



ETT 229 Project 2: Create a Newsletter Using Microsoft Word

Section A: Project Overview

Purpose: This project introduces you to page layout concepts through the creation of a classroom newsletter in Microsoft Word. The project has been designed in a practical fashion so that it will serve as a beneficial exercise and inspire creativity to personalize the assignment for your own purposes. For example, if you are not an education student, you may choose to create a newsletter for your sports team, gaming group, workplace, or any other appropriate group. Through the successful completion of this newsletter assignment, the learner will demonstrate the ability to:

- Modify page margins
- Insert a page border
- Insert and customize text boxes
- Modify font styles and colors
- Insert and recolor images

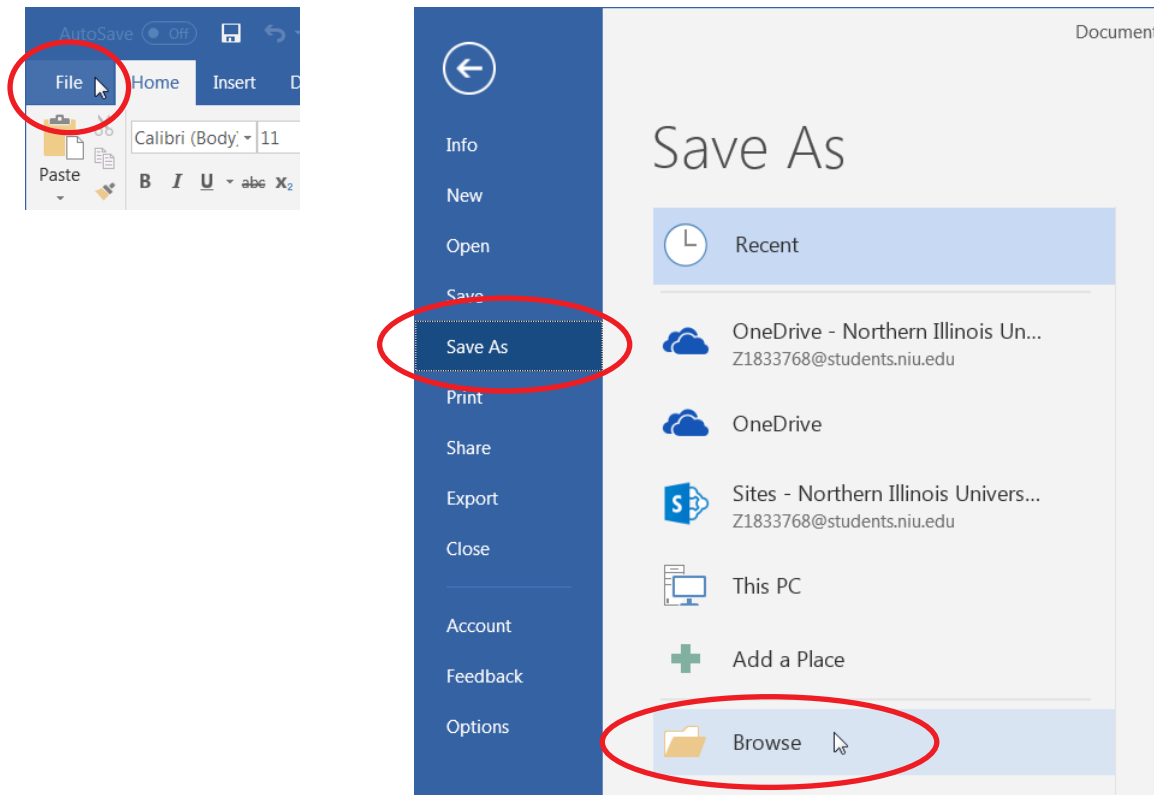
Assignment Submission: All assignments must be submitted via Blackboard. (Please use the Assignment link within this project's Blackboard folder to submit your assignment.) Label your file using the following format: ETT229_Lastname_Newsletter (example: ETT229_Jones_Newsletter.docx)

Assignment Grading: Please review the grading rubric shown below. Before submitting your project, review the rubric to ensure that you have met all requirements.

