

# Curriculum Guide

The Fundae Sundaes word processing simulation is designed to be completed as independent, self-paced projects for students, with guidance and facilitation provided by the instructor. It is recommended that the instructor become familiar with this simulation prior to administering it to students in a classroom environment. The workbook is organized into an hierarchical skill-level format. With a few exceptions, most of the projects in this book build upon skills practiced in previous projects.

PROJECT	DOCUMENT	NEW SKILLS
1 Fundae Sundaes Letterhead	<b>Letterhead</b>	<i>Creating a business letterhead</i> <i>Setting margins</i> <i>Using headers and footers</i> <i>Formatting text</i> <i>Inserting a graphic from a file</i> <i>Using and formatting shapes</i> <i>Using bullets</i>
2 Freeze Your Fridays News Release	<b>News Release</b>	<i>Formatting a news release</i> <i>Changing text case</i> <i>Changing line spacing</i> <i>Using the default tab</i> <i>Aligning text</i>
3 Freezer Head Contest Flyer	<b>Flyer</b>	<i>Creating a flyer</i> <i>Formatting page borders</i> <i>Formatting text boxes</i> <i>Inserting clip art</i>
4 Little League Discount Memo	<b>Memo</b>	<i>Formatting a memo</i> <i>Using standard bullets</i>
5 Cozy Cones Complaint Letter	<b>Block Style Business Letter</b>	<i>Formatting a block style business letter</i>
6 Customer Appreciation Letter	<b>Modified Block Style Letter</b>	<i>Formatting a modified block style business letter</i> <i>Setting tabs</i> <i>Inserting an em dash</i>
7 Customer Feedback Form	<b>Customer Feedback Form</b>	<i>Creating a feedback form</i> <i>Using custom bullets</i>

PROJECT	DOCUMENT	NEW SKILLS
8 Menu Items List	Table	<ul style="list-style-type: none"> <li>Creating a table</li> <li>Sorting data within a table</li> <li>Using a formula</li> <li>Shading rows in a table</li> </ul>
9 “It’s Your Birthday” Mailing List	Mailing List Form	<ul style="list-style-type: none"> <li>Merging cells</li> <li>Splitting cells</li> <li>Formatting row height</li> <li>Adjusting column width</li> <li>Copying and pasting a table</li> <li>Inserting a column break</li> </ul>
10 Fundae Sundaes Flavor List	Two Column List	<ul style="list-style-type: none"> <li>Sorting text</li> <li>Formatting columns</li> </ul>
11 Website Outline	Outline	<ul style="list-style-type: none"> <li>Formatting an outline</li> <li>Formatting headings and subheadings</li> </ul>
12 Fundae Fundraisers Letter	Mail Merge Letter	<ul style="list-style-type: none"> <li>Creating a mail merge letter</li> <li>Creating a new recipient list</li> <li>Inserting merge field codes into a form letter</li> </ul>
13 Employment Application	Employment Application Form	<ul style="list-style-type: none"> <li>Aligning text vertically in a cell</li> <li>Formatting table borders</li> </ul>
14 Equipment Inventory List	Inventory List	<ul style="list-style-type: none"> <li>Setting tabs with dot leaders</li> <li>Vertically centering text</li> </ul>
15 Frequent Buyer Card	Frequent Buyer Card	<ul style="list-style-type: none"> <li>Creating a frequent buyer card</li> <li>Formatting shapes</li> <li>Formatting WordArt</li> <li>Grouping objects</li> <li>Aligning objects</li> <li>Arranging objects</li> </ul>
16 The Inside Scoop Newsletter	Newsletter	<ul style="list-style-type: none"> <li>Formatting a newsletter</li> <li>Formatting columns of unequal width</li> <li>Formatting clip art</li> <li>Using text wrap</li> <li>Formatting paragraph alignment to full justification</li> </ul>
17 Fundae Sundaes Menu	Tri-fold Menu	<ul style="list-style-type: none"> <li>Formatting a menu</li> <li>Using creativity and critical thinking</li> </ul>

