

Creating a Newsletter with Microsoft Word

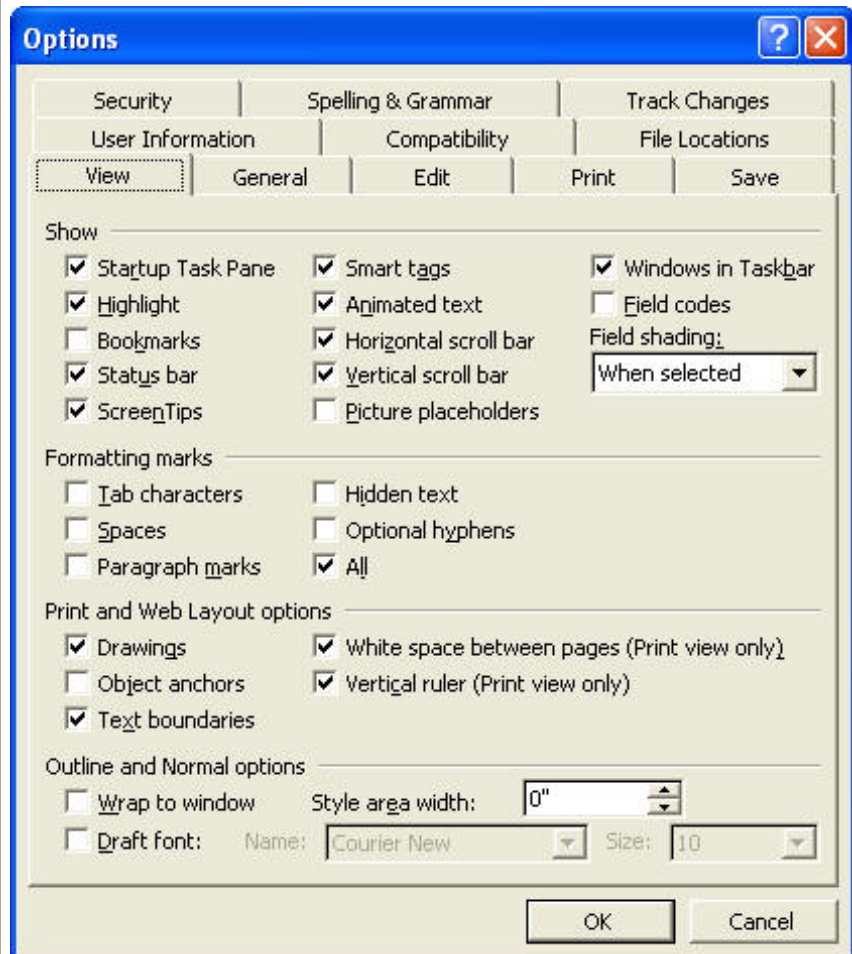


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In this assignment we are going to use Microsoft Word to create a newsletter that can be used in your classroom instruction. If you already know how to use Word, this will be an additional skill that you can add to your knowledge base. The primary skills you will learn are how to insert breaks and use different formatting within each break. You will also learn how to work with columns, and tables.

Setting the Options

- Start a new Word document
- Click TOOLS
- Select OPTIONS from the menu
The options menu should open
- Click the VIEW TAB
- Make sure ALL is selected under Formatting Marks
You have to be able to see paragraph marks
Don't worry, these marks will not print
- Make sure TEXT BOUNDARIES is selected under Print and Web Layout options
- Click OK