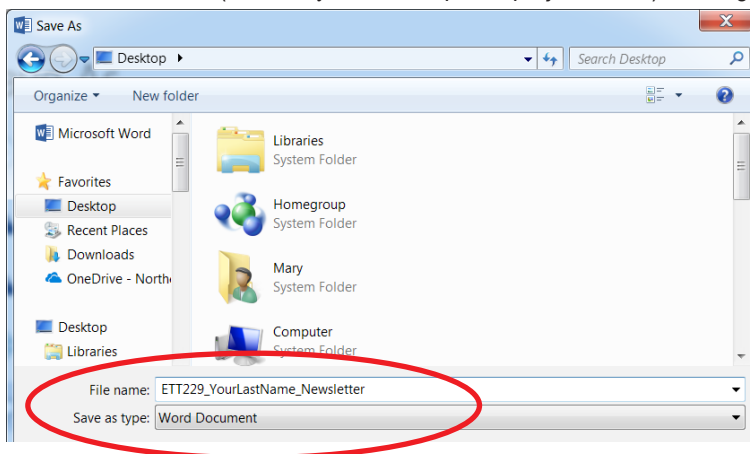
Grading Rubric for Project 1: Resume	
File Management: <ul style="list-style-type: none"> Document is saved and named correctly, then uploaded via the correct assignment link. 	10 points
Document Formatting: <ul style="list-style-type: none"> Document top and bottom margins are 0.6" One-page document uses an appropriately decorative border. The page heading is a text box, shaded with a color that coordinates with the border. <ul style="list-style-type: none"> The heading is a rectangle that fits within the borders. The text in the heading contains the student's name and class/group/organization or other appropriate title. The text in the heading is appropriately formatted with color, size, and font style. The layout includes a minimum of four text boxes. <ul style="list-style-type: none"> The text boxes do not show borders. The text boxes are neatly arranged. The student has inserted an appropriate image of him/herself or has made other arrangements with the instructor if no image was available. <ul style="list-style-type: none"> The image is appropriately sized and placed. 	70 points
Content: <ul style="list-style-type: none"> All content uses correct spelling and grammar, and is professional in tone. The entire page contains content of text and/or images; at least one text box must contain text. 	20 points
TOTAL	100 points

Section B: Create and save a new document

- 1) Launch Microsoft Word (the Office 365 version for Microsoft Windows; do not use the “Office Online” app), then create a new blank document.
- 2) Click on the **File** menu (at the very top of the screen). Choose **Save As**, then click **Browse**.



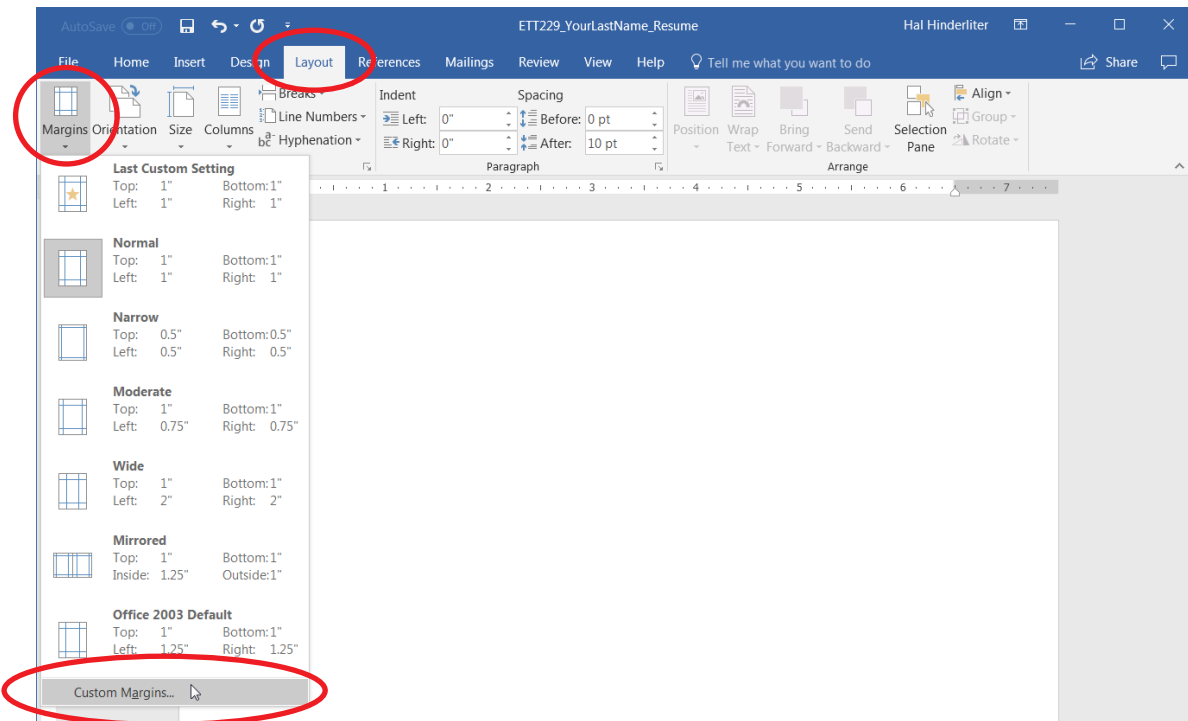
- 3) Type in the file name, using the format **ETT229_Lastname_Newsletter**. Save the document to a convenient location (such as your Desktop or a project folder), leaving the file format as the default **.docx** file.



