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Creating a Newsletter in Word

Includes use of a computer for class sessions.

- This course is an introduction to using Word to create a newsletter.
- You will get hands-on practice using the Word application, a browser, gain skill in using the mouse, and get experience with some useful computer programs.
- The lessons use the Microsoft Office suite of programs and a browser.
- You will get examples of how computers can be used to create shared documents, your personal or business use.
- For each course, you will be given printed materials to keep. The materials contain a step-by-step review of the material covered in the class.

Lesson One: Creating a newsletter in Word

- Open Word and use some of the basic features of Word
- Learn how to cut, copy, and paste
- Open an existing document
- Understand the standard and formatting toolbars
- Use toolbar buttons to format text
- Learn how to change alignment and format text
- Format a blank document for columns
- Discover columns breaks, lines and text boxes
- Save a document that has been edited
- Preview a document
- Learn how to adjust margins and document orientation
- Print your document

Lesson Two: Using a browser to find clip art, templates and wizards

- Open a browser and navigate to a site with templates, wizards and clip art
- Download templates, images and clip art
- Operate a mouse

Lesson Three: Working with Images and Hyperlinks in Word Documents

- Insert clip art to your document
- Learn how to place, size and control images in your documents
- Learn to use WordArt, Shapes, and Text boxes
- Add a hyperlink to your document

Lesson Four: Using a Template to create a Newsletter

- Understanding how a template is set up
- Inserting text into pre-formatted columns
- Change colors, column widths and other formatting elements of a template
- Edit, arrange and print your newsletter