

## Word Processing – Real World Assignment<sup>1</sup> 1

This assignment requires you to design the first page of a newspaper.

Below are the instructions for the format and features that are to be included in your first page. An example of how the first page should look is provided at the end of the instructions.

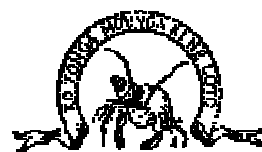
### ***Instructions.***

- Set the top, bottom, right and left margins to 0.6” or 1.5cm. Set the page size to A4
- The story should be displayed in three newspaper columns separated by 0.125” or .31 cm
- Insert a page number at the bottom of the page
- The top of the page should have the name of the newspaper, date and price (and the logo of the newspaper, if any) enclosed in a box
- The date of the newspaper should be inserted so that if the document is retrieved on the 13<sup>th</sup> of December 1997, the date displayed on the document should be 13<sup>th</sup> December 1997. If the same document is later retrieved on the 25<sup>th</sup> of December 1997, then the date displayed should automatically be 25<sup>th</sup> December 1997.
- A graphic picture should accompany the headline story, which is, at the most, two columns wide and about two inches high.
- Bold headlines italicise the first paragraph of each story. Centre the name.
- At the bottom of the page, give a table of other major articles and their page numbers.
- Prepare the file summary information. You should include a suitable title, subject, your name as the author and appropriate keywords and comments.
- Print the Newspaper first page, and the file summary

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<sup>1</sup> Adapted from the USP CS121 Information Systems 1, Introduction and Assignments handbook

# QUEEN SALOTE TIMES



Friday, January 02, 1998

## ANNUAL BAZAAR – ANOTHER SUCCESS !!

Each year, students and staff of Queen Salote College host family, friends, and visitors at the Day School grounds for a Bazaar where students get to show off their craft-work skills and the community is treated to one of the finest collection of handicrafts.

The handicrafts are an assortment of assessable student work for which the school is proud to portray as an emphasis on the quality work attainable by students. The opportunity is also shared with a chance for the school to raise funds for its continuing commitment. Funds raised during the Bazaar are put back into the operations of the school.

Craftwork include traditional garments, hand embroidery work, traditional house support materials and the show is organised and operated by staff and students of the college. It continues to be the privilege of the college to host Her Royal Highness Queen Halaevalu Mata'aho as the guest of honour at the display of handicraft each year.



*Staff and Students selling their wares and having a good time during the annual Bazaar.*

Reflecting the prodigious efforts of students and staff, coupled with the schools 1,000+ student body, there

are a lot of stalls run and operated by staff and students for the occasion. Each stall reflects the teacher's and classes' efforts and focus for the year. In one stall you may encounter traditional craft work, such as ta'ovalas kiekies, kafas, while in others you might pick up a ta'ofale, while in another embroidery work on pillows, bed-sheets.

Unlike the annual school day where many traditional performances are made, the focus of the day is on the

craftwork of the students and the full day's entertainment is in the hands of the schools student brass band.

The school does not have a long tradition with entertainment bands, having formerly left these in the hands of its brother schools, but is now providing students with a musical flair the opportunities to expand their knowledge through the school band.

This of course is not the only opportunity for the brass equipment to shine, but here in front of their peers and all the families, and the guest of honour, it is a special time to limber up the lips and with gusto and

penache go through the bandmaster's repertoire.

To help you make it through the day, students serve refreshments and have available for sale 'tunus', a collection of foodstuffs prepared and cooked for visitors to enjoy at the Bazaar or take home with them. For lighter refreshments there are sandwiches, cakes readily available on the grounds.

On Sunday's, each student goes to church in their hometown. Boarding students dress in the school's white uniform and march together to the Free Wesleyan Centenary Church about 10 minutes walk to attend services. QSC girls are very proud of

their prowess in singing the hymns, knowing their Scriptures and knowing the orders of service used in the church.

It is a good thing that only the 200 boarders go together to the church

service. When we have our annual QSC choir competition and the competition is held at the church, the school packs the building to the rafters. Mind you, a thousand secondary students take up a lot of space.

## OUR SUNDAYS

Hot Stories		Annual Awards		Sports Presentations	
Queens Basketball	p. 3	Summer Computer Class	p. 5	Weddings & Things	p. 6
Silly People of the School	p. 7	Head Tutors Report	p. 8	Photos and Stuff	p. 9