

1.2. Designing a Professional-looking Document – 10%

Analysis and Reflection Activities 10% out of 20%

Note: This assignment is for 30 points. It is important that this assignment should have the same points as the other assignment (Week 4 Quiz) in this group.

Your Task:

Create a **newsletter** for a company or organization. You can create it using any software that you are comfortable with.

Objective:

The objective of this task is to help you develop the skills to create professional-looking newsletters for companies or organizations.

Instructions:

Choose a company or organization to create a newsletter for.

Choose a template for your newsletter: the background color, images, layout, etc.

Add visuals and graphics.

The newsletter must include a tutorial that demonstrates how to use a tool or software. As part of the tutorial, explain the key features of the tool.

The newsletter must have at least five sections.

1. A note from the CEO of the company;
2. Deliver a news of the company;
3. Introducing the tool and its features;
4. Introducing a way to communicate with the company;
5. A closing note.