

Your Life's Soundtrack

Choose 10 songs that you personally identify with, a soundtrack for your life. What are the 10 songs you would want played if your life were put in a movie? You will then take the lyrics to each song and create a book using Microsoft Word.

1. Create a cover page to your book .
2. Create a table of contents; remember the TOC will be blank until you start adding titles with a Heading 1.
3. Each song will have its own page, number the pages.
4. On each page you will write the title of the song, the singer/band that performs the song and the lyrics. You can copy/paste the lyrics from the Internet.
5. Each page should have 3 pictures of the singer/band, each picture should be different, do not reuse pictures.
6. Each title should be formatted as a Heading 1.
7. If the song has swearing, replace the swear word with asterisks ****, you will lose credit if you don't!
8. **Remember you can "decorate" your pages with clipart, borders, or images from the Internet. BE CREATIVE.**
9. For each song add an Autoshape like a callout or square and in 1-3 sentences explain why you chose that song. Does it remind you of a particular time? Does it make you think of your future? Was it someone's favorite song that you miss? Why did you choose it?



| Criteria | Rubric Score | Points Scored out of 12 |
|---|--------------|-------------------------|
| Followed all instructions perfectly and was creative with decorating the book pages. / (12 pages minimum) | 4 | |
| Failed to follow 1-2 instructions, had some page decorations (9-11 pages) | 3 | |
| Did not follow 3-4 instructions, missing some parts of the book (7-8 pages) | 2 | |
| Incomplete/needs to be redone/finished for credit (6 or less pages) | 1 | |

Your Life's Soundtrack - Helpful Instructions

Requirements for full credit (12 points):

1. Title Page
2. Table of Contents with Name of song and band
3. 10 songs lyrics
4. An autoshape/text box explaining why you chose that song for your soundtrack for each song
5. 3 clipart/pictures related to the song
6. A border around your pages
7. The background color should not be white
8. Change the fonts and sizes
9. Insert page numbers

Inserting a Table Of Contents (TOC)

A table of contents is a reader's map. It provides an overview of what is in the document and helps readers find a particular section quickly.

A TOC may be a simple list of chapter titles, or it can include several heading or outline levels.

An instruction manual that will be printed may need several levels of headings and subheadings in the TOC along with their corresponding page numbers. On the other hand, an inspection report that will be viewed on screen might just need links to the main sections from the TOC. Either way, it's easy to do.

There are two steps to creating a TOC in Word:

1. **Mark** the text in your document that you want in the TOC. Marking the text is a way of identifying a particular chunk of text, such as a chapter title or section heading, that will be included in the TOC.
2. Collect that marked text together in one place (usually the first page).

You can mark text as you write it. If the sentence you're writing is a new chapter title, mark it right away. That way you don't have to go over the complete document to mark the text entries you want in the TOC (though that's possible, too).

Using Word's built-in heading styles to format your documents is probably the easiest way to mark your text. Simply format your text with one of the nine predefined heading levels and create the TOC, usually Heading 1. Ease of use and speed are the great advantages of using heading styles.

First place the insertion point where you want the TOC to appear, usually at the beginning of the document. Then, on the **References** menu, point to **and** click the **Table of Contents** tab. Choose one of the options.

To Insert a page number:

1. Click on Insert, then Page Numbers.
2. Choose where you want the page number to appear.
3. Click on the style you would like and they will appear on your page.

To insert a border

1. Click on the "Page Layout" tab.
2. Click on "Page Borders"
3. Look for "Art" and click under it to view the different pictures available
4. Choose a border.
5. Click on OK.