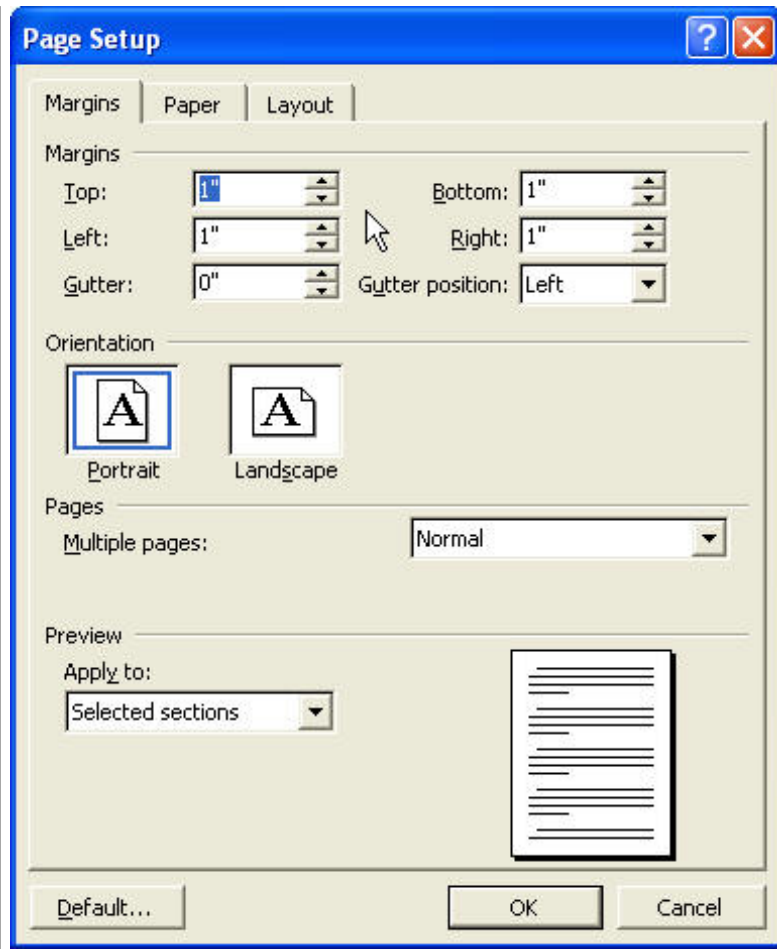


Page Layout

- Click the FILE MENU
- Select PAGE SETUP
- Set the margins to 1" all around
- If you want your margins to be 1" all the

time, click the DEFAULT button

- Click OK



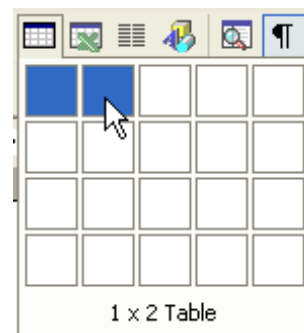
Creating a heading

- Hold down the CTRL key and Press E
This will place your cursor in the middle of the page
- Type My News letter, or any other title you want to give to your page
- Highlight the text and select the Font and Font Size you desire.
Font size should be around 48 points or more
- Hit the ENTER KEY several times to leave blank spaces under your title



Creating a table below the heading for sub-title information

- Place the cursor on the first paragraph mark below your heading
- Open the TABLE MENU
- Insert a Table with 2 columns and 1 row
- You could also select the Table Icon and select 2 columns and 1 row



- Place the cursor in the left column
- Hold down the CTRL KEY and press L
To place the cursor on the left side of the box
- Enter BV Journal Vol 2
or other text of your choosing

