

Step by Step Directions for creating a Newsletter

Please note: The content of this newsletter project should be work related.

Open Microsoft Word

On opening page create a Cover Sheet following Rubric for Project that is provided by trainer or on web page.

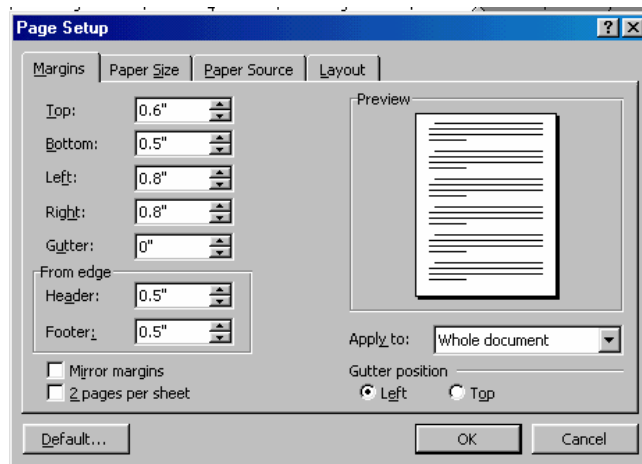
After all information has been typed and formatted, insert a page break using the following directions.

- Click on ***Insert***
- Click on ***Break***
- Click in front of Page Break
- Click ***OK***

On Second Page of Project create a newsletter using the following directions.

Page Setup -

- Click on ***Page Setup***
- Change settings for Top, Bottom, Left and Right Margins
- Click ***OK***



WordArt -

- Click on ***Insert***
- Click on ***Picture***
- Click on ***WordArt***
- Or
- Click on WordArt Shortcut icon

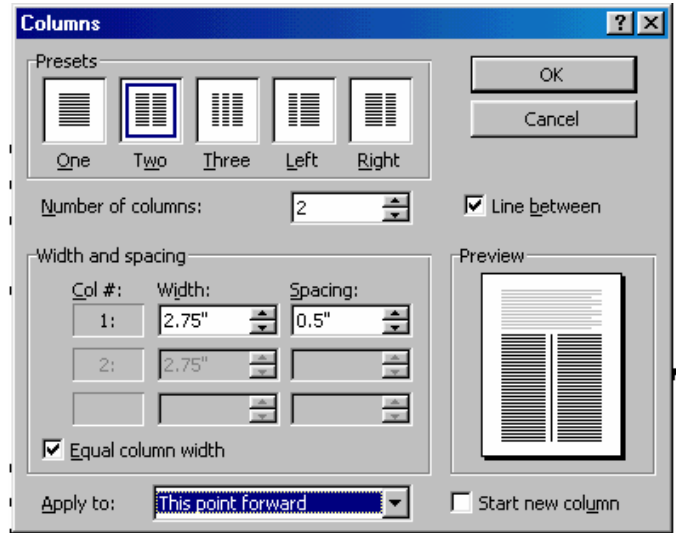
A large, stylized, black, 3D-effect WordArt graphic of the word 'computers' is displayed. To its left is a small icon of a blue square with a white letter 'A' inside, representing the WordArt shortcut icon.

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Subject of email = your name & campus

- ⦿ **Enter several times to move cursor below WordArt before creating Columns.**

Columns -

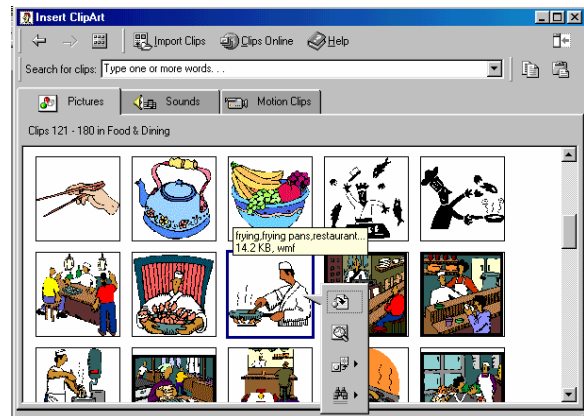
- Click on **Format**
- Click on **Columns**
- Select 2 Columns
- Click Line between box
- Click on down arrow beside **Apply to:** and select From this point forward
- Click **OK**



Enter newsletter information.

