



USING MICROSOFT WORD TO CREATE A TWO-COLUMN NEWSLETTER

PRE-ACTIVITY INSTRUCTIONS

To use this activity in your classroom, you will need to save the accompanying accessory file, *Newsletter_Article_Text*, to your computer or network. The other files, *Newsletter_Instructions* and *Newsletter_Sample*, and *Newsletter_Terminology_Guide* may be printed from the *C·R·E·A·T·E for Mississippi* Web site and/or saved to your computer(s) and used as handouts.

Also, using a digital camera, you will need to take three pictures to support the first and second articles. Picture #1 should be of two students, female and male. Picture #2 should be of the teacher or another adult and the two students. Picture #3 should be of the person creating the newsletter. These images should be saved in *.jpg* format into a folder named *Newsletter_Pictures* to the computer(s) or the network and inserted in the newsletter when instructed.

1. Start Microsoft Word using either of the following procedures.

- **Start > New Office Document > Blank Document**
- **Start > Programs > Microsoft Word**

2. Change top, right, and left margins to $\frac{1}{2}$ inch (.5"). Leave bottom margin at 1 inch.

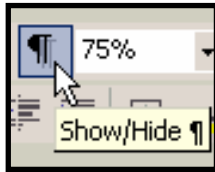
- **File > Page Setup**
- On Margins tab, use **Down Arrows** to change top, right, and left margins to .5" (1/2").
- Click **OK**.

3. Name and save this document.

- On the menu bar, click **File > Save As** (*Have students save to the Desktop to conserve time or to a floppy diskette. It takes more time to save to a disk.*)
- Click on **Desktop** shown in the Sidebar of the **Save As** screen. (Floppy Disk Save Option, click on down arrow at Save in: and select 3 ½” Floppy (A:).)
- At File name: key:
 LastName_FirstName_Newsletter.
 (*Example: Cole_Mary_Newsletter*)

SAVE OFTEN!

SUGGESTION: Save after each step is completed. Use **Ctrl + S** (keyboard shortcut).



4. Click on **Show/Hide** on the Standard toolbar to view paragraph and space markings. (*This will allow you to see the vertical and horizontal spaces and other notations in any document.*)

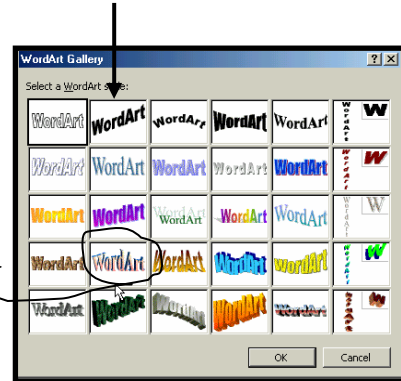
Notes:

To create a document with columns, it is important to “do first things, first!”

- Therefore, we will create the masthead using WordArt and create a top and bottom border to enclose the volume number, date, and reporter information.
- **To prevent becoming *landlocked*— press ENTER several times!** This provides space below the border once you have inserted it. You can then continue formatting your document.
- Use the **Up Arrow key** (*not the Backspace key*) to go to the top of the document **OR** use the mouse to **anchor the cursor** on the first line of the document.
 (*anchor — means left-click to position cursor*)

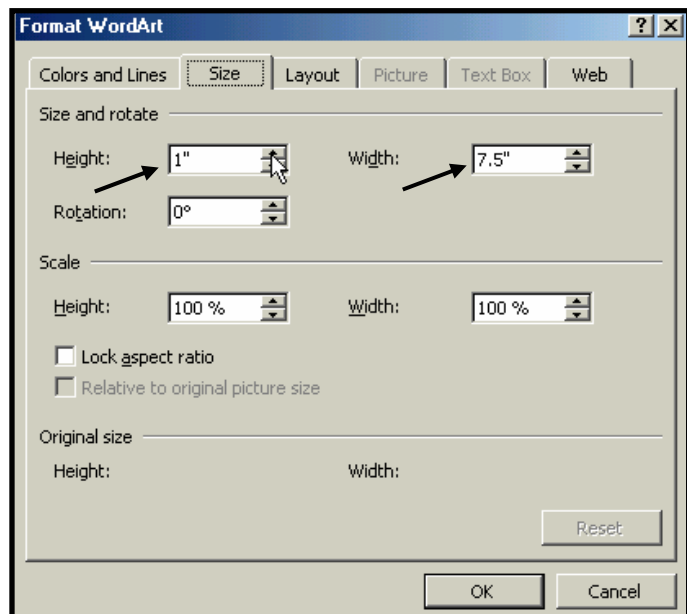
5. Create the MASTHEAD. (*masthead – all data which identifies the newspaper or newsletter*)

