

## Word Part 2: Newsletters

Wednesday February 16, 2022

### Review

- How can you figure out which finger to use for typing if you forgot?

### Newsletter!

- Set up text and images:
  - Open Chrome, then to <https://bit.ly/tiko-123>
  - Add a BOOKMARK for this page (we'll use it for the rest of the course)
  - Click "Newsletter data", you will see a bunch of text starting with "Lorem ipsum"
  - Highlight all the text in the 5 paragraphs, then click Ctrl-C (copy)
  - Open a new blank Word document
  - Paste text into document with Ctrl-V
  - Download images by right clicking on them
- Using headings
  - Add a title to your newsletter (something like "Newsletter")
  - Add two headings, making it look like there are two articles in the newsletter, these headers must both have the **same** size/font/color/etc.
  - Add a "by line" (example: "by Rey") to the top of the newsletter, make it look different from the other type so people know it is not part of an article
- Adding images
  - Add the tiko newsletter header to the very top
  - For the other three images:
    - Explore text wrapping, how many text wrapping options are there?
    - Change image size so they are about 1/4 to 1/3 the width of the page
    - Move the images so they are evenly spaced apart from each other
- Margins
  - Add page numbers in the FOOTER
  - Make the left and right margins **half** of what they currently are
- Exporting and printing
  - Save/export your completed newsletter as a PDF
  - Pretend to print your newsletter (you won't actually print it though)
    - Select to print 3 copies
    - How do you select which printer to use?
    - How do you change the paper size? Make sure you've selected A4 paper
    - Print only the first page of the newsletter
    - Change the size so blind people like Rey can't read it

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