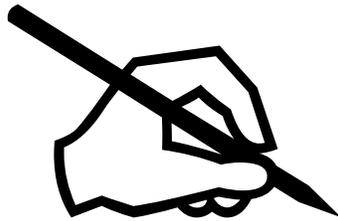


# Integrating Computers into Learning Activities and Demonstrations

Level

OBS

## Creating a Newsletter



**Goal:** To work in a group to create a newsletter.

**Learning Outcomes:** After completing this section, the student should be able to:

- Use Word's advance features to:
  - Create a Heading
  - Create By lines
  - Create Columns
  - Insert Graphics
  - Insert Graphic Lines
- Save the completed Newsletter

### Contents:

- Starting Microsoft Word
- Learning Word's Advanced Features:
  - WordArt
  - Columns
  - Graphics
  - Graphic Lines
- Article Headings and By Lines
- Save, Print
- Final Project, On your Own!

## Newsletters

This will be an interesting project. Upon completion of this project, you will be able to create your own newsletter. Although the individual components of this exercise should be done on your own, your group should complete the project you will hand in.

We will discuss the individual components first.

- WordArt
- Columns
- Graphics
- Graphic Lines

### WordArt.

If you would like to have a unique heading, you could use WordArt. For the purposes of this exercise, we will say we are creating a Newsletter on how to create a newsletter. So, the heading for this one will be Newsletter. Begin by:



Time for you to try.

- Click on Start,
- Move your mouse up to Programs
- Move your mouse over to Microsoft Office
- Move your mouse over Microsoft Word
- Click on Microsoft Word.
- Your Word program will open.
- You want to begin with a new blank document, if there is no document open, click on the New button 
- To set our document up, please press Enter 3 times now!
- Now, press the Ctrl key and touch the HOME key. This will position your cursor at the top of the page.

We will be using WordArt Feature. You can access WordArt in two different ways:

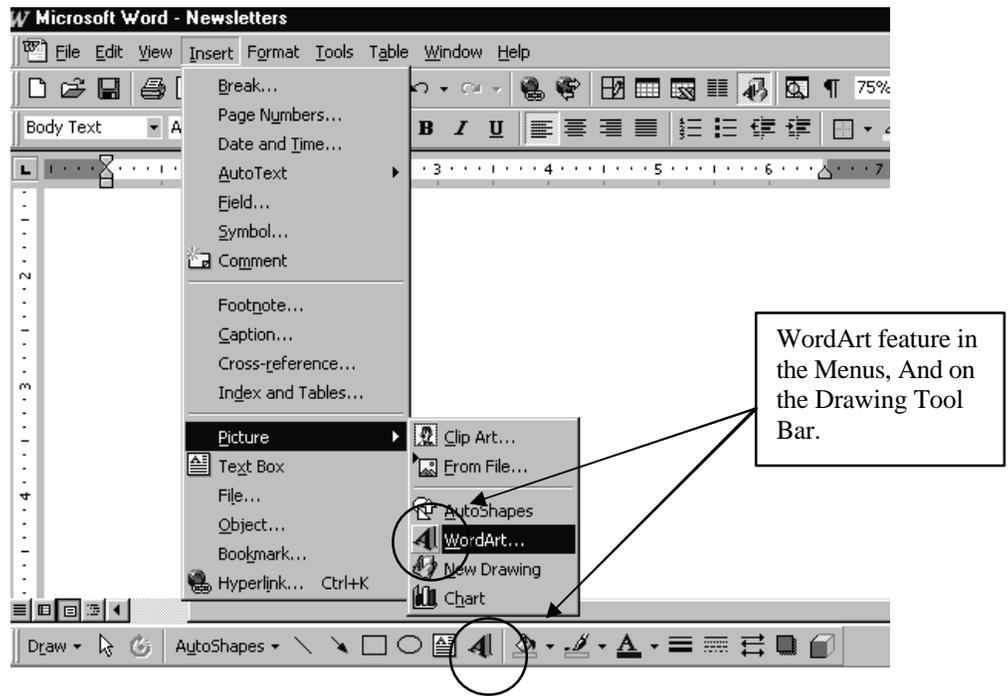
### Menu:

