it is listed as 5160 Labels. *Make sure to find the 5160 number*.
	3. Format the addresses in each label to be singled spaced and fit inside each label. Each address must fit inside one label.
	4. Remember to adjust the line spacing to 0, 0, Single. This is shown in the video! ***NOTE***: If it is not 0 the labels will look double spaced, and you will lose points.
	5. When you are finished, name the created file of labels **Lastname\_Firstname\_Assemble\_Mail\_Merge.docx**.
6. When finished, review grading criteria below. Fix if something is wrong.
7. Submit the document **Lastname\_Firstname\_Assemble\_Mail\_Merge.docx**.

**Criteria for Success: Grading Rubric:**

* Names and addresses must come from avengingaddresslabels.docx. *(-10 if any missing)*
* All address fields must appear. *(-10 if any missing or don’t fit)*
* Addresses must be single spaced. *(-10 if not done)*
* Addresses must have 0 line spacing. *(-10 if not done)*
* Each label must have only one address and it must fit on only one label. *(-10 if not done)*
* File must have proper name: **Lastname\_Firstname\_Assemble\_Mail\_Merge.docx**. *(-10 if named incorrectly)*
* Submitted to Major Project #1 – Word in Assignments. *(-50 if not done)*



**Part 2 – Cover Letters**

*Part 2 will assess your skills in differentiating and applying formats. You will also see how good Cover letters/Business letters are formatted and written.*

In your student download files you will see the file **Cover letters for K200 class MP1.pdf**. Open and study the handout file. It gives you great advice on creating a Cover letter/Business letter you can use this for the rest of your life.

There are two letter examples in Cover letters for K200 class MP1.pdf. The first is the Lucy Johnson letter on page one. The second is on page three with formatting instructions in the upper right-hand corner. You will refer to both the Johnson and the Mathers letter to create the two letters for this part of the project.

**When making files .docx**: Do NOT copy the text from the PDF and paste it into a Word document (we will know, and you will receive 0 points). Yes, you may copy and paste from the .rtf files to a .docx Word file if you wish. The best method is to open the .rtf files, save them as Word files, then edit.

When you are finished, you will submit the two documents: **Lastname\_Firstname\_Cover\_Letter\_Johnson.docx** and **Lastname\_Firstname\_Cover\_Letter\_Mathers.docx.**

This project is worth 50 points. Each letter is worth 25 points.

**Proposed Workflow: Johnson Letter: To help you with this project do the following:**

1. Inside the mp1-files folder you will see the file**: johnson-letter.rtf**. Open this file in Word 365/2019 and save it as **Lastname\_Firstname\_Cover\_Letter\_Johnson.docx**.
2. ***MAKE SURE YOU SAVE IT AS A .DOCX.*** [**Steps:** File > Save As… > File type > .docx]
3. Open the PDF file **Cover letters for K200 class MP1.pdf.**
4. Compare the PDF file and your Johnson letter Word document **Lastname\_Firstname\_Cover\_Letter\_Johnson.docx**. There are several style differences:
	1. Paragraphs are in wrong order.
	2. Formatting is wrong. Fix those problems by doing the next steps.
5. Put the paragraphs in the same order as the example PDF file. Use cut, copy, and paste as needed.
6. Apply the following formatting to the document:
	1. Margins must be one inch all around.
	2. No words in the Header or Footer!
	3. Font throughout entire letter, the font must be Garamond, EXCEPT for the signature!
	4. Signature must be Lucida Handwriting.
	5. Everything must be on one page only. Font sizes can vary to make the letter fit.
	6. To keep the letter one page only, there can be no blank second page.
	7. Must have the line and paragraph spacing shown in document. In other words, where there is paragraph space in the example, it must also exist in your document. This can mean adding a line using the Enter key.
	8. Remember line spacing of 0, 0, Single to help you fit the words onto one page.
	9. No blue letters or blue underlines showing hyperlinks.
		1. Font color is black only.
		2. No active hyperlinks.
	10. Make sure paragraphs are in the same order as the Johnson PDF example.
	11. Page layout MUST be Portrait!!!
	12. ***Note:* The line under Lucy Johnson’s information is optional. You do not need to have it. If you do, you will not receive extra points.**
7. When you have finished the above formatting, run a Spelling and Grammar check. You should not need to change anything, but if you do, make sure it matches the example.
8. When finished, review grading criteria below. Fix if something is wrong.
9. Submit the file **Lastname\_Firstname\_Cover\_Letter\_Johnson.docx** for grading.