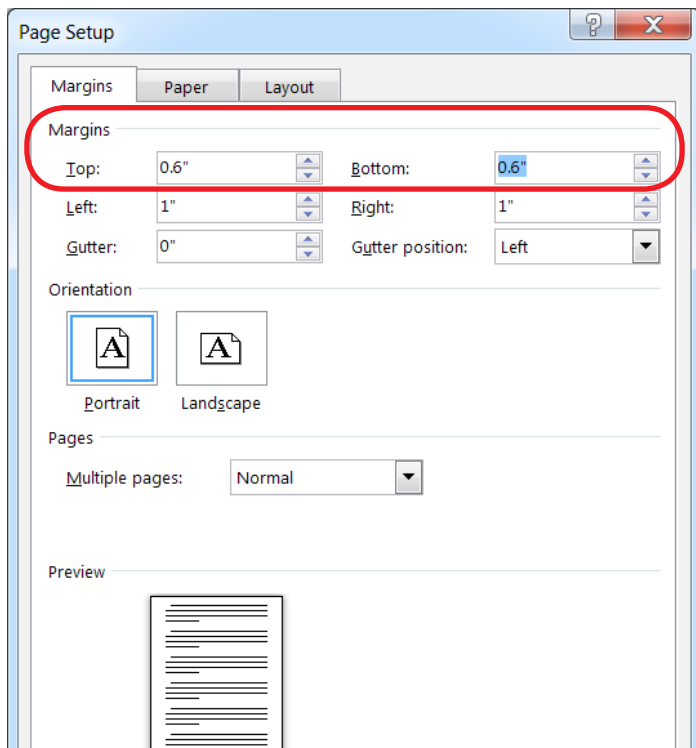
Be sure to SAVE your project periodically throughout the remaining steps of this exercise!

Section C: Modify the margins

- 4) From the **Layout** tab: choose **Margins**, then select **Custom Margins**.