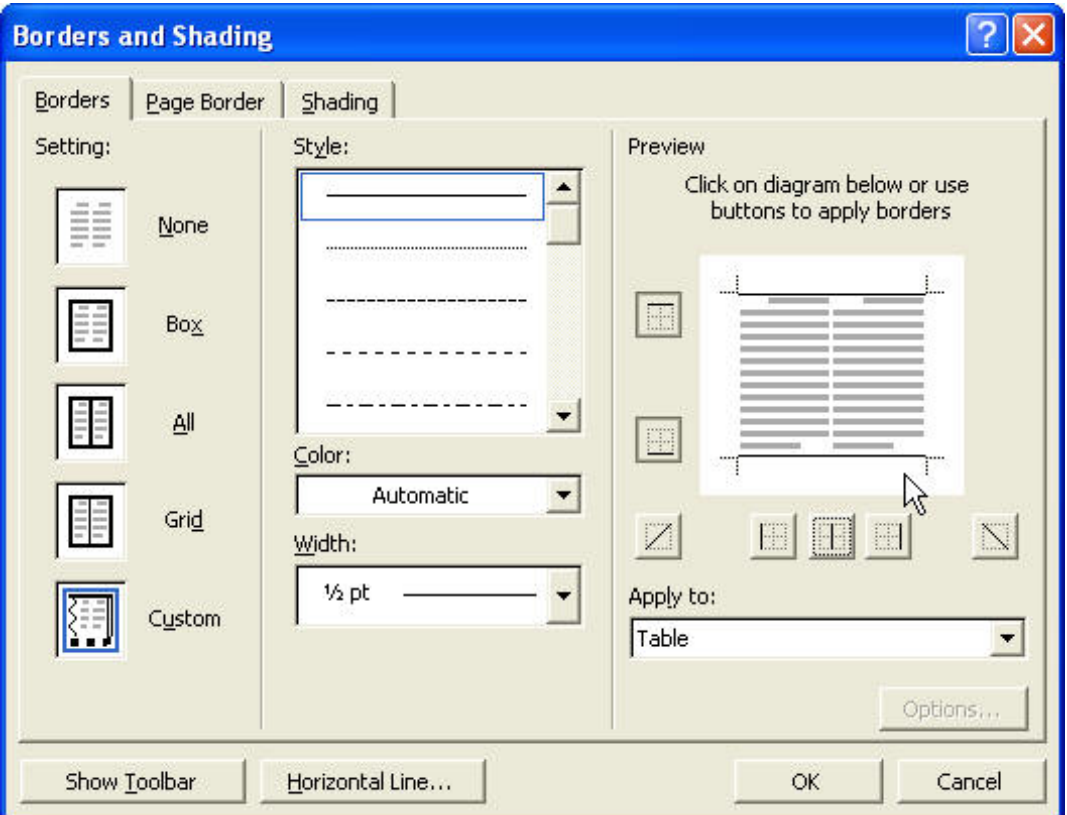
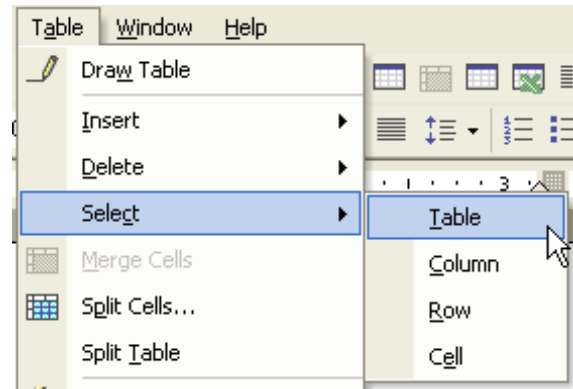
- Place the cursor in the right column
- Hold down the CTRL KEY and press R
To place the cursor on the right side of the box
- Enter the Date

My Newsletter

BV Journal Vol 2**

May 30, 2003**

- Place the cursor in the table you just created
- We want to change some of the borders in the table you just created
- Open the TABLE MENU and select TABLE
This will highlight (select) the entire table



Removing the right and left lines from the border

- Click the FORMAT MENU

- Click BORDERS AND SHADING
- Un-select the right, left and center border
- You should only have Top and Bottom borders
- You may change the width of the line if you like
- Click PRINT PREVIEW
Your heading should look something like the one below

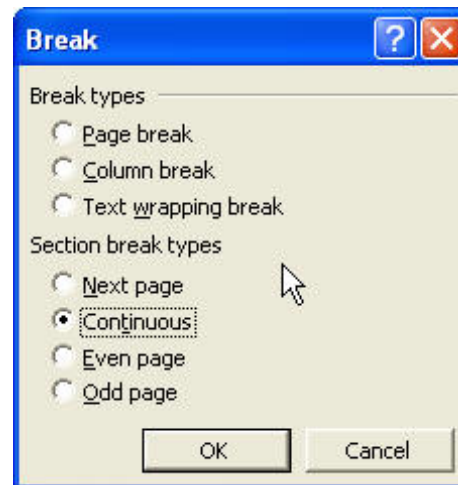
My Newsletter

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Inserting a Break

- Place your cursor on the second line below your heading
- Open the INSERT MENU
- Click BREAK
- Select CONTINUOUS
You should now have a Section Break that looks like the one below.



