Lesson #5 Contents

To Create A Template Flyer

Exercise 1

1. Double click on the Microsoft Works icon to open the program.
2. Click on the Task Wizard tab, then on Correspondences, then on Flyer.
3. Click Yes to run the task wizard.
4. Choose Jazzy flyer.
5. When the flyer appears, double click on the word "garage sale" and a little text box will appear. Choose the word "Bake Sale" and then click on "update display". Then click on the X to close the box.
6. Hi-light the words "Saturday and Sunday" and type in the word "June 1/1999".
7. Change the time to "1-4 PM" instead of 9 - 5.
8. Change the address to "123 Jump Street" instead of the current address.
9. Change the large arrow to "Blue" instead of red, and the little arrows to magenta . (do this by hi-lighting the arrow and clicking on "Format" on the text tool bar and then choosing "font and style").
10. Last but not least, let's change the border around the flyer. Change it from dark Cyan to the same blue as was chosen for the large arrow. (do this by clicking on the "format" heading on the text tool bar and choosing "borders and shading", then click on the "page" tab and make your selections).
11. Click on Print preview on the Tool bar, check your work to make sure it's OK
12. Print your work.

Exercise 2

1. Click on the yellow piece of paper, then the task wizard, then correspondence and then flyer. Choose "classic".
2. Highlight and change "For sale by owner" to "puppies for sale" and make the text dark cyan.
3. Delete the address that is shown and put in your own address.
4. Delete the description of the house and type in a description of the puppies.

   Beautiful Baby Cocker Spaniels
   6 Weeks old
   Had first shots
   Litter trained
   $50.00 each

5. Highlight the telephone and the scissors (these will have to be done one at a time) and change them to red.
6. Make the stars at the top yellow
7. Change the colours of the fours boxes, make each one a different colour.
8. Double click on "home for sale and phone number". You will get a text box that asks you to "enter your text here". Type in "puppies for sale and your phone number", click on update and then on the X. Do all the boxes this way.

9. Click on Print Preview on the Tool Bar. Make sure it looks OK.
10. Print your work.

Garage Sale

Saturday and Sunday
9:00 AM - 5:00 PM

1234 Elm Street

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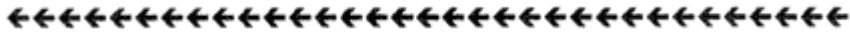
FOR SALE
BY OWNER

123 Random Road
Anytown, Kansas

Elegant 19th century farmhouse.
Modern updated kitchen and baths.
Four bedrooms, 2.5 baths.
Situated on 2.5 acres of partially wooded pasture land.

Call for an appointment.

Home for sale 746-1166

Home for sale 746-1166

Home for sale 746-1166

Home for sale 746-1166

Home for sale 746-1166

Home for sale 746-1166

To Create A Template Newsletter

1. Double click on the Microsoft Works icon to open the program.
2. When the program opens, click on the Task Wizard.
3. Scroll down to Common Tasks, click on Newsletter.
4. Click YES to running the task wizard.
5. Choose the 3 column newsletter.
6. Click on Create it.
7. Double click where it says "publisher,Volume#, Issue#, and Date". A pop-up box will appear, in there you will publisher to your name, add volume #1, Issue#1 and today's date. Click on update display. (you will get a pop-up box saying that the text is too large, do you want to resize it, click Yes).
   After it's updated, click on the X.
8. Double click on the word "newsletter" at the side. Use the headings with down arrows at the top to change it.
   Where it says "bottom to top" change it to a different way. Where it says "Best Fit" change it to the largest size (128). Where it says "Times New Roman" change it to a different style. (You should see the text change in the pop-up box, click X when you are done).
9. Double click on the picture of the footprints. (there will be a box with little squares on it). On the text tool bar, choose "insert" and then "clipart". Find a clipart picture that you like and then click on insert. (it will replace the picture of the footprints).
10. Hi-light text in the box under the heading of "inside the Newsletter", and type:

    1. Birthday wishes extended.
    2. Puppies for Sale
    3. Strawberries Social
    4. Bake Sale

11. Just under that box, hi-light the text "Lorum Ipsum Dolor Sit Amet" and type in "birthday wishes".
    Under the heading of "Sed Diam Munummy Mibh" type in "Strawberry Social".
    Under "Consecteruer Adipiscing Elit" type in "puppies for sale".
    Under "Lorem Ipsum Dolor Sit Amet type in "Bake Sale".
12. Hi-light the red text under the clipart we changed and the red text under the spreadsheet picture.
13. The last thing we want to change is the spreadsheet picture. Double click on it, so you get a box with little squares around the picture. Choose "insert" on the text tool bar and then "clipart" and choose a new picture. Click on insert and it will put in into our newsletter.
14. Hi-light the second page and delete the text. We only need the one page.
15. Click on Print preview to check your work, (make sure it's only one page).
16. Print your newsletter.

NEWSLETTER

Inside this Newsletter

Lorum Ipsum Dolor Sit Amet

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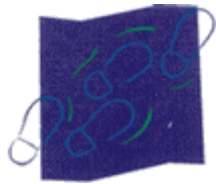

Photo or Art: Place a picture frorn a clip art collection here, or create a drawing of your own.

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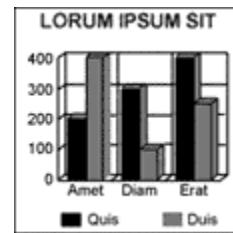
Spreadsheet Charts: Insert any chart from a Works Spreadsheet.

Sed Diam Nunummy Nibh

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Outcomes Lesson #5

1. Learners can create flyers using a template and from scratch.

2. Learners can create a newsletter.

3. Speak and listen effectively.

4. Write clearly to express ideas.

5. Read with understanding for various purposes.