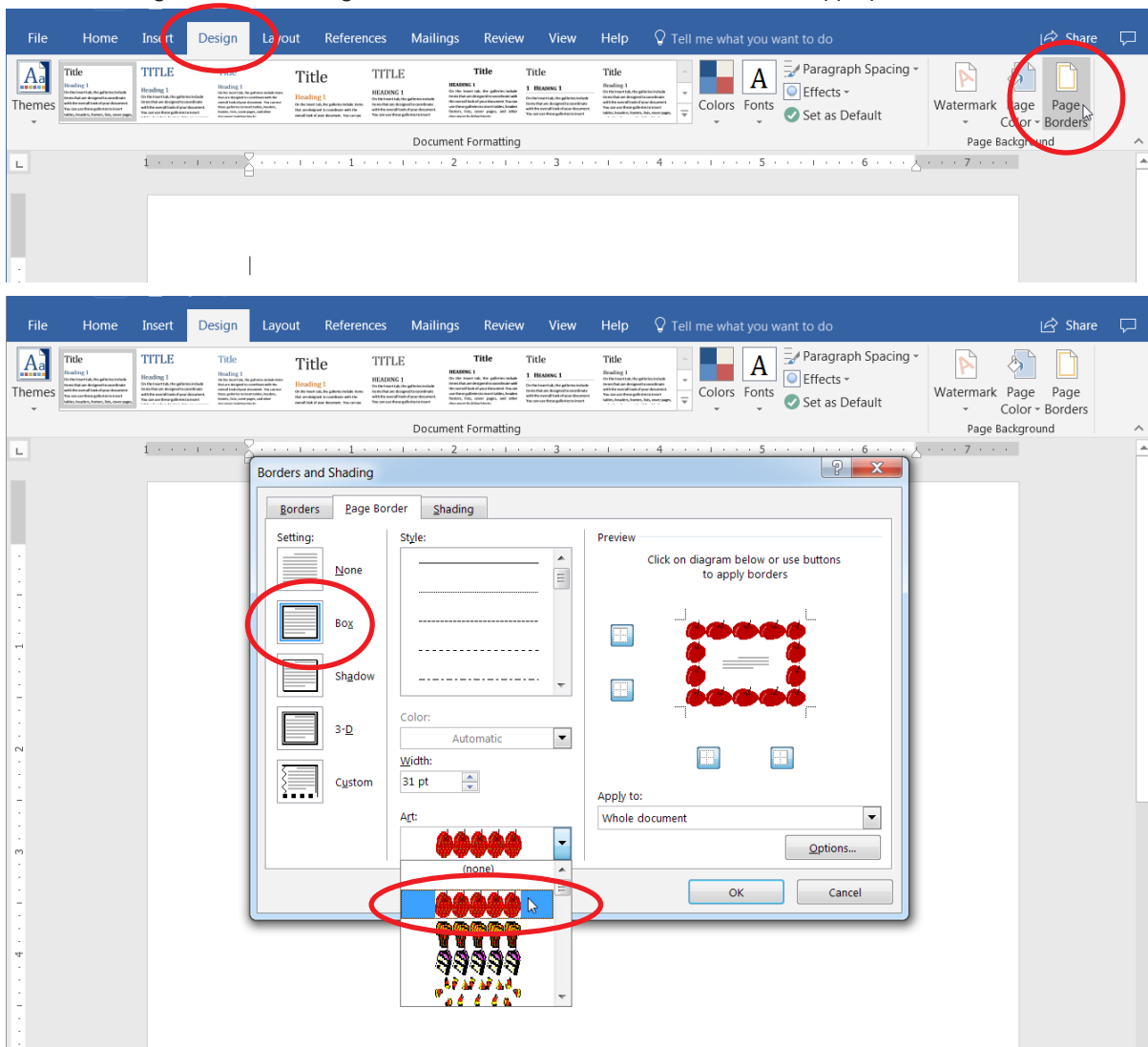


- 5) From the resulting Document window, change the top and bottom margins to 0.6" (leave the side margins at 1"), then click OK.

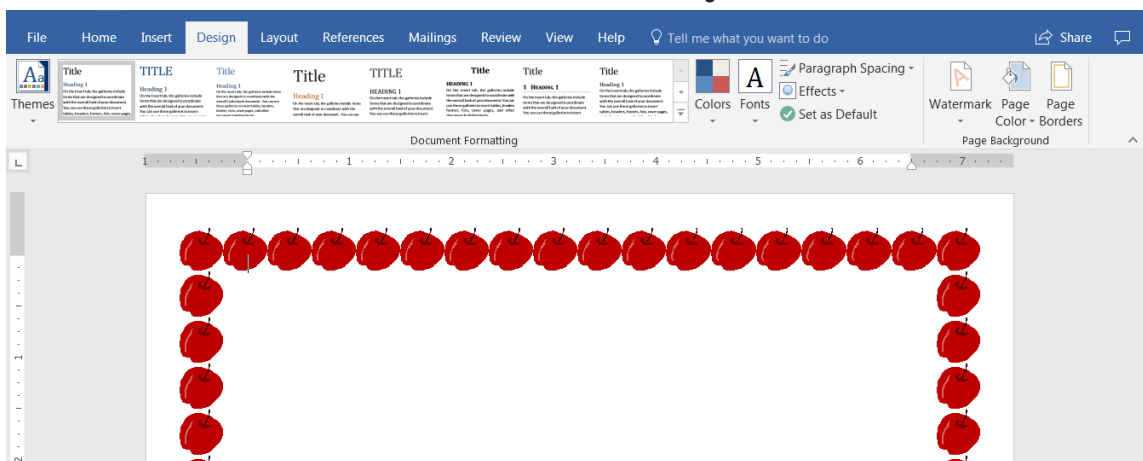


Section D: Create a page border

- 6) From the **Design** tab: choose **Page Borders**, then select **Box** as well as some appropriate **Art**.