1. Click on Insert
2. Move your cursor down to Picture
3. Move your cursor to WordArt.

OR

## Tool Bar

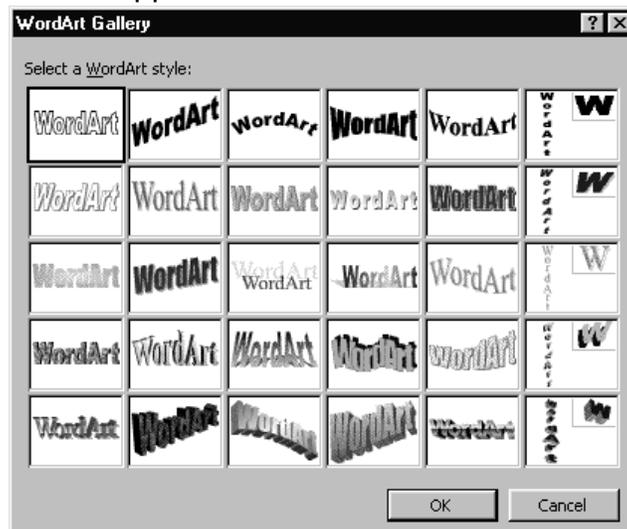
This feature is on the Drawing Tool Bar. Simply click on the Word Art Button as shown in the diagram. (If the Drawing Tool Bar is not visible, then click on VIEW from the Menu, Then Toolbars, Then click on the Drawing Toolbar.)



Time for you to try.

- Click on the WordArt feature in either method.

The following Dialog box will appear:



This is the WordArt Gallery. It shows you the different styles and shapes your text can take. Take a moment to look at the different styles.

We will choose the third one over in the last row.

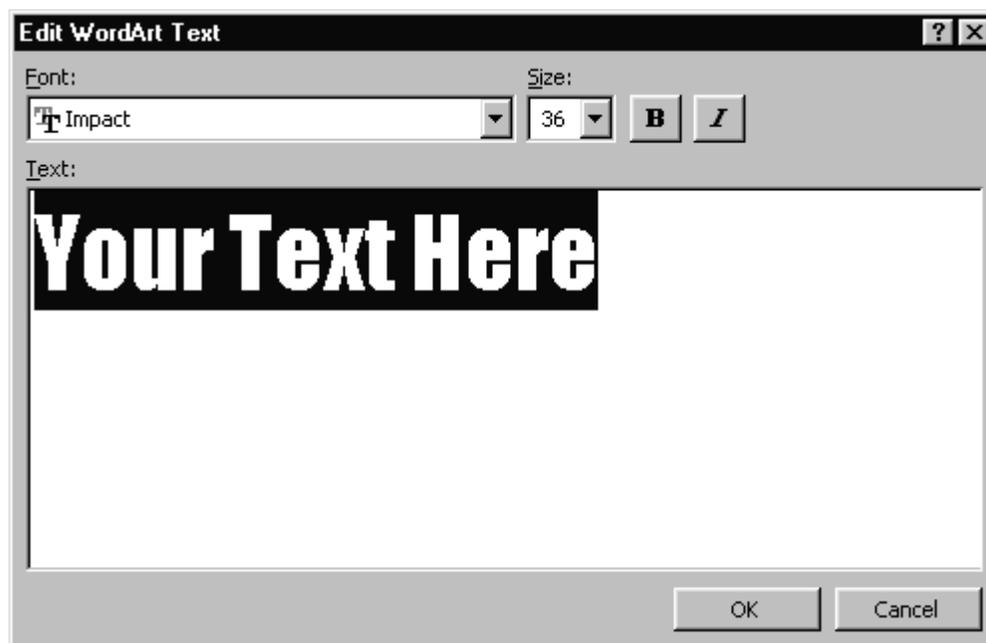


Time for you to try.

