

Graded Assignment

Using Styles (20 points)

In this assignment, you are going to format an article using different styles for emphasis. Copy and paste the text from the article on the next page into a new document and save it as Using_Styles_Your_Name. Then, format the article as described below.

	Points Possible	Points Earned
All of the text in the article has been changed to a font other than Arial.	2	
The title has a separate style than the rest of the document.	2	
The main headings have a separate style than the rest of the document.	2	
The subheadings have a separate style than the rest of the document.	2	
Space between headings and paragraphs is appropriately used.	2	
The list of materials is bulleted.	2	
At least one sentence in the document has been emphasized using bold, italics, underline, or a combination.	2	
The overall document is visually appealing.	6	
Total Points	20	

Make sure your document meets the criteria above and submit it to your teacher.

This key will help you identify each element of the article.

Text in Article	Description of Text
How to Fly a Kite	Title
Materials Needed	Heading
Process	Heading
Step 1	Subheading
Step 2	Subheading
Step 3	Subheading
When You Are Finished	Heading

How to Fly a Kite

Flying a kite can be a lot of fun. It can also be very difficult. If you follow the procedures in this article, you will be flying a kite in no time.

Materials Needed

Kite

String

Wind

Process

Step 1

Assemble your kite according to the directions in the package.

Step 2

Tie the string to the kite.

Step 3

Take off running in the direction of the wind and let the string go a little at a time.

When You Are Finished

When you are finished flying your kite for the day, slowly start wrapping the string around the tube the string came on. It may take some time to get your kite all the way back to the ground, so be patient. When you have your kite down, take it apart and put it away somewhere for when you want to use it again.