- Click on **Insert > Picture > WordArt**.
- Select styles as shown in illustration at right. (2nd column, 4th row)
- Click **OK**.
- Key the newsletter name: **HARPER MIDDLE SCHOOL HERALD**.
- Select **Bold**. (*Leave font size as 36.*)
- Click **OK**.



6. Format the newsletter name.

- Right-click on the newsletter name.
- Select **Format WordArt**.
- At Format WordArt dialog box, make the changes shown below:
 - ✓ **Size and rotate:**
 - ✓ **Size tab**—change Height to **1 inch** and Width to **7.5”**.
 - ✓ Click to **Lock aspect ratio**.
 - ✓ **Layout tab**—select **Tight**.
- Click **OK**.



7. Anchor cursor on the first line below the newsletter name and key in the school information.

- Key: **Mrs. Margaret Ellis, Principal**
- Press **ENTER**.

- Key: **662-325-5009**.
- Press **ENTER**.

- Select the two lines you have just typed.
 - ✓ Align at **Center**.
 - ✓ Font style: **Courier New**
 - ✓ Font size: **10 point**
 - ✓ **Bold** (or Ctrl + B)

8. Anchor cursor in the first line space below school telephone number.

- Key – **Vol. 1, April 8, 2002**.
- Press **ENTER**.

- Key – **Reporter: Your title and name**
- Press **ENTER** two times.

- Select the two lines you have just typed and make these font changes:
 - ✓ Align at Right
 - ✓ Font style: **Times New Roman**
 - ✓ Font size: **10 point**
 - ✓ **Bold and Italics** (or Ctrl + B and Ctrl + I)

9. Create borders to separate the masthead and the body of the newsletter and to enclose the Volume number, date, and reporter's name.

CAUTION! STOP! LET'S THINK ABOUT THIS FOR A MINUTE!

What type borders do we want? We want a top border and a bottom border.

- This action will enclose the Volume number, date, and reporter's name within borders and will separate the newsletter masthead from the body of the newsletter.
- Be SURE that you do have several line spaces entered in your document before you insert the border. You should have two line spaces already entered from Step 8.

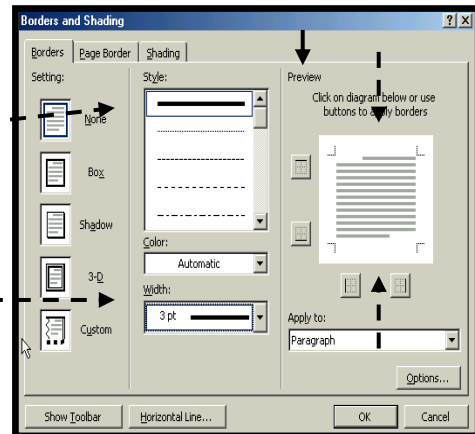
- Be sure the Volume, date, and reporter's name are selected.

- Click on **Format > Borders and Shading > Borders >**

- ✓ **Style**
Click on **single line** option (*first style*).

- ✓ **Width**
Click on down arrow and select **3 pt**.