- Click on the third one in the last row
- Click on OK.

This puts you into the text dialog box, similar to the following diagram. This is where you will type in the words you wish to use. (Please note: Newsletter headings do not need to be done in WordArt. We are using it to learn the different features.)

You would immediately start to type. You can change the font style and size, if you wanted to, but we will let the program choose for us.

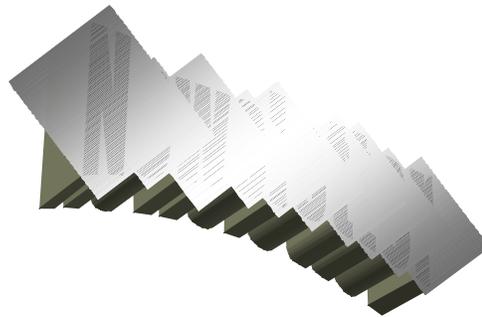


Time for you to try.

- Type in the word **Newsletter**.
- Then click the OK button.

Immediately the object will appear in your document, as shown below, with a “floating toolbar”. This tool bar is for you to edit your text.

The word Newsletter appears in your document.



The floating toolbar.



### Sizing:

You will notice there are 8 little white squares around the object and one yellow square. If you position your mouse on any one of white corner squares, you will get a double-headed arrow. This allows you to SIZE the object. (The yellow one is to “reshape” the object. Try not to use that one for now.) We want to make this a little bigger to cover the top of our page.

### Moving:

To move the object, position your cursor anywhere over the object and you will see a “four headed” arrow. This is the moving cursor!



Time for you to try.

- Single click on the object to ensure that it is selected.
- Position your cursor on the lower left hand square, it should appear as a double-headed arrow.
- Click and drag it out until it is bigger.
- To move it around, you need to position your cursor on the object, when you get the four-headed arrow, click and drag it to the position you require. Your WordArt should look similar to the example which follows:



When you are satisfied, save your work.

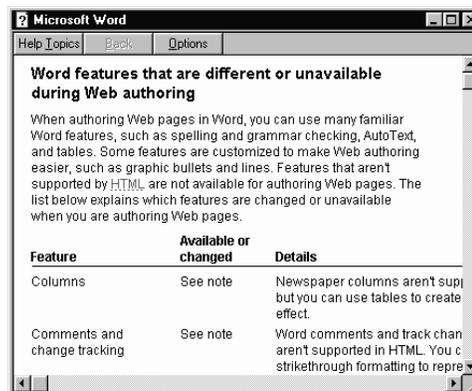
- Click on File, Save AS...
- Give it the name Newsletter 1.

This is a little exaggerated, but for now, it is a fun and neat illustration. We will now need some text to act as our articles. To save time, we will just copy some text from Help! Follow the instructions EXACTLY.



Time for you to try.

- Hold down the Ctrl key and Press the END key. This will position your cursor AFTER the Newsletter WordArt.
- Click on Help.
- Click on Contents and Index
- When the dialog box appears, click on the TAB, Index
- Type in the word **Columns**
- Click on the button DISPLAY at the bottom. You will be presented with the following dialog box.



