Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for Text Effects Assignment**

Type a letter to a friend or loved one using plain, normal text and then apply the text effects demonstrated in class. This will include using a unique font type, demonstrating the use of all four font styles, using different font sizes and colors, and using one of the text effect options such as shadowing or embossing. Finally, you will need to incorporate at least one piece of text art into your letter.

Compare your work to the Evaluation Check Sheet before printing your final copy to be graded.

**Evaluation Check Sheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA** | | | | | **YES** | **NO** |
|  |  |  |  |  |  |  |
| • The student typed a recipient's name and signed the letter. | | | | |  |  |
| • The student correctly changed the font type from the default font in | | | | |  |  |
| his/her text document. | | | | |  |  |
| • The student demonstrated the use of the regular font style. | | | | |  |  |
| • The student demonstrated the use of the **bold** font style. | | | | |  |  |
| • The student demonstrated the use of the *italic* font style. | | | | |  |  |
| • The student demonstrated the use of the ***bold italic*** font style. | | | | |  |  |
| • The student correctly changed the size of the text using **two** different | | | | |  |  |
| sizes. | | |  |  |  |  |
| • The student correctly changed the text using **two** different font | | | | |  |  |
| colors. |  |  | | |  |  |
| • The student correctly changed the text using at least one text effect | | | | |  |  |
| option. | | | | |  |  |
| • The student correctly inserted a piece of text art into the document. | | | | |  |  |