To add clipart to newsletter:

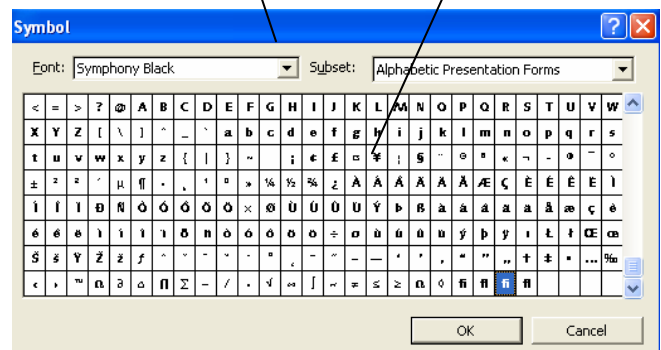
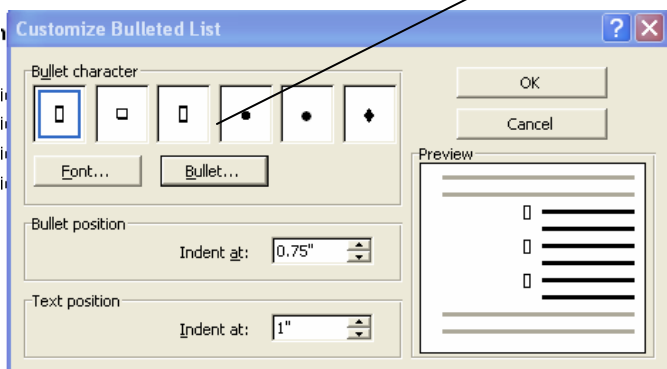
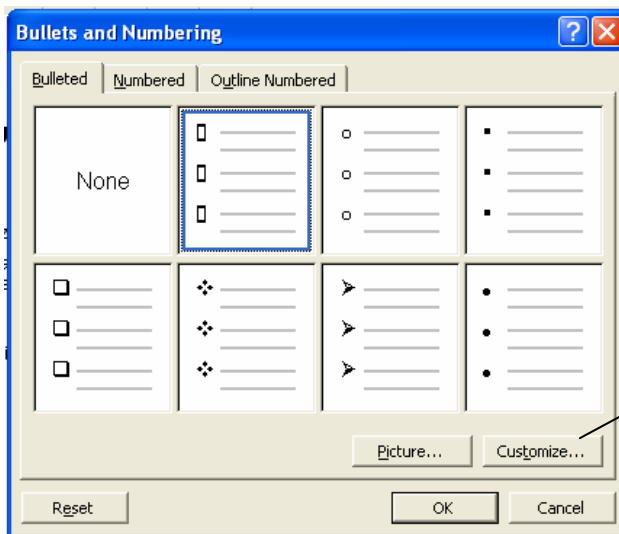
- Click on **Insert**
- Click on **Picture**
- Click on **ClipArt**
- Click on Topic needed
- Select graphic by clicking on picture once and choose first icon (insert icon) on drop down menu
- Close clipart dialogue box
- Right click on graphic and select **Format Picture**
- Click on the **Layout** tab
- Select **Tight**
- Click **OK**
- Resize and relocate picture as needed.



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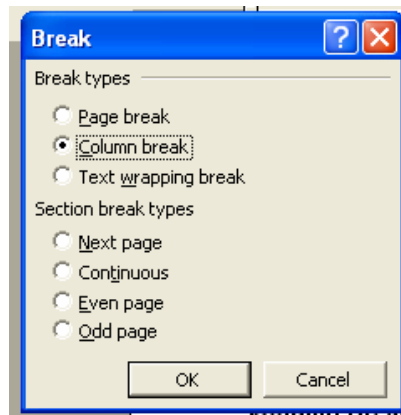
To create a list of events or items using bullets:

- Click on **Format**
- Click on **Bullets and Numbers**
- Click on bullet choice or click on **Customize**
- From the customize window select **Bullet** and choose font and new bullet choice. This will now be a choice in the first bullet screen.
- Click **OK**
- Begin typing list or events and the bullet will appear.
(You may also click on Bullet shortcut icon the choose a bullet.)




Column Break

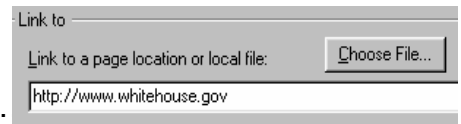
- Click on **Insert**
- Click on **Break**
- Click on circle in front of **Column Break**
- Click **OK**



Hyperlink

- Highlight the word or phrase in the question that you want to be the link

- Click the Link icon on the toolbar 
- Type the website address in the *Link to page location*.



Or

- If you copied the address straight from the web page and you want to paste it into the link – where it says *Link to page location...*, right-click & select Paste
- Click Apply

Adding A Table

- Click on **Table**
- Click on **Insert**
- Click on **Table**
- Select number of columns and rows
- Click **OK**



Once table in place enter text or graphics as needed.

MERGE CELLS – Rows/Columns

- Select cells to merge – by clicking & dragging to highlight
- Click **Table** and then **Merge Cells**



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