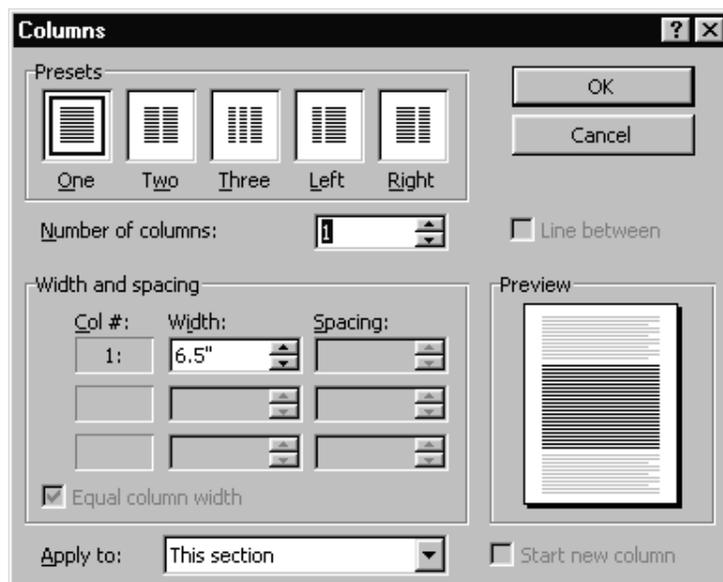
- Click on the button **Options** at the top.
- Click on **Copy**. This will copy all of the text to memory and give us some text to work with, rather than typing it. (Do not worry about what the article says.)
- Now close the Help dialog box, by clicking on the Close button in the upper right hand corner.
- Make sure your cursor is flashing AFTER the Newsletter object. Hold down the Ctrl key and touch the letter V. This will paste the text in after the heading.
- Press Ctrl +Home to take you to the top of the document.
- Move your cursor down to be positioned in front of the words.... **Word features that are different or unavailable during Web authoring....**
- Press Enter until your text is below the WordArt object.
- Save!

We are now ready for the next feature:

### Columns:

Word allows you to create text in column format in your document. There are basically two types of columns available to you; Even Newspaper and Uneven Newspaper. To use columns:

1. Click on Format/Columns... from the pull down menu. You are presented with a dialog box as shown. Defining the layout or configuration of your feature is similar to many features of Word.



2. Under the Presets, you will notice 5 options. The first three allows you to choose
  - a. Newspaper

This type of column fills one column until it comes to the bottom of the page then it automatically fills the next column. Similar to the columns in your local newspaper. You can choose between 1, 2, or 3 columns. (1 removing columns).

a. Uneven Newspaper

This type is the same as item a. Newspaper, except the columns are not even in width on both sides.

Next you would select the feature “line between” if you want a line between the columns. At the bottom you can designate if the columns are supposed to affect the whole document OR just from you cursor on.

1. The default distance between each column in Word is 0.5 inches. You can change this by typing in a different number in the Box indicating the spacing between Columns.

Column widths are set automatically for you. You can either accept the default settings created by Word or you can specify your own settings.

Once you have set all your options, simply click on Okay.

Text can already be on screen or you can start entering text now.

To move between Columns you can use the Alt key with the left and right arrows.



**Time for you to try.**

Your cursor should be positioned in front of your text; we want to select all of this text to put it into columns. To do this:

- Hold down the Shift key AND then the CTRL key. (You need to hold down both at the same time), now touch the END key. This will select all of the text to the end of your document. With the text selected,
- Click on Format
- Click on Columns.
- Under the Presets, click on 2 Columns.

We want to add only one thing, a line between the columns.

- Click on the box beside the feature...Line Between. (Notice this feature is not available until you have chosen 2 columns or more).
- Click on OK.

Your document is now in Columns and with a line between the columns. Before you “deselect the text”, we will change it to Full Justification, it is currently on Left Justify.

- Click Justify on the Tool Bar. 
- Save!

Our Newsletter is looking pretty good!

We will now add a picture to our Newsletter.

## Graphics

Graphics can easily be inserted into a document. When you insert an image into Word, it is placed inside a box, even though there might not be lines for this box. When you click an image, the box is selected, as indicated by sizing handles. Word comes with its own set of pictures in the Clip Gallery. The Clip Gallery includes a wide variety of clip art that makes it easy for you to dress up your documents with professionally designed images. You'll find everything from maps to people and from buildings to scenic backgrounds.

To insert a Clipart image:

- Position your cursor where you want the image
- Click on Insert\Graphics\Clipart...
- Drag the image from the Scrapbook into your document.

