

Developing WORD PROCESSING skills

**TASK/PROJECT TITLE**

I would like you to create a **word processed document,** using **MS Word**, about ???

**Purpose of Document**

?????

**Target Audience**

???

**Digital Skills Success Criteria**

* Include a **header** with **full name** in it and **footer** with **page number**
* Use **font size 12**
* Use a **standard font type** such as Arial, Calibri, Raleway, Verdana, or Segoe UI.
* Use **black font colour** (unless for a specific reason)
* **Text** should be **left aligned** (unless for a specific reason such as a sender’s address on a letter)
* **Titles** can be **centre aligned** and have a **larger font size**
* **Subtitles** should be **size 14, bold** and **left aligned**

**Subject/Content Success Criteria**

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