

PAA – Template Use Activity

Task

- To demonstrate the ability to use and edit basic templates in MS products
- Choose **two** of the template options below
- Complete each as instructed. Either share them (as editable) or print the finished versions.
- When both are done, initial it completed on the posted list

What to include:

- Replace all sample text and images with your own. All remaining text should be your own. E.g. 123 Maple St. is deleted and replaced with real info. Use personal information where appropriate. If your picture fits the situation, consider adding it in.

Grading

- Assignments that meet all the requirements will be marked M – meeting. Those missing elements or failing to delete sample text/images will be marked as B or N.
- Nothing is complicated. Just take care to “cross the T’s and dot the I’s”

Option 1 – Funny story

- Use Word 365. More templates – explore all templates – browse by category – more - fun and games. Choose funny fill in story. Complete only the first page. Save or print.

Option 2 – Invitation

- Open Publisher. Click new and search “invitation”. Choose one of the options. Avoid poster/table fold items. One of several would be the Summer BBQ invite.

Option 3 – Cover letter for a part time job

- Use Word. Click through to templates and choose “Resumes and cover letters”. Choose one of the cover letter (not resume) options. If needed, make up the name and info needed for the hiring manager. Provide a brief request for the job (think Safeway, McD’s, Subway) and a reason or two why you are a good fit.