To edit the image

- Use the handles on the image box to size it.
- Drag the box to move it.
- Click outside the box to deselect it and return to the document.

About working with pictures in a document

Insert clip art or a picture from the Clip Gallery

Position the insertion point where you want to insert clip art or a picture. On the Insert menu, point to Picture, click Clip Art, and then click the Clip Art or Pictures tab.

Click the category you want, and then double-click the image.

You can also insert pictures and scanned photographs called imported art or graphics from other programs and locations. To insert a picture from another program,

Position the insertion point where you want to insert the picture.

Click on the menu INSERT/Picture, then click From File.

Locate the file that contains the picture you want to insert.

Click the picture you want to insert.

When you select a picture, the Picture toolbar appears with options you can use to crop the picture, add a border to it, and adjust its brightness and contrast. Insert a picture from another file

There are two main ways to ANCHOR your box in your document. Either on the PAGE, where it will stay permanently with any text added before the box, moving around the box. The other is Paragraph, where the picture moves with the paragraph.

## Moving a Graphic

This works the same as when we worked with the Word Art. You can move a graphic box by clicking on it once with your mouse button. Then you can position your mouse cursor anywhere in the middle of your graphic and drag it to where you want it.

## Sizing a Graphic

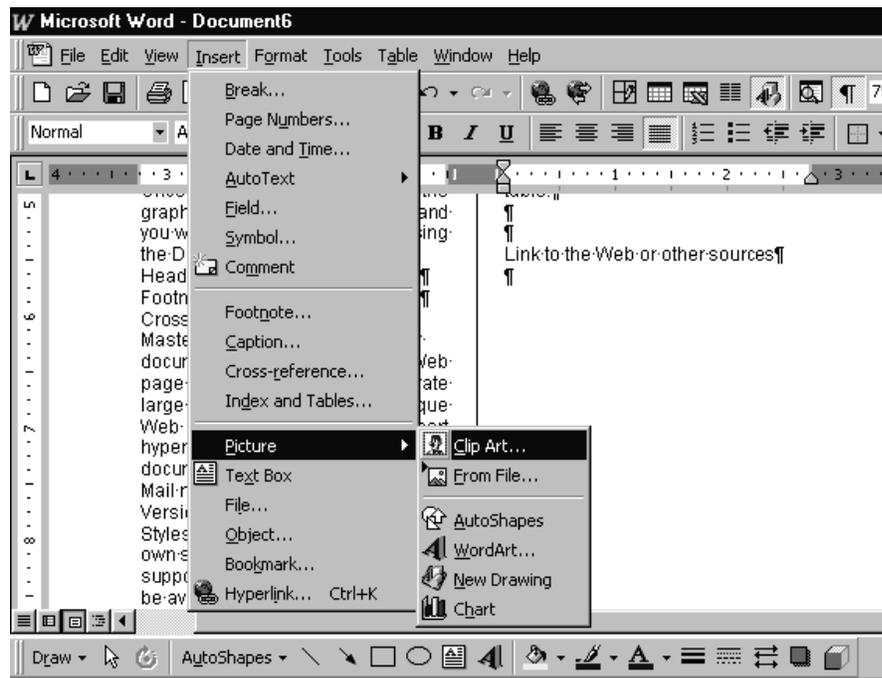
To size your graphic using your mouse again you will click on it once. This time you must position your mouse on one of the sizing bars. Your mouse will turn into a two-headed arrow, by clicking and dragging on this bar you can size your graphic. Of course you can use menu and dialog box options instead!