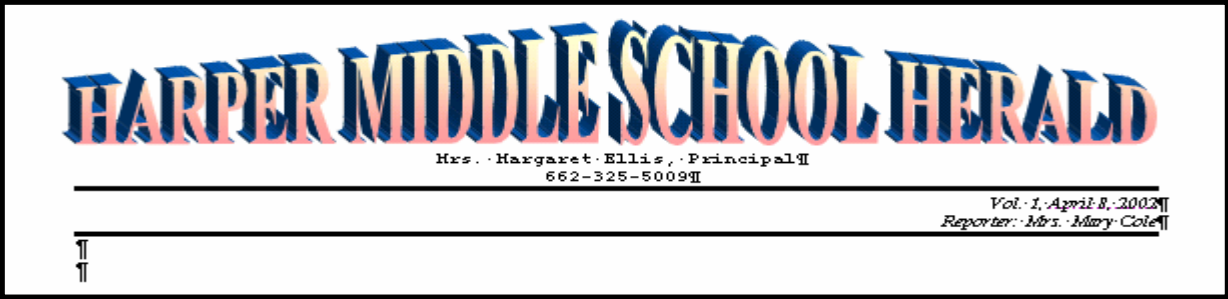
- ✓ **Preview diagram**



Click at top and at bottom of Preview diagram or you may click on and use the buttons to apply borders.

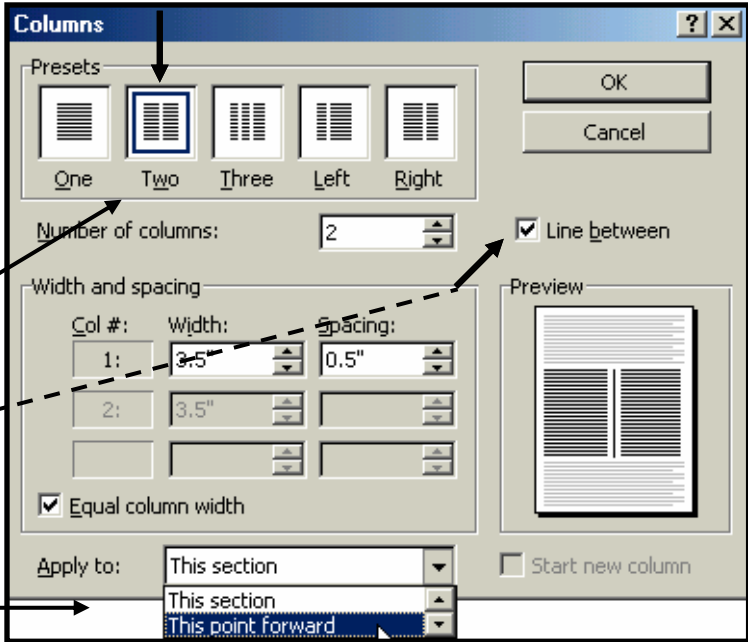
- Click **OK**.

Except for your name, your document should now look like this screen capture.



10. Format for columns:

- Anchor the cursor in the second line space below the bottom border.
- Click on **Format > Columns.**
- Select **Two** columns.
- Click in box to check **Line between.**
- Click down arrow beside **Apply to** and select “**This point forward.**”
- Click **OK.**



Notice the '**Continuous Section Break**' message which denotes that from this point forward the formatting will differ! In this case, it will be in two columns.

NOTES:

- You will key all article headings and subheadings. **Headings** are to be keyed in ALL CAPS and **subheadings** in Initial Caps.
- You will toggle between the accessory files and your document using Alt + Tab keys simultaneously.
- You will copy and paste the articles, and later, when all text has been entered, you will insert and format the photos and the clip art according to step by step instructions.

11. Key the first heading: **TECHNO TEAM STUDENTS BUILD COMPUTER**. (*Do not change font size or font style for headings or sub-headings as all font changes will be done later.*)

- Press **ENTER** two times.
- Notice that “**COMPUTER**” wraps to the next line. Since this heading is a two-line heading, an adjustment will allow it to flow more smoothly.
 - Anchor your cursor at the end of “**STUDENTS.**”
 - Delete the space between “**STUDENTS**” and “**COMPUTER.**”
 - While holding the Shift key, press the ENTER key to create a line break, which will allow this heading to read more smoothly.
- Although you cannot see that the document is divided with a line between the two columns, you will be able to see this when the first column is filled with your data.

12. Now, **to provide additional skills and conserve time and effort** as you complete this activity, you must open the accompanying accessory files that have been saved to your computer or to your network in the PRE-ACTIVITY INSTRUCTIONS.

- The *Newsletter_Article_Text* file contains the data for each of the articles that are to be included in this newsletter with the exception of one article that you will create about yourself.
- The *Newsletter_Sample* file may be printed and used as a visual as you complete this activity.