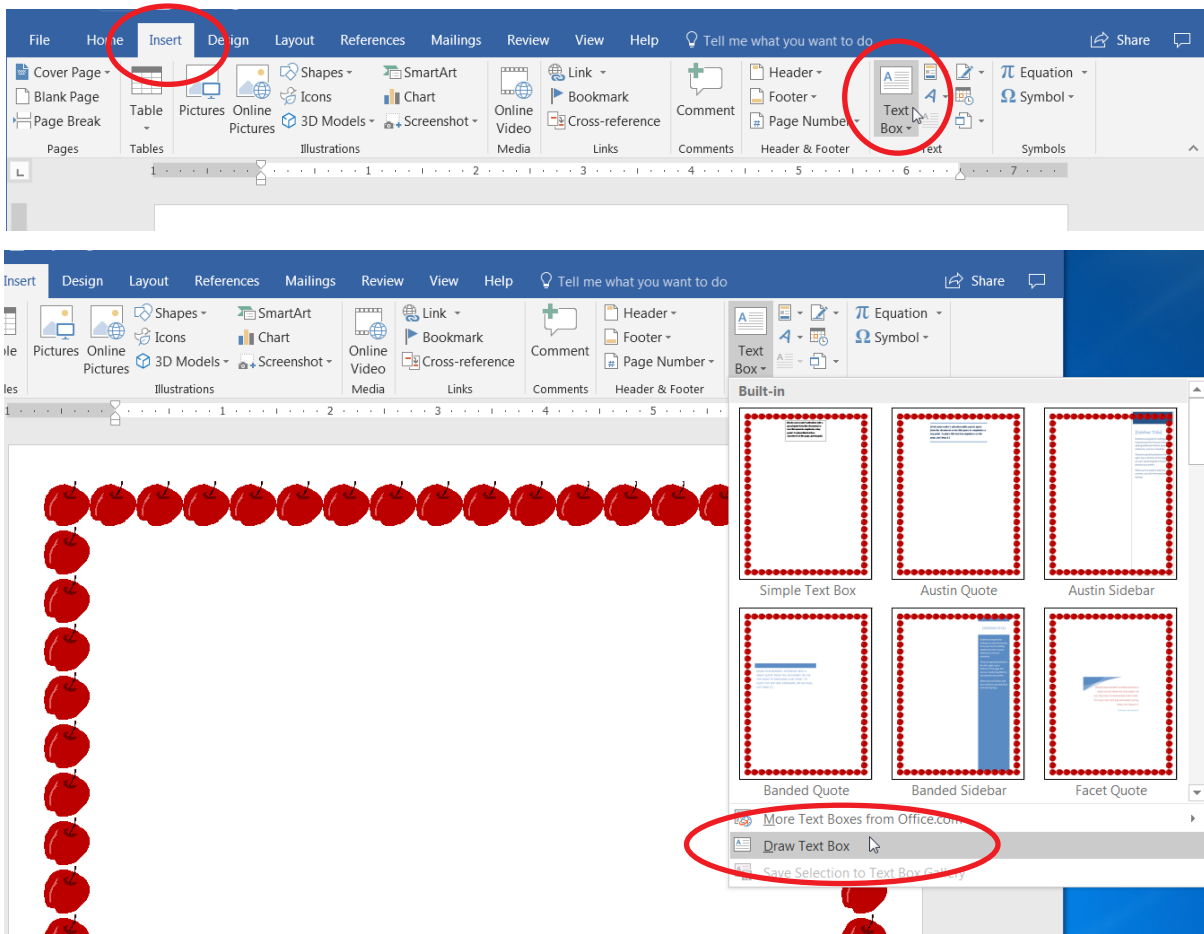


- 7) Click **OK**. Your document should now have a border around all edges.