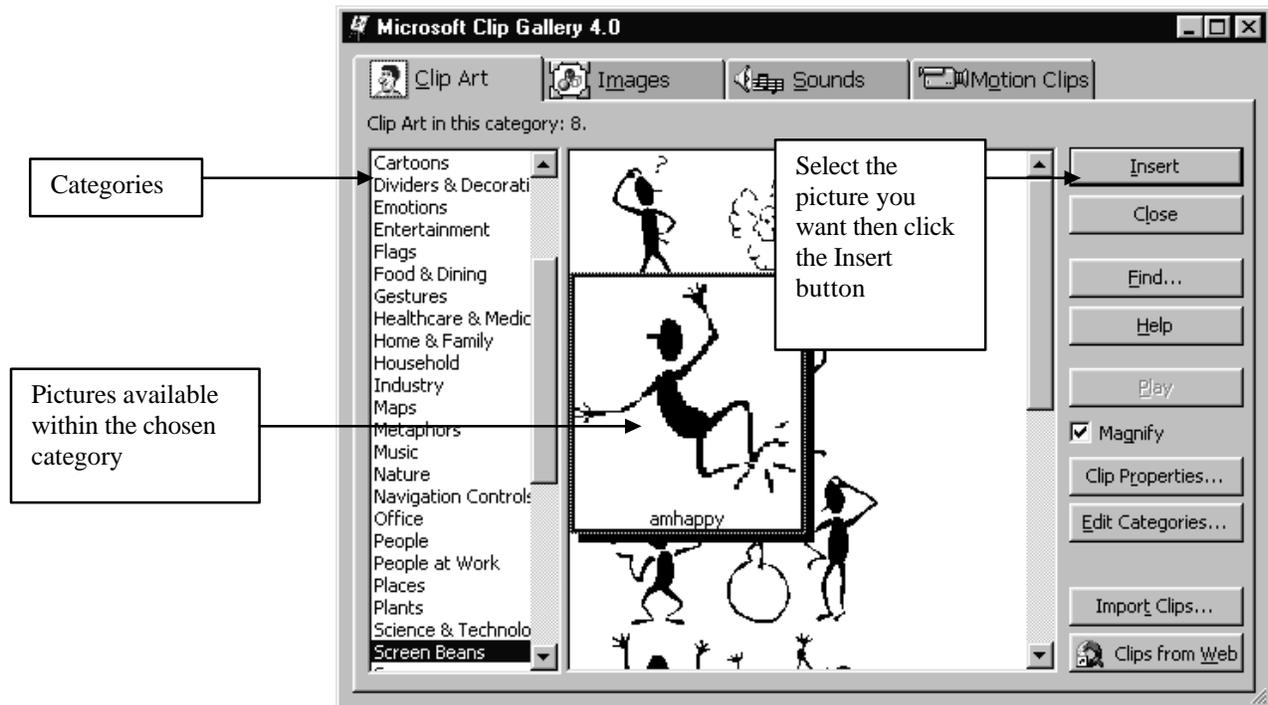
**Time for you to try.**

We will insert a ClipArt object into our Newsletter, and then we will size it!

- Press Ctrl + End to position your cursor at the end of your document.
- Click Insert from the Menu
- Click Picture
- Click Clip Art...



You will then be presented with the Clip Art Gallery Dialog box  
 To insert Clip Art, make sure the Clip Art Tab is selected; your dialog box should appear similar to the one below.



- Under Categories, Click Screen Beans
- In the Clip Art area, Click on **amhappy** (the one highlighted in the diagram above.)
- Click Insert. Your picture should be in your document. It will be large, so you will need to SIZE it and then adjust it, so it appears in your document in a similar fashion to the example:

graphic becomes a GIF image, and you will not be able to update it using the Drawing toolbar again.

Headers and footers No  
 Footnotes and endnotes No  
 Cross-references No  
 Master documents No Master documents aren't supported in Web page authoring. You can separate large amounts of text into unique Web pages and then insert hyperlinks to these smaller documents onto one Web page.  
 Mail merge No  
 Versioning No  
 Styles Yes When you define your own styles, only the formatting that's supported in Web page authoring will

Link to the Web or other sources



When you are happy with the results ...SAVE!

Just a few more touch ups and you are done!  
We will next add in a Graphic line under our WordArt to accent our Heading.