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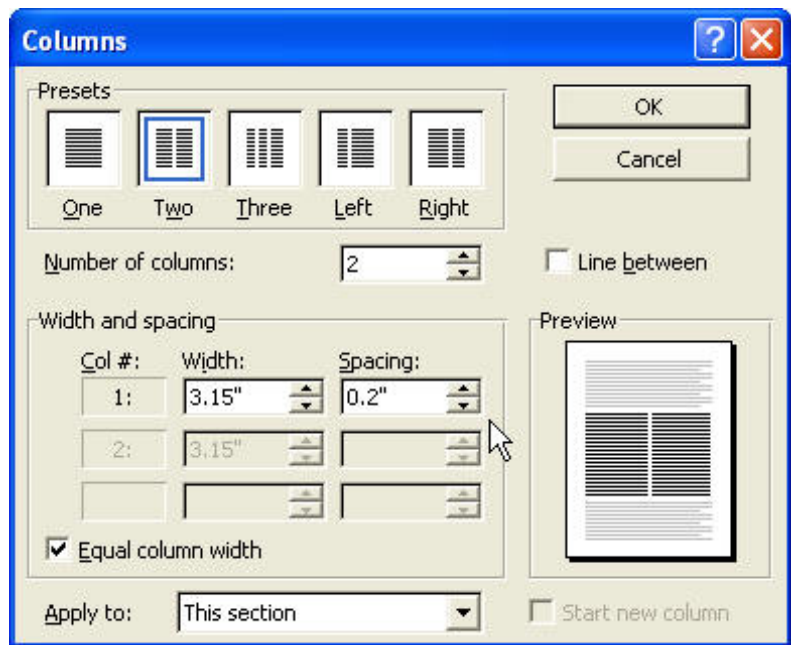
May 30, 2003

Section Break (Continuous)

Changing the column layout in the second section

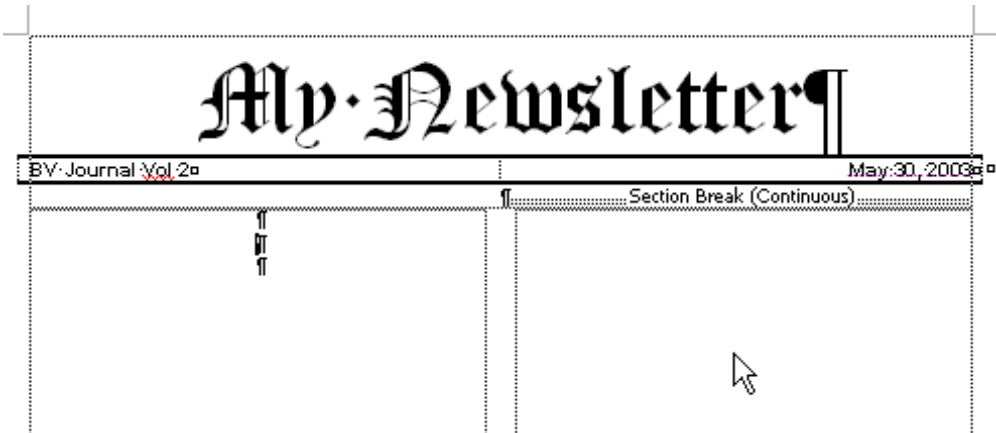
- Place your cursor on the second line below your Section Break
- Click the FORMAT MENU
- Click COLUMNS
- Select Two Columns
- Set the space between columns to .2

- Make sure it only APPLIES TO This Section
See Columns Menu on the right.