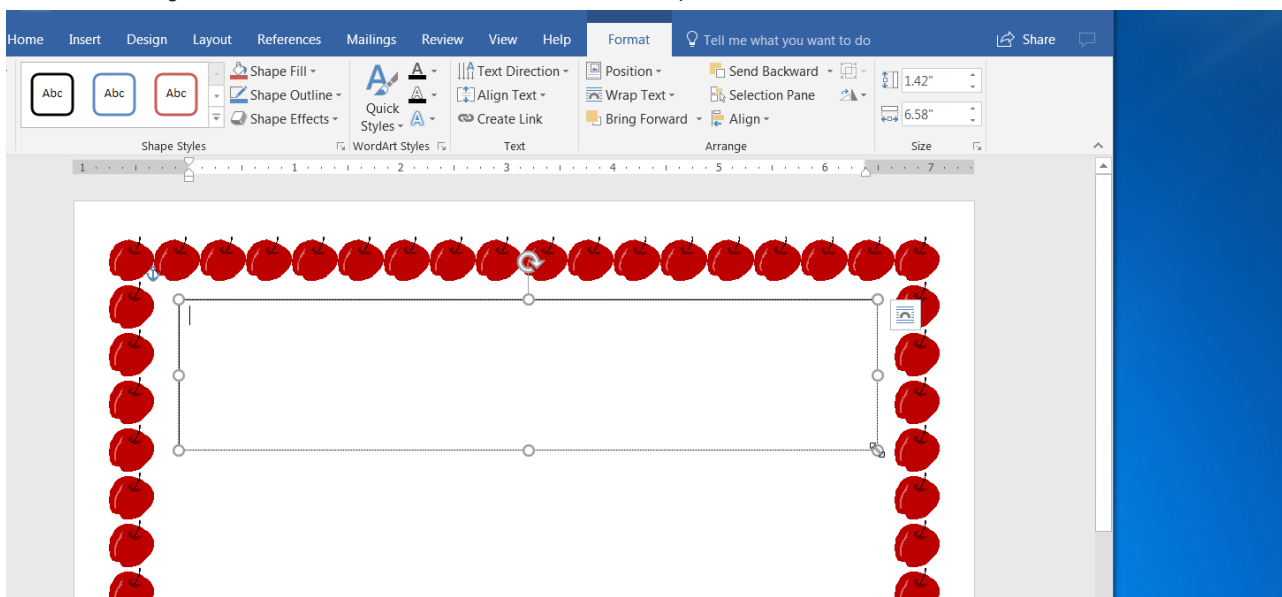


Section E: Create a header using a text box

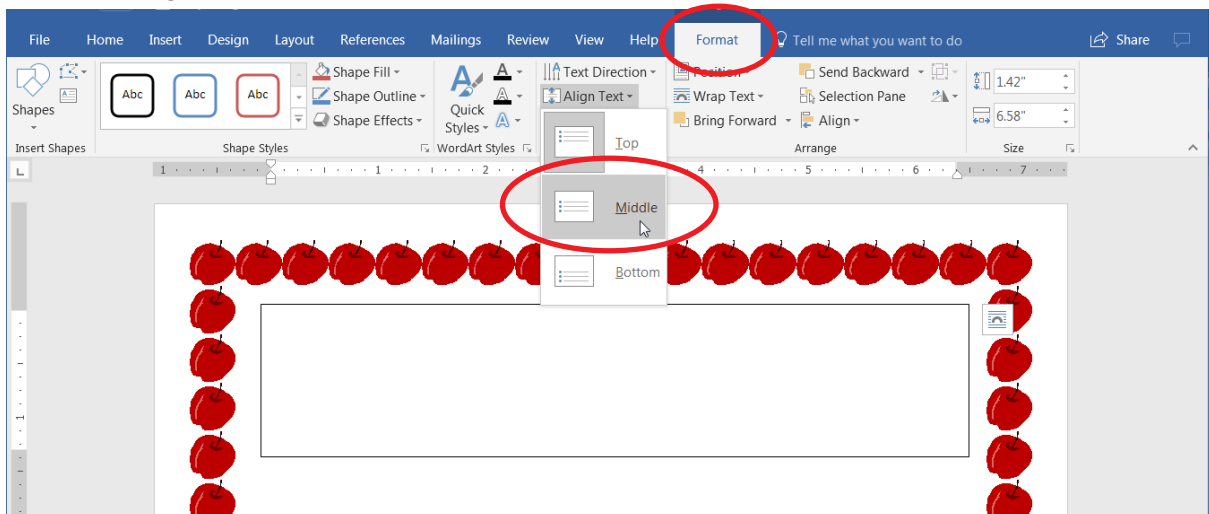
- 8) From the **Insert** tab: choose **Text Box**, then select **Draw Text Box**.