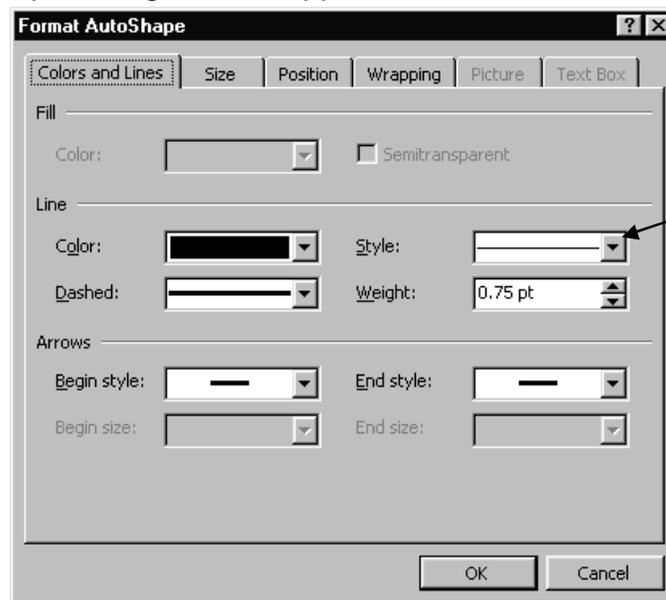
## Graphic Lines:

To add a line

On the Drawing toolbar,

- Click the Line item
- Hold down SHIFT key as you drag your mouse where you want the line to appear.

This may take a few times to get what you want. When you have a line in your document, you can make changes to it. To do this you can double click on the line and the Format AutoShape dialog box will appear:



### Time for you to try.

We will put a graphic line under the heading Newsletter.

- Position your cursor at the top of the document, by pressing Ctrl + Home
- Press the down arrow once to position your cursor below the Text Art object Newsletter.
- Click on the Line on the Drawing Toolbar.
- Hold down your Shift key and drag your mouse across the page. Do not worry if your line is slightly under the word Newsletter.

- Voila! It is done.
- You can now adjust the position, by dragging it to where you need it
- You can adjust the style by double clicking on it.
- When the Format AutoShape dialog box appears, click on the Style pull down and choose the third line from the bottom, 4 ½ point.
- Click Ok
- Click off of the Line to deselect it.

### Article Headings and By Lines.

The final step in our Newsletter will be to create a Title and a by line for our article. Every article in a newsletter should be given an appropriate title, then you need to give credit to whoever wrote the article. The credit line is called the By line. These two lines should be done in an appropriate font style and size.



#### Time for you to try.

- Position your cursor in Front of the line of text...**Word features that are different or unavailable during Web authoring....**
- Press Enter twice.
- Move your cursor up two lines, so that you are on a blank line
- Type in the words       Using Columns
- Press Enter
- Type in the words       By Microsoft and your own name
- SELECT the words       Using Columns (they should appear highlighted in Black)
- Hold down the Ctrl key and press the letter B, this will make it Bold, or you can click on the Bold button on the Formatting Tool Bar. Click off of the words to Deselect them.
- SELECT the words       By Microsoft and your own name
- Change the size to 10 points. Then hold down the Ctrl key and press the letter I, this will make it Italic, or you can click on the Italic button on the Formatting Tool Bar. Click off of the words to Deselect them.
- The one last thing I included was an “Edition Number above the Graphic Line and then a Right Tab at the far right side and the words Sir Sandford Fleming College on that line. Compare your final result to the [example](#) at the end of this chapter.

**You are finished! You may print it if you wish.**



## Time for you to try --Final Project.

In this project you may use any and all of the features you have been shown in the previous exercise to create a Newsletter.

Your Newsletter should be about your class in Academic Upgrading.

You should sit down together and decide on:

- A name for the Newsletter
- What different types of articles could be done for the Newsletter
- Who will do each of the articles (each person **MUST** do an article, no matter how small).
- A date for when the articles are to be finished and then a time for everyone to work together to finish the newsletter.