13. Open the file, *Newsletter_Article_Text*, which contains the pre-keyed text that is to be copied and pasted into your newsletter.

- Click on **File > Open > Drive ? > Newsletter_Article_Text**. (*Select the drive on your computer(s) or network where this file has been saved.*)
- Click **OPEN**. (Leave this file open as you will return to it for each article.)

14. Select the two paragraphs labeled Article 1 Text.

- Anchor cursor in front of the capital **A** in the first paragraph and drag down and across to select both paragraphs.
- Click on **Edit > Copy (or Ctrl + C)**.

15. On the Taskbar, click on the tab that identifies the document you are creating: Your LastName_FirstName_Newsletter (**or Alt + Tab**).

- With the cursor positioned in the second line space below the heading, click on: **Edit > Paste (or Ctrl + V)**.
- Press **ENTER**.

16. Key the next heading. (This is a two or three word heading that you will create and key for a very brief article you will write about yourself.)

- Press **ENTER** two times.
- Compose a brief article about yourself (only 3 or 4 lines - no more than 4 lines).
- Press **ENTER** two times.
- Select the text you just typed about yourself and change the font size to **11 point**.

Line Spacing Objective

- One blank line between each main heading and the accompanying article
- One blank line between each article and the next main heading

17. Key the next heading: **SPRING IS IN THE AIR!**

- Press **ENTER** two times.

18. On the Taskbar, click on the tab that identifies the *Newsletter_Article_Text* document that should still be open (or **Alt + Tab**).

- Select the paragraph labeled Article 3 Text.
- Anchor cursor in front of the capital **T** in the paragraph and drag down and across to select the entire paragraph.
- Click on **Edit > Copy** (or **Ctrl + C**).

19. On the Taskbar, click on the tab to return to the document you are creating (or **Alt + Tab**).

- With the cursor positioned in the second line space below the heading, click on **Edit > Paste** (or **Ctrl + V**).
- Press **ENTER**.

20. Key next heading: **FIELD TRIP U.S.A.**

- Press **ENTER** two times.

NOTE: At this point you see the two columns and the line dividing the two columns.

- **Do not worry** about the division of this article at this time.
- **After** all headings, subheadings, and text have been added and photos and clip art have been inserted, **you will learn how to format** this document so that it will be a one-page newsletter as shown in the handout, *Newsletter_Sample*.

21. On the Taskbar, click on the tab that identifies the *Newsletter_Article_Text* document which should still be open (or **Alt + Tab**).

- Select the first paragraph labeled Article 4 Text (4 sections).
- Anchor cursor in front of the capital **H** in the first paragraph and drag down and across to select the first paragraph.
- Click on **Edit > Copy** (or **Ctrl + C**).

22. On the Taskbar, click on the tab to return to the document you are creating.

- With the cursor positioned in the second line space below the heading, click on **Edit > Paste (or Ctrl + V)**.
- Press **ENTER**.

NOTE:

- The remaining headings are "subheadings" - USA Posters—Justin and the Best Biscuits in the World—USA Facts.
- Subheadings are formatted differently from headings.
 - ✓ No line space between subheading and paragraphs
 - ✓ Initial caps, not All Caps

23. Key the first subheading—**USA Posters**—and **ENTER** one time.

- On the Taskbar, click on the tab that identifies the *Newsletter_Article_Text* document (**or Alt + Tab**).
- Select the second paragraph labeled Article 4 Text (4 sections).
- Anchor cursor in front of the capital **M** in the second paragraph and drag down and across to select the second paragraph.
- Click on **Edit > Copy (or Ctrl + C)**.

24. On the Taskbar, click on the tab to return to the document you are creating (**or Alt + Tab**).

- With the cursor positioned in the first line space below the subheading, click on: **Edit > Paste (or Ctrl + V)**.
- Press **ENTER**.