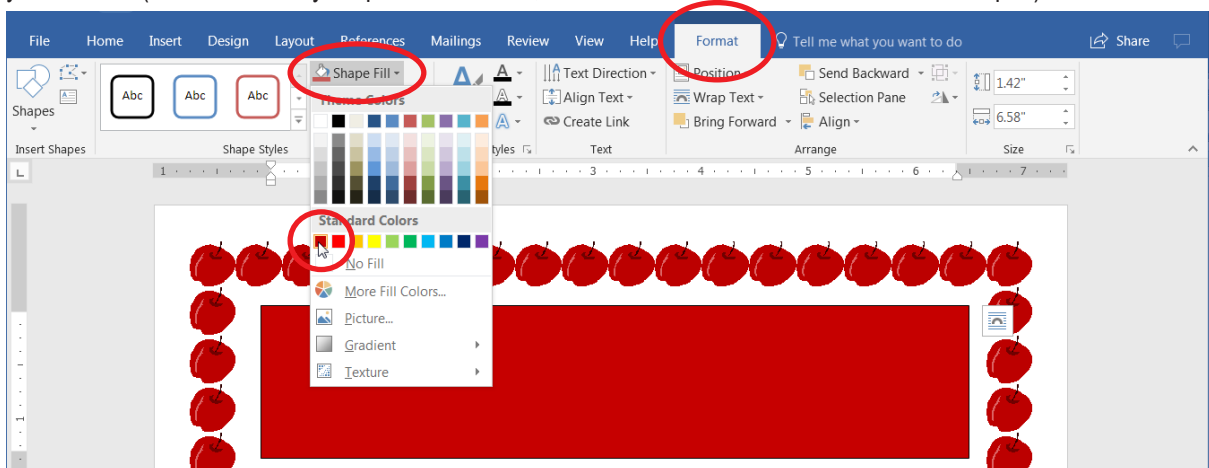
- 9) Following the example shown, click-and-drag your mouse from just beneath the top-left corner of your border to create a rectangular text box across the width of the available space.



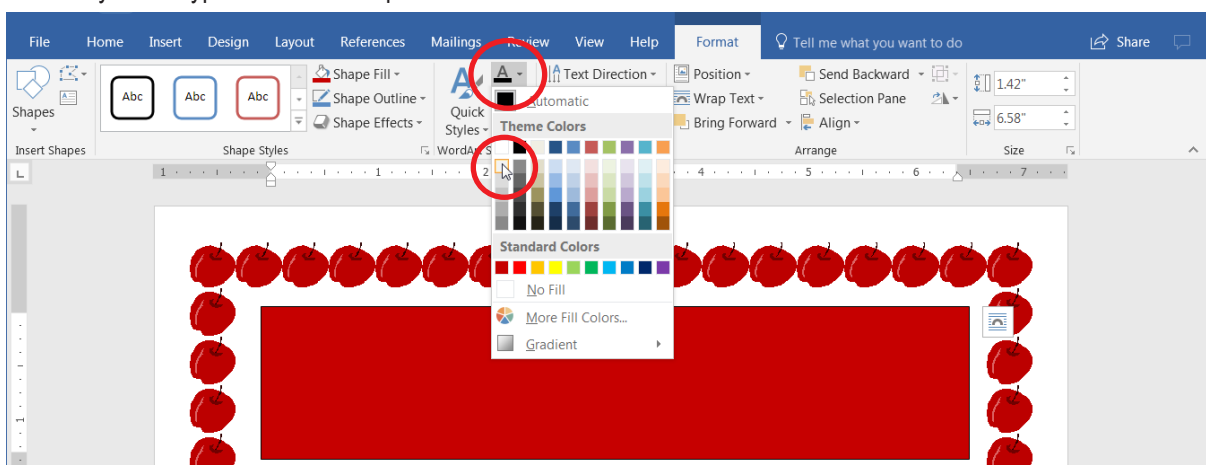
- 10) The **Format** tab should now be active. If not, click exactly onto any border of your newly drawn text box. Next, click on the **Align Text** drop-down menu and choose **Middle**.



