



# Bits 'n Pieces

Volume 1, Issue 1

Ms. Earl, All about Me

September 2014

## The Early Years

This is where you will write about the beginning of your life. When you were born, where, etc. Make it interesting and fun. **This section needs to be at least 5 sentences.**

### Example below:

My name is Ms. Earl and I have lived in Utah my whole life. In fact, I have never lived more than an hour away from the house I grew up in.

As a teenager, I loved to hang out with my friends. We liked to go to football games, dances, and movies. The summer before I started middle school I spent three weeks in Hawaii.

## Family

This is where you will write about your family. How many brothers & sisters? What do your parents do? Etc. **This section needs to be at least 5 sentences.**

### Example Below:

My family is small compared to most. There are only nine of us, and that includes the grandkids. My parents still live in the house I grew up in and my brother lives in Kaysville with his wife and three kids.



I have one daughter. Her name is Katelyn. She is 19 and goes to UVU where she is majoring in Digital Media with an emphasis in Web Technologies. We love being together.

## Interests and Hobbies

This is where you will write about your hobbies. What do you like to do when you are not in school, etc.? **This section needs to be at least 5 sentences.**

### Example Below:

I love to read. I have over 200 books on my Kindle. I also like to watch football, both in person and on TV. My most favorite thing to do is travel. My favorite destinations so far have

been Washington DC and Bermuda. I also love cruising. Four and a half years ago I went on my first cruise to get over my fear of being in the middle of the ocean. It worked because I am going on my 7<sup>th</sup> cruise in a few months. I love big ships and have been on the three biggest in the world.

## Favorites

This is where you write about your favorites, like TV show, book, band, movie, sports, sports teams, etc. **This section needs to be at least 5 sentences.**

### Example Below:

My favorite team is the University of Utah. I *LOVE* ice cream and would eat it every day if I could. I don't really have one favorite flavor... there are too many to choose from... but my favorite place to go for ice cream is Leatherby's because their caramel sauce is delicious. I also love the beach and seem to find a beach any time I am on vacation, even when I went to NYC. My favorite TV show is *Gilmore Girls* because it is so much like my own life and my relationship with my daughter.

## Future

This is where you write about what you think your future will hold. What will you be doing in 10 years, 15 years, etc.? **This section needs to be at least 5 sentences.**

### Example Below:

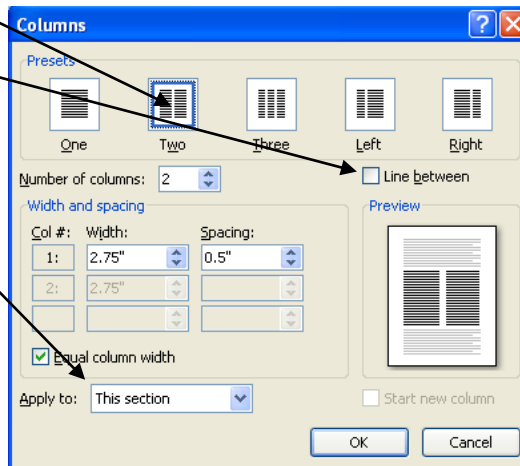
In 10 years I plan to have my house paid off so I can save that money for retirement. In 15 years, I hope I am retired so that I can move somewhere that it doesn't snow. With any luck, it will be somewhere in the Southeast so that I can get to the cruise ports easily and go on even more cruises. Maybe then I will be able to have ice cream every day, but probably not. Well, that's just a little about me. ☺

# All About Me Newsletter Directions

Open Microsoft Word and save as **classperiod\_lastname\_firstname\_All About Me Newsletter**. Save it in your **Word Processing Folder**.

1. On the Home Ribbon in the Styles group, click **No Spacing**.
2. At the top of the page type a title for your newsletter. The title should be centered horizontally and should be larger than the text of the rest of the newsletter. You may also choose a Font that you like. The title can be your name or a phrase about you, etc. – **be creative**.
3. Below the title in a smaller font size type **Volume 1, Issue 1** at the left margin.
  - a. **Type your name, All About Me in the center (set a center tab at 3")**
  - b. **Type the month and year at the right margin (set a right tab at 6")**  
(See example on other side.)
4. Put at least 2 pictures near the title.
5. Put a line below the entire line that begins Volume 1, Issue 1 (see example).
  - a. Click so that the insertion point is next to 2014.
  - b. Go to the **Page Layout Ribbon**, click on **Page Border**, then click on **Borders**
  - c. Click **Custom** and choose a style and width. At the **preview section**, click on the bottom border and then click ok.
6. Create columns for the remainder of the newsletter.
  - a. Make sure your insertion point is below the border.
  - b. Click on **Page Layout Ribbon**, click columns and select **more columns**
  - c. Click 2.
  - d. At the bottom change apply to: to **this point forward**.

If you would like a line between the columns (like in the example) click on the box next to **Line Between**.



7. Type the body of the newsletter according to the example on the other side.
  - a. Use justified (**ctrl + j**) alignment for the paragraphs.
  - b. The **headings should be bolded and centered**.
8. **Each section must be at least 5 sentences but should probably be longer to fill an entire page.**
9. Put at least one more picture on the page.
10. Proofread and make sure there are no spelling errors. **Print and turn in.**