25. Key the second subheading—**Justin and the Best Biscuits in the World**—and **ENTER** one time.
26. On the Taskbar, click on the tab that identifies the *Newsletter_Article_Text* document (or **Alt + Tab**).
- Select the third paragraph labeled Article 4 Text (4 sections).
 - Anchor cursor in front of the capital **M** in the third paragraph and drag down and across to select the third paragraph.
 - Click on **Edit > Copy** (or **Ctrl + C**).
27. On the Taskbar, click on the tab to return to the document you are creating (or **Alt + Tab**).
- With the cursor positioned in the first line space below the subheading, click on: **Edit > Paste** (or **Ctrl + V**).
 - Press **ENTER**.
28. Key the third subheading—**USA Facts**—and **ENTER** one time.
29. On the Taskbar, click on the tab that identifies the *Newsletter_Article_Text* document (or **Alt + Tab**).
- Select the fourth paragraph labeled Article 4 Text (4 sections).
 - Anchor cursor in front of the capital **M** in the fourth paragraph and drag down and across to select the fourth paragraph.
 - Click on **Edit > Copy** (or **Ctrl + C**).

30. On the Taskbar, click on the tab to return to the document you are creating (or **Alt + Tab**).

- With the cursor positioned in the first line space below the subheading, click on **Edit > Paste** (or **Ctrl + V**).

31. Format each heading and each subheading as illustrated in the following table.

<ul style="list-style-type: none"> ▪ Select each heading: <ul style="list-style-type: none"> ✓ Change font style—Comic Sans ✓ Change font size—14 point ✓ Bold 	<ul style="list-style-type: none"> ▪ Select each subheading: <ul style="list-style-type: none"> ✓ Change font style—Comic Sans ✓ Change font size—11 point ✓ Bold
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32. Anchor cursor in the single line space following each of the four headings.

- Change the font size to **8 point**.

33. Anchor cursor in each line space following each paragraph.

- Change the font size to **11 point**.

NOTE:

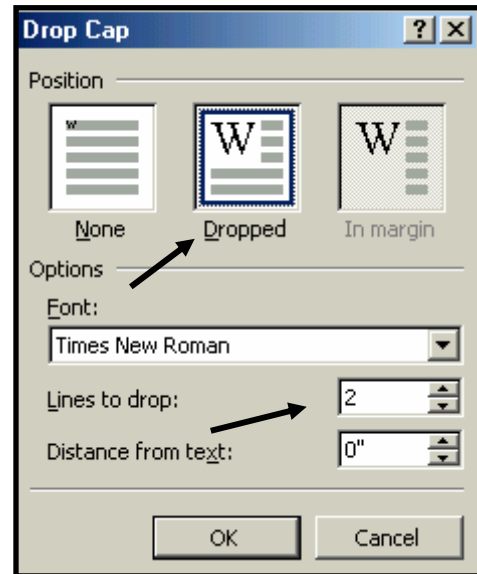
All *same-sized* line space or font size changes can be made at the same time.

- Click in the left margin to select the first line space.
- Press and hold the Ctrl key while selecting the remaining line spaces to be changed.
- Release the Ctrl key and make the font size change from the Standard toolbar.

This skill can be used any time you have multiple formatting changes that are similar.

34. Format as **Drop Cap the first letter in each first paragraph below each heading.**

- Anchor cursor in front of the first letter of the first article.
- Click on **Format > Drop Cap**.
- From the **Drop Cap** dialog box:
 - Click to select the **Dropped** option.
 - Click the down arrow beside Lines to drop: and change to **2**.
 - Click **OK**.



- Repeat these steps to change the first letter to **Drop Cap** in the first paragraphs below each of the other three headings.

Now you are ready to insert the pictures and clip art objects. This can be tricky and frustrating until you have done it a few times! Are you ready to try it?

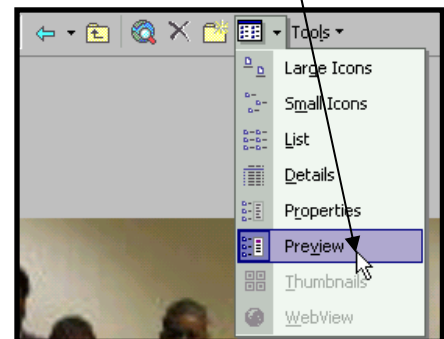
- The **pictures** that you will use in this newsletter are located in a folder named *Newsletter_Pictures* that has been saved to your computer(s) or network. **As stated in the PRE-ACTIVITY INSTRUCTIONS**, you will have taken three pictures with a digital camera and saved them in .jpeg format in a folder named *Newsletter_Pictures* to your computer(s) or network.