You now have a document with the heading formatted for 1 column and the body of the document below the heading formatted for 2 columns.

Now you need to enter copy (Text) into your document. You can cut and paste from another document or type the text directly into the newsletter.



Now for some special formatting.

Justify Text

- Our newsletter is going to be about Eskimo's so we have entered text on that subject.
- Highlight (Select) all of the text.
We want to JUSTIFY all of the paragraphs at once
- After they are selected, click the JUSTIFY ICON
All of the paragraphs are now "boxed" (justified)



Drop Cap

- Place the cursor in the first paragraph
- Open the FORMAT MENU
- Click DROP
- Choose the type of drop you would like from the menu

White Space

- Leave a blank line between each paragraph
- Leave a blank line between each heading and the story below



My Newsletter

BY Journal Vol. 20

May 30, 2003

Today the Eskimos number about 75,000 and live from Greenland to Asia. These people came from Asia, across a land bridge to North America. They spread to the Arctic regions: 1) The Soviet Union; 2) the U.S., 3) Canada, and 4) Greenland. "Eskimo" is an American Indian word for "eaters of raw meat." They call themselves "Inuit," "Yuit" or "Yupik" which means "people." Eskimos have light brown skin, straight black hair, dark eyes, wide faces, and high cheekbones.

Even though most Eskimos live like people all over the United States, there are many Eskimos who still live in the traditional way.

Section Break (Continuous)

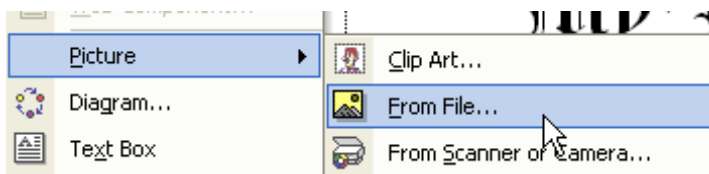
Eskimos make a snow house when they travel or hunt. These are known by most people as igloos. Igloos are blocks of snow stacked upward in a spiral. All houses are called igloos among the Eskimos. Today many Eskimos live in small towns in houses much like our own.

Food

Eskimos get most of their food from the water. They eat salmon, cod, whales and other sea life. During the winter they hunt polar bear, brown bears, foxes, and hares. Eskimo favorites are seal, caribou, walrus liver, and whale skin. Sometimes they eat herring when

Inserting Graphics

- Place the cursor anywhere in your document
- Find a graphic (picture) that you want to insert in your newsletter
- Open the INSERT MENU
- Click PICTURE then FROM FILE
- See Graphic on right
- Find the folder on your computer that contains the graphic
- Select the graphic and click OK



Formatting the Graphic

Re-sizing

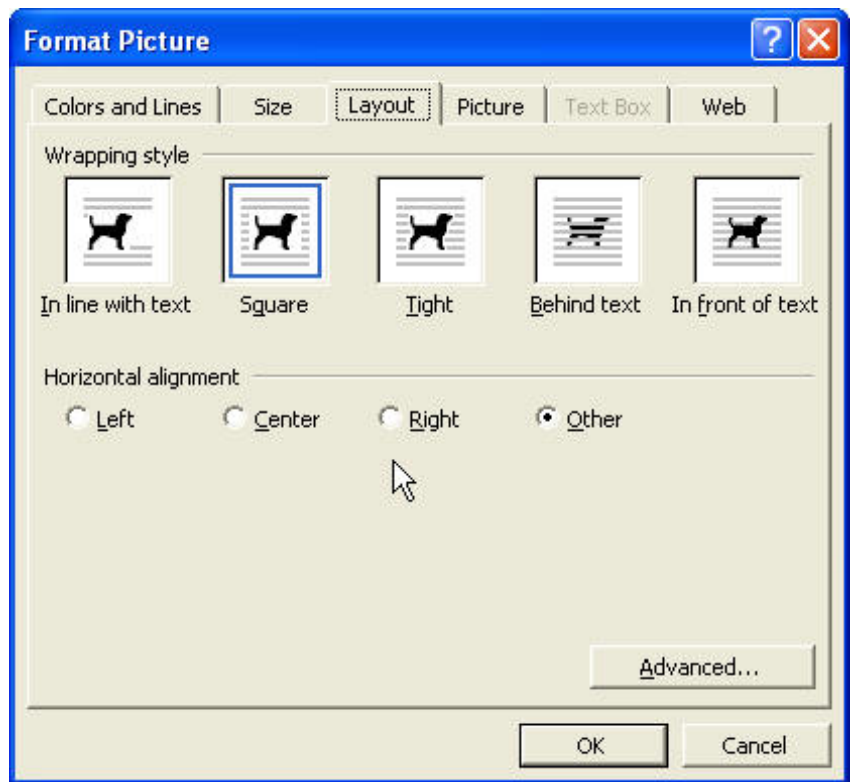
- Make sure the graphic is showing in your newsletter,
- Click the graphic
- You can re-size it by clicking on one of the buttons on the edge of the graphic and moving them