**Proposed Workflow: Mathers Letter: To help you with this project do the following:**

1. You will also see the file **mathers-letter.rtf**. Open it in Word 2019 and save it in as **Lastname\_Firstname\_Cover\_Letter\_Mathers.docx.**
2. **MAKE SURE YOU SAVE IT AS A .DOCX. [Steps: File > Save As… > File type > .docx]**
3. The paragraphs are in the correct order. You do not need to copy, cut, or paste.
4. The formatting must be fixed. It does not match the formatting given in the Mathers letter PDF. In fact, your file is not good formatting for a business letter.
5. Apply the same formatting given in the Mathers letter PDF that are also used in the Johnson letter:
	1. Margins must be one inch all around.
	2. No Headers or Footers.
	3. All text must be left aligned.
	4. Font throughout entire text of both letters must be Garamond, EXCEPT for the signatures!
	5. Signatures must be Lucida Handwriting.
	6. Font sizes can vary to make the letter fit on one page.
	7. Each letter must be one page only. There can be no blank second page either.
	8. Must have the line and paragraph spacing shown in document. This can mean adding a line using the Enter key. Remember 0, 0, Single.
	9. No blue letters or blue underlines showing hyperlinks. In fact, no blue or underlined words at all!
	10. No underlines showing hyperlinks either.
	11. Do not change the order of paragraphs.
	12. Page layout MUST be Portrait!!!
6. When finished, review grading criteria below. Fix if something is wrong.
7. Submit **Lastname\_Firstname\_Cover\_Letter\_Mathers.docx.**  for grading.

**Criteria for Success: Grading Rubric for both Johnson and Mathers letters:**

* Each letter must be a .docx file. *(-10 if not done)*
* Letter Portrait Orientation for Layout **ONLY!***(-10 if not done)*
* Each letter must have the same paragraphs and addresses as the example PDF files. Paragraphs and addresses must be in the same order. *(-10 if not correct*)
* Use the following formatting rules for both documents: *(-10 for each item missing/incorrect)*
	+ Margins must be one inch all around.
	+ No Headers or Footers.
	+ Font throughout entire text of both letters must be Garamond, EXCEPT for the signatures!
	+ Signatures must be Lucida Handwriting.
	+ Font sizes can vary to make the letter fit on one page.
	+ Each letter must be one page only. No blank second page, no Hard Returns that add a second page to the document.
	+ Must have the line and paragraph spacing given in document. This can mean adding a line using the Enter key. Remember 0, 0, Single.
	+ No blue letters or blue underlines showing hyperlinks. In fact, no blue at all!
	+ No underlines showing hyperlinks either.
	+ Page layout MUST be Portrait!!!
	+ Each file must use correct spelling and grammar.
* Run spelling and grammar check. *(-10 for each item missing/incorrect)*
* Files must have proper names: **Lastname\_Firstname\_Cover\_Letter\_Johnson.docx** and **Lastname\_Firstname\_Cover\_Letter\_Mathers.docx.** *(-10 for not done)*
* Submitted to Major Project #1 – Word in Assignments. *(-50 if not done)*



**Part 3 – Newsletter**

*Part 3 will assess your skills in applying formats, using columns, creating WordArt, inserting graphics, and creating headers and footers.*

In your instructor download files you will see a file **move-newsletter.rtf**. It is the newsletter of a fictitious Indiana University group called IU Move. You will need to format this newsletter to meet the criteria given in Grading Points below.