35. Insert Pictures in the designated paragraphs.

- Anchor cursor somewhere in the first paragraph of the first article.
- Click on **Insert > Picture > From File**.
- At the Insert Picture dialog box, click on the down arrow to select the appropriate drive. (This will be the location to which your digital images were saved in a folder named *Newsletter_Pictures*.)
- Double-click on the **Newsletter_Pictures** folder to open the folder that contains the picture you want to use.
- You will probably need to click on the Views icon and change how to preview the files as shown below.



- Click one time on the **picture file name** to view a thumbnail of each photo and determine which one you want to use.
- Once you have selected a picture, double-click on the **picture file name**, and it will be inserted into the paragraph of the document where the cursor is located.
- Repeat these steps for each picture you want to insert.



36. Format Pictures after inserting each in the designated paragraphs as shown in the handout, *Newsletter_Sample*, and as outlined in the following table.

- Right-click on your inserted picture.
- Select **Format Picture**.
- Format each picture according to the instructions in the table below.
- Press **OK** after each formatting action.
- **Repeat** these four steps to **INSERT** and **FORMAT** each picture.

NOTE:

- You should be able to make the Layout and Size formatting actions at one time.
- Press **OK**.
- You will probably have to make the Color and Lines formatting action separately.
- Press **OK**.

PICTURES FOR ARTICLE #1		PICTURE FOR ARTICLE #2
Picture #1 (Paragraph #1)	Picture #2 (Paragraph #2)	Picture #3 (Paragraph)
<p>Layout: Tight</p> <p>Size: Height— 1” (approx.)</p> <ul style="list-style-type: none"> • Click to select Lock aspect ratio. • Click inside Width window to see and accept automatic Width setting. <p>Color and Lines: Line Color—Black Line Weight—2 pt.</p>	<p>Layout: Tight</p> <p>Size: Height— .75” (approx.)</p> <ul style="list-style-type: none"> • Click to select Lock aspect ratio. • Click inside Width window to see and accept automatic Width setting. <p>Color and Lines: Line Color—Black Line Weight—2 pt.</p>	<p>Layout: Tight</p> <p>Size: Height—0.75” (approx.)</p> <ul style="list-style-type: none"> • Click to select Lock aspect ratio. • Click inside Width window to see and accept automatic Width setting. <p>Color and Lines: Line Color—Black Line Weight—2 pt.</p>
<p>Pictures and clip art that are inserted in this newsletter may need resizing again when nearing completion in order to keep the newsletter to a <u>one page document</u>.</p>		

37. Position the pictures in designated paragraphs as shown in the handout, *Newsletter_Sample*.



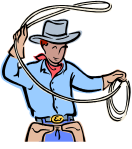

- With the picture selected, you can hold down the **Ctrl** key and then press the appropriate Arrow key to “**nudge**” a picture, clip art object, and text box in small increments to a more desired position (left, right, up, or down).



37. Insert clip art in the designated paragraphs.

- Anchor cursor in each paragraph (one by one) where clip art object is to be placed.
- Click on **Insert > Picture > Clip Art**.
- Locate specific clip art object if possible; otherwise, find an appropriate substitute.
- Double-click on the selected clip art object; this action will insert in into the paragraph in which your cursor is anchored.
- See next step for formatting instructions for the clip art objects.

38. Format each clip art object after it is inserted in the designated paragraphs according to instructions shown in the following table. Press **OK** after each formatting action.