Positioning the graphic

- Use the RIGHT mouse button and click the graphic
- Select FORMAT PICTURE
- Click the SQUARE icon

Now you can use the mouse to slide the picture and place it anywhere on the page





My Newsletter

BY: Journal Vol 2aMay 30, 2003

Today the Eskimos number about 75,000 and live from Greenland to Asia. These people came from Asia across a land bridge to North America. They spread to the Arctic regions: 1) The Soviet Union; 2) the U.S.; 3) Canada; and 4) Greenland. "Eskimo" is an American Indian word for "eaters of raw meat." They call themselves "Inuit," "Yuit" or "Yupik," which means "people." Eskimos have light brown skin, straight black hair, dark eyes, wide faces, and high cheekbones.

Even though most Eskimos live like people all over the United States, there are many Eskimos who still live in the traditional way

Section Break (Continuous)

houses have floors below the ground to help keep them warm when there is snow. Eskimos make a snow house when they travel or hunt. These are known by most people as igloos. Igloos are blocks of snow stacked upward in a spiral. All houses are called igloos among the Eskimos. Today many Eskimos live in small towns in houses much like our own.

Food

Eskimos get most of their food from the water. They eat salmon, cod, whales and other sea life. During the winter they hunt polar bear, brown bears, foxes, and hares. Eskimo favorites are seal, caribou, walrus liver, and whale skin.