Please include:

- An article by each person in your group. (Hint, have each person write their own article, save it to the floppy, then use the Insert/File command to insert the file. The file will be inserted where your cursor is positioned, so take note of where the cursor is!)
- The title of this newsletter is to be determined by your group
- Appropriate Pictures using ClipArt
- Columns
- Graphic Lines
- Each article needs a Title
- Each article needs a By line.
- Be sure to do a spell check and grammar check on your document.
- Be sure to save as you go.
- Print your final project.

Hand in the final project

Good Luck!

Congratulations!



## Using Columns

By Microsoft and Dianne

Word features that are different or unavailable during Web authoring

When authoring Web pages in Word, you can use many familiar Word features, such as spelling and grammar checking, AutoText, and tables. Some features are customized to make Web authoring easier, such as graphic bullets and lines. Features that aren't supported by HTML are not available for authoring Web pages. The list below explains which features are changed or unavailable when you are authoring Web pages.

Feature	Available or changed
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Details

Columns	See note
Newspaper columns	aren't supported in HTML, but you can use tables to create a multicolumn effect.
Comments and change tracking	See note
Word comments and track changes	features aren't

supported in HTML. You can use strikethrough formatting to represent text that might be deleted. For comments, you can format text with the Comments style. Comments will not appear in Web browsers.

Highlighting No Highlighting is not available on a Web page.

Font sizes See note Fonts are mapped to the closest HTML size available in the <FONT SIZE> tag, which ranges from size 1 to 7. These numbers are not point sizes but are used as instructions for font sizes by Web browsers. Word displays the fonts in sizes ranging from 9 to 36.

Bold, strikethrough, italic, and underline effects Yes Special underline effects, such as dotted underline, are not available.

Animated text effects (Format menu, Font command, Animation tab)

See note Animations are not available. For an animated effect, insert scrolling text.

Emboss, shadow, engrave, small caps, all caps, double strikethrough, and outline effects (Format menu, Font command, Font tab) No

Tabs No Tabs are not available because they are often displayed by

Web browsers as spaces. To control the layout of your page, use a table.  
Ruler See note The ruler does not appear by default because margin settings, indents, and tabs differ in the Web page authoring environment. You can point to the gray area at the top of the document to display the ruler.

Equations, charts, and other OLE objects See note When you save charts, equations, organizational charts, and other OLE objects in HTML format, a graphic image is created. You can use these graphics on your Web pages, but you won't be able to update the data they represent. If you need to later update data in a chart or equation that you're displaying on a Web page, save a backup copy of your file as a Word document (.doc format).

Drawing objects, such as AutoShapes, text effects, text boxes, and shadows See note These items aren't available on the Drawing toolbar. They are available as Microsoft Word Picture objects  $\frac{3}{4}$  click Object on the Insert menu, and then click Microsoft Word Picture. Once you close your document, the graphic becomes a GIF image, and you will not be able to update it using the Drawing toolbar again.

Headers and footers No

Footnotes and endnotes No

Cross-references No

Master documents No Master documents aren't supported in Web page authoring. You can separate large amounts of text into unique Web pages and then insert hyperlinks to these smaller documents onto one Web page.

Mail merge No

Versioning No

Styles Yes When you define your own styles, only the formatting that's supported in Web page authoring will be available.

Paragraph formatting See note Some paragraph formats, such as settings to control how paragraphs flow and spacing before and after paragraphs, aren't available. To control the layout of your page, you can use a table.

Tables of contents, tables of authorities, and indexes No

The Word tools for creating these items aren't available. You can simulate a table of contents by using hyperlinks.

Page borders No Borders around pages aren't supported in HTML. To make a page more interesting, you can add a background by using the Background command on the Format menu.

Page numbering No An HTML document is considered a single Web page, regardless of its length.

Margins No To control the layout of a page, you can use a table.

Link to the Web or other sources

