Summer Day Camp Fun

The day camp you work for is putting together its schedule for the coming summer. Your supervisor has asked you to arrange six fun and exciting classes for seven- and eight-year-olds. The classes will be held at the local community center. You do not have a large budget, so you will have to be creative to meet your goal.

Part 1: Write a Letter

Goal Your task is to find individuals who can teach activities at your camp. For example:

- The owner of the local gardening center might agree to teach gardening skills.
- Someone in your community might have a craft or hobby they would like to share.

Create Key a general letter that you can send to people. Use the standard business letter format when creating your letter (see page 710). Your letter should have at least three paragraphs. In the first paragraph:

- State why you are sending the letter.
- Ask whether the person has any skills or talents that they would like to share with children.

In the second paragraph:

- Ask the person to describe the skill or talent they would like to teach.
- Ask the person what days and times they might be available to teach.

Self Assess Use the Have You...? checklist to review your letter. Then, print your letter and proofread it carefully. Make necessary corrections. Follow your teacher's instructions for naming the document and saving it to your Portfolio Folder.

When finished, proceed to Part 2.

Have You...?

✔ Included standard margins for a business letter

✔ Included a letterhead

✔ Included today's date

✔ Included a greeting

✔ Included three or more paragraphs in the letter's body

✔ Included a closing

Part 2: Develop a Schedule

Goal You sent out your letter and received a great response! Many people have agreed to teach classes this summer. Your task now is to *compile* (put together) the information so you can develop a schedule of classes.

Create Use the information from the data file **Schedule.docx** to create a Word table of the Class Schedule. The table should include the following heads:

- Class
- Day
- Time
- Room
- Teacher

Insert the information from the data file into your table. Make sure you place information under the correct head. Then, format your table with bold lines around the outside border. Bold the heads. Remember to create a title for your table.

Self Assess Use the Have You...? checklist to review your table. Make sure your table reflects all of the items noted in the checklist.

Carefully proofread your table and make the necessary corrections. (Tip: It is often a good idea to have another person proofread your documents. Pair up with a friend to proofread each other's table.) Follow your teacher's instructions for naming the document and saving it to your Portfolio Folder.

When finished, proceed to Part 3.

Have You...?

☑ Adjusted the column width as needed

☑ Included heads in each column

☑ Bolded the heads

☑ Applied styles to the heads

☑ Added a title for the table

☑ Added a border to the table

Part 3: Make a Flyer

Goal   It is your responsibility to publicize the camp's summer classes. To do this, you decide to create an eye-catching notice, or flyer, which students will want to read and take home to their families.

Create   Use Word to create a simple flyer. Your flyer should contain the following information:

- The name of the summer day camp
- The location of the camp
- When the camp is taking place
- A list of the classes being taught
- Contact information for people who want to learn more about the camp

Use Clip Art, WordArt, and other graphics to make your flyer visually interesting.

Self Assess   Use the Have You...? checklist to review your flyer. Make sure your flyer follows the design rules noted in the checklist.

Carefully proofread your flyer and make corrections. Follow your teacher's instructions for naming the document and saving it to your Portfolio Folder.

When finished, proceed to Part 4.

Have You...?

- ✓ Used no more than three different fonts
- ✓ Used no more than three different colors
- ✓ Varied font size (the most important information should be the largest size)
- ✓ Used WordArt
- ✓ Inserted Clip Art
- ✓ Provided the camp's name, location, and dates
- ✓ Provided a list of classes being taught
- ✓ Provided contact information

Part 4: Create a Newsletter

Rubric R
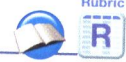
Goal The summer day camp was a big success! You have now been asked to develop a newsletter to report what happened at the camp. The newsletter will also advertise the next camp session.

Create Use Word to create a newsletter. In your newsletter:

- Include photos, Clip Art, and other graphics of the camp's activities.
- Include two or three brief stories about the camp's activities, events, and highlights.
- Provide the camp's name, location, and dates for the next session.
- State why kids love to participate in the camp.

For your newsletter, use either a two-column or a three-column design as needed to fit your content.

Self Assess Use the Have You...? checklist to review your newsletter. Make sure your newsletter follows the design rules noted in the checklist. Carefully proofread your newsletter and make corrections. Follow your teacher's instructions for naming the document and saving it to your Portfolio Folder.

Have You...?

- ✓ Used no more than three different fonts
- ✓ Used no more than three different colors
- ✓ Varied font size (the most important information should be the largest size)
- ✓ Used WordArt and Clip Art as needed
- ✓ Inserted photos
- ✓ Used either a two- or three-column design
- ✓ Provided two or three brief stories about the camp
- ✓ Provided the camp's contact information
- ✓ Provided dates for the next session

Go Online

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Go to the Online Learning Center to learn additional skills and review what you have already learned.

Microsoft Word
Extend your knowledge of Word by visiting the Online Learning Center for more MCAS-based exercises. Select **Advanced Word Exercises>Lessons**.

Windows Vista
Select **Windows Vista Exercises>Lessons** to explore Microsoft's operating system fully.

Microsoft Outlook
Want to learn all about Outlook and how to use e-mail communication and scheduling? Select **Microsoft Outlook Exercises>Lessons** for all you need to know.

Additional Projects
Complete additional projects in the following areas:

- **Real-World Business Projects** reinforce Microsoft Word by focusing on real-world business applications.
- **Presentation and Publishing Projects** Use your Word skills to create exciting PowerPoint presentations and desktop publishing activities.
- **Academic Projects** Integrate academic skills while enriching your understanding of Microsoft Word.

More Online Resources
Access additional Web sites and online information relating to key topics covered in Glencoe's *iCheck Series*. Select **Additional Resources>Links**.