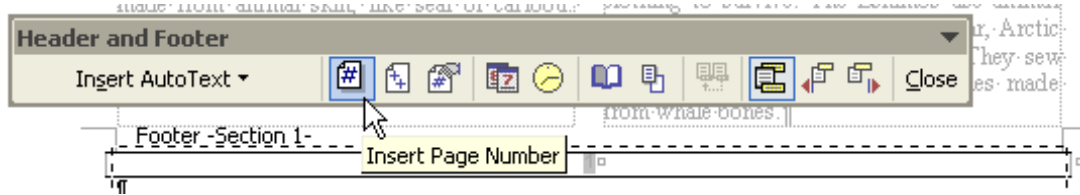


Inserting a footer

- Click the VIEW MENU
- Click VIEW HEADER AND FOOTER
- Click the FOOTER BUTTON

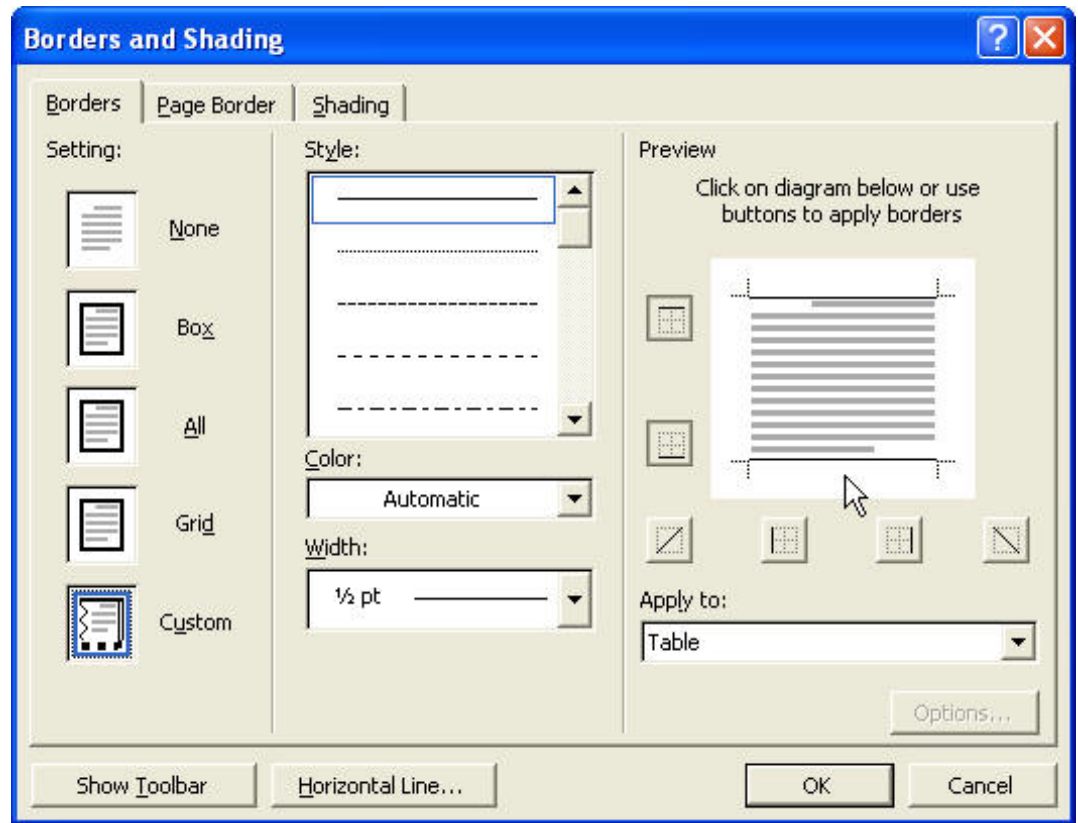


- Click the TABLE MENU
- Insert a table with 1 column and 1 row in the footer
- Click the icon to insert a page number in the footer



- Make sure your cursor is in the table inside your footer
- Click the FORMAT MENU
- Select BORDERS AND SHADING
- Remove the lines from the right and left side of the table border

Your finished newsletter should look like the one below.



My Newsletter

BV Journal Vol 2

May 30, 2003

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Even though most Eskimos live like people all over the United States, there are many Eskimos who still live in the traditional way like their grandparents lived. This report will be about the traditional life style of the Eskimos.

They live off the land which provides them with everything, such as fuel, clothing, food, housing and transportation. They live in small groups because they need each other for survival and company. The Eskimos are happy, thoughtful and giving.

I chose the Eskimos because I didn't know that the Eskimos were a type of Indian. They are also interesting to me.

Shelter

The Eskimos have several kinds of houses. One house is a summerhouse. The homes are made from animal skin, like seal or caribou. This provides plenty of shelter during the warm months. In the winter they build houses of dirt, grass and stone, called igdlulus. These

houses have floors below the ground to help keep them warm when there is snow.

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Food

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In the summer, the Eskimos search for berries such as cranberries, blueberries and crowberries. If eaten with blubber, they provide extra nutrients. Birds are eaten whole. Blood soup and dried intestines are favorites too. Caribou and geese are also summer foods. Today, Eskimos still enjoy the traditional foods but also eat foods like pizza, peanut butter and jelly, cookies and crackers, hamburgers and Chinese food. I am sure that Eskimo kids also like McDonalds.

Clothing

Those who live in the Arctic need warm clothing to survive. The Eskimos use animal skins like seal, polar bear, brown bear, Arctic fox, caribou, hare, wolf, and birds. They sew them together with guts using needles made from whale bones.

Good Job!