<p><i>Search for “spring” or “egg” or other appropriate clip art. Objective: Clip art should support the story.</i></p>	<p><i>Search for “globe” or “world” or other appropriate clip art. Objective: Clip art should support the story.</i></p>	<p><i>Search for “cowboy” or “rope” or other appropriate clip art. Objective: Clip art should support the story.</i></p>	<p><i>Search for “travel,” “car” or “vacation” or other appropriate clip art. Objective: Clip art should support the story.</i></p>
<p style="text-align: center;">Clip Art Object #1</p> <div style="text-align: center;">  </div> <p><u>Layout:</u> Tight <u>Size:</u> Height—.60” (approx.)</p> <ul style="list-style-type: none"> • Click to select Lock aspect ratio. • Click inside Width window to see and accept automatic Width setting. 	<p style="text-align: center;">Clip Art Object #2</p> <div style="text-align: center;">  </div> <p><u>Layout:</u> Tight <u>Size:</u> Height—1” (approx.)</p> <ul style="list-style-type: none"> • Click to select Lock aspect ratio. • Click inside Width window to see and accept automatic Width setting. 	<p style="text-align: center;">Clip Art Object #3</p> <div style="text-align: center;">  </div> <p><u>Layout:</u> Tight <u>Size:</u> Height—.70” (approx.)</p> <ul style="list-style-type: none"> • Click to select Lock aspect ratio. • Click inside Width window to see and accept automatic Width setting. 	<p style="text-align: center;">Clip Art Object #4</p> <div style="text-align: center;">  </div> <p><u>Layout:</u> Tight <u>Size:</u> Height—.82” (approx.)</p> <ul style="list-style-type: none"> • Click to select Lock aspect ratio. • Click inside Width window to see and accept automatic Width setting.
<p style="text-align: center;">Article 3 Paragraph</p>	<p style="text-align: center;">Article 4 Paragraph #1</p>	<p style="text-align: center;">Article 4 Paragraph #3</p>	<p style="text-align: center;">Article 4 Paragraph #4</p>

NOTES:

After inserting and formatting each piece of clip art, the **clip art object must be arranged within each respective paragraph** so that the paragraph text will fit appropriately into each paragraph.

For this newsletter, the clip art objects must be placed so that the text is aligned very similarly, if not exactly, as shown in the Sample Newsletter in your packet.

- You will always have to work with your graphic images and your text.
- This is designed to be a **one-page newsletter**; therefore, in this newsletter, we do not want the last article in the first column to wrap over to the second column, and we do not want the second column to wrap over to a second page.

39. Create a Footer:

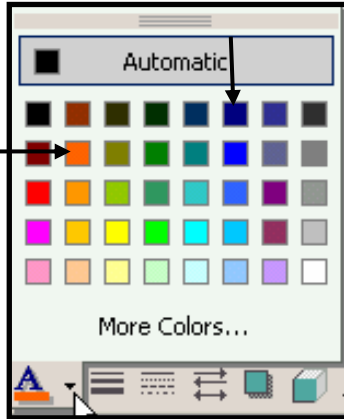
- Click on **View > Header and Footer**.



- Click on the icon to **Switch Between Header and Footer**.
- Key— **MIGHTY WILDCATS: “PLAY, ACT, LIVE . . . LIKE VICTORS!”**
Why don't you substitute your school mascot name and slogan?
- Select and change the text you just keyed—**Bold and Center Align**.
- Select the “motto text” and the quotation marks—**Underline**.

40. Format this Footer text as follows using tools found on the Drawing toolbar:

- Select **MIGHTY WILDCATS:** (text and the colon)



- Click on the Font Color tool on the Drawing toolbar.
- Click the **Dark Blue** color icon to change the selected text to dark blue (*Row 1, Column 6*).
- Select “**PLAY, ACT, LIVE . . . LIKE VICTORS!**” (text and quotation marks).
- Click on the Font Color tool on the Drawing toolbar.
- Click the **Orange** color icon to change the selected text to orange (*Row 2, Column 2*).

Why don't you substitute your school colors!

CHECK IT OUT! Click on File > Print Preview.

- Preview your document before printing it.
- Is your document a one-page document? If not, you can nudge the WordArt (newsletter name) up slightly which will allow for a little more space.
 - ✓ *Click on WordArt with left mouse button and hold to slightly move WordArt up or you can 'nudge' the WordArt with the arrow keys.*
 - ✓ *You can "nudge in very small increments by holding down the Ctrl key while pressing the appropriate arrow key.*
- Does the layout of the paragraphs look like the handout, *Newsletter Sample*?
- Are your pictures and graphics appropriately and attractively placed in the correct paragraphs?
- Is your document saved?