

Skills Challenge

SAMPLE

Level 1

Create a Google Doc in which you write about your favorite food, animal, sport, or hobby. The document should have these features:

- 1 inch margins on all sides
- a title, centered, in a “fancy” font that’s different from the body, in a different color from the body font
- your name, centered right under the title, using the same font as the body paragraph
- an image that relates to your topic, centered under the title
- one or more body paragraphs in a “basic” font, 11- or 12-point size, left-aligned, double spaced
- a bulleted or numbered list with at least 3 items

SAMPLE

Level 2

All Level 1 requirements, plus:

- a word or phrase inside the paragraph that hyperlinks to an outside website, where people can learn more about your topic
- a right-aligned footer that includes the page number and the title of your document

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Level 3

All Level 1 and Level 2 requirements, plus:

- a table that contains at least two columns and three rows and adds some kind of information about your topic
- at least one footnote, using APA style, citing your source for one piece of information in your document