When you are finished, you will submit the document **Lastname\_Firstname\_Newsletter.docx.**

This project is worth 50 points.

***Note:***Yes, you may use a built-in Word newsletter template, however it can only be two pages long and you must have appropriate images.

**Proposed Workflow: To help you with this project do the following:**

1. Open move-newsletter.rtf and save it as **Lastname\_Firstname\_Newsletter.docx.** File must be converted to .docx using Microsoft Word 365/2019. [Steps: File > Save As… > File type > .docx]
2. Text is in correct order but **MUST fill only two pages**. To make this happen, do the following:
	1. Resize words;
	2. Use line spacing 0, 0, Single to help make everything fit;
	3. Add columns and/or tables to make words fit on only two pages.
3. Make the first two words “IU Move” WordArt. THESE WORDS MUST NOT BE IN THE TOP HEADER! They must be the first line UNDER the header at the top of the document page.
4. Note that document has three sections: **Club Sports** (*Note:* Intramural Teams are part of the Club Sports section); **Jill Behrman Color the Campus 5K Run**; and **IU Bouldering**.
5. Each section must have its own title formatted to stand out from the rest of the text. You can format text using WordArt, your own formatting, and/or the built-in header styles.
6. You must use columns or a table in this document. At least one section must be two or three columns ***OR*** be in a table with two or three columns. The entire document can be two or three columns or one table if you wish.
7. Each section must have at least one image. (More is fine.) Images can be Clipart, photos, or images taken from the Web.
8. You must have a have **Header and Footer.** They must have the words given below.
	1. Headers must say “Welcome to IU Move Newsletter!”
	2. Footer must say “Edited by Firstname Lastname Date
9. Check the size of your document. **Make sure it fills two pages.**
	1. It cannot be over two pages.
	2. It cannot be one and a half pages.
	3. Do not have so much white space at the end of each page in the newsletter that you could have added a picture.
	4. You can resize the images and text to completely fill two and only two pages. There cannot be a blank page three.
10. Run a spelling and grammar check.
11. When finished, review grading criteria below. Fix if something is wrong.
12. Submit **Lastname\_Firstname\_Newsletter.docx** to Major Project #1 – Word in Assignments.

**Criteria for Success: Grading Rubric:**

* File must be converted to .docx. *(-10 for not done)*
* CANNOT be longer than two pages. No blank third page, no Hard Returns that add a third page to the document. *(-10 for not done)*
* Must completely cover two pages. (Do not have a lot of white space at the end of the first or second page. You can resize pictures, fonts, paragraph space, etc., to create or lessen space on the document.) *(-10 for not done)*
* Must have three sections: **Club Sports** (*Note:* Intramural Teams are part of the Club Sports section); **Jill Behrman Color the Campus 5K Run**; and **IU Bouldering**. (Create sections with formatting and headers.) *(-10 for not done)*
* Each section must have its own title. For this part, titles can be specially formatted text, or WordArt, as well as built in header styles. *(-10 for not done)*
* IU Move at top of document MUST be WordArt. *(-10 for not done)*
* IU Move at top of document MUST NOT BE IN HEADER SPACE. *(-10 for not done)*
* At least one section must be two or three columns or table. (Entire document can be two or three columns if you wish.) *(-10 for not done)*
* Each section must have at least one image. (More is fine.) *(-10 for not done)*
* Images can be Clipart or taken from the Web.
* Must have Header and Footer describing document.
	+ Headers must say “Welcome to IU Move Newsletter!” *(-10 for not done)*
	+ Footer must say “Edited by Firstname Lastname Date.) *(-10 for not done)*
* Must have correct spelling and grammar. *(-10 for not done)*
* Files must have proper names: **Lastname\_Firstname\_Newsletter.docx** *(-10 for not done)*
* Submitted to Major Project #1 – Word in Assignments. *(-50 if not done)*