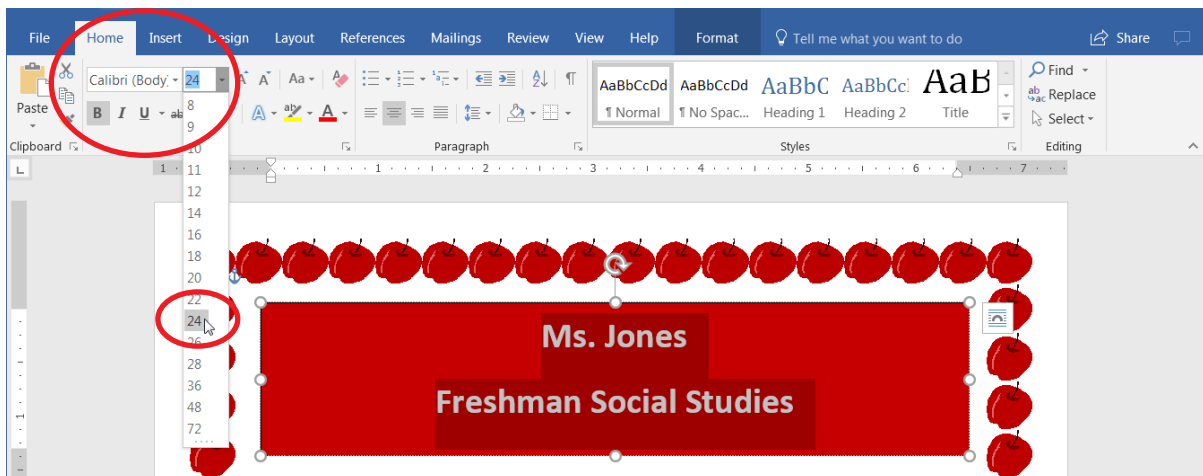
- 11) Also from the Shape Format tab, click on the Shape Fill drop-down menu. Select a color that coordinates with your border. (This should be your personal choice, different from the color shown in the example.)



- 12) With the text box still selected, click on the Text Fill drop-down menu then choose a light color for the headline text that you will type in the next step.



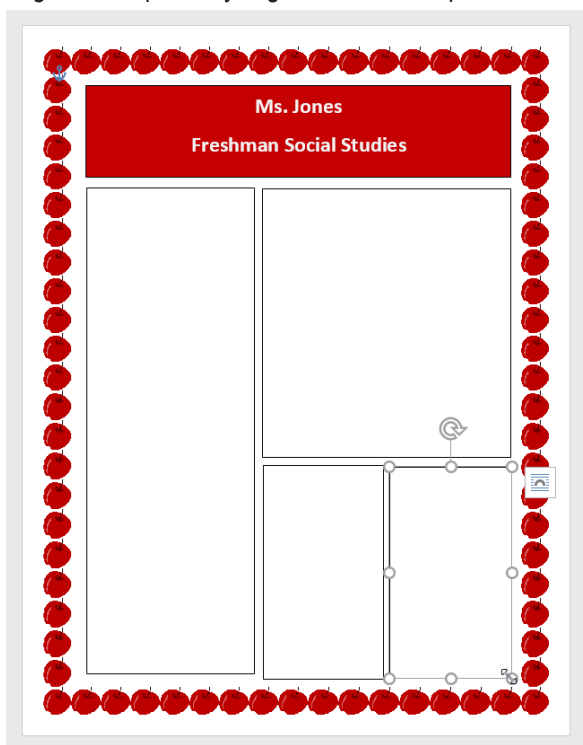
- 13) Double-click in the center of the text box; a cursor will appear. Type your name, then press **Return**. On this new line, type the name of a class you'd like to teach. (If you're not planning to be a teacher, put the name of a club or group to which you belong.) Using the options available on the Home tab, enter-align the text then modify the typeface and font size as desired.



Section F: Build your newsletter's layout

Note: This newsletter project is built entirely on free-floating text boxes, so you should avoid entering text into the open space behind the text boxes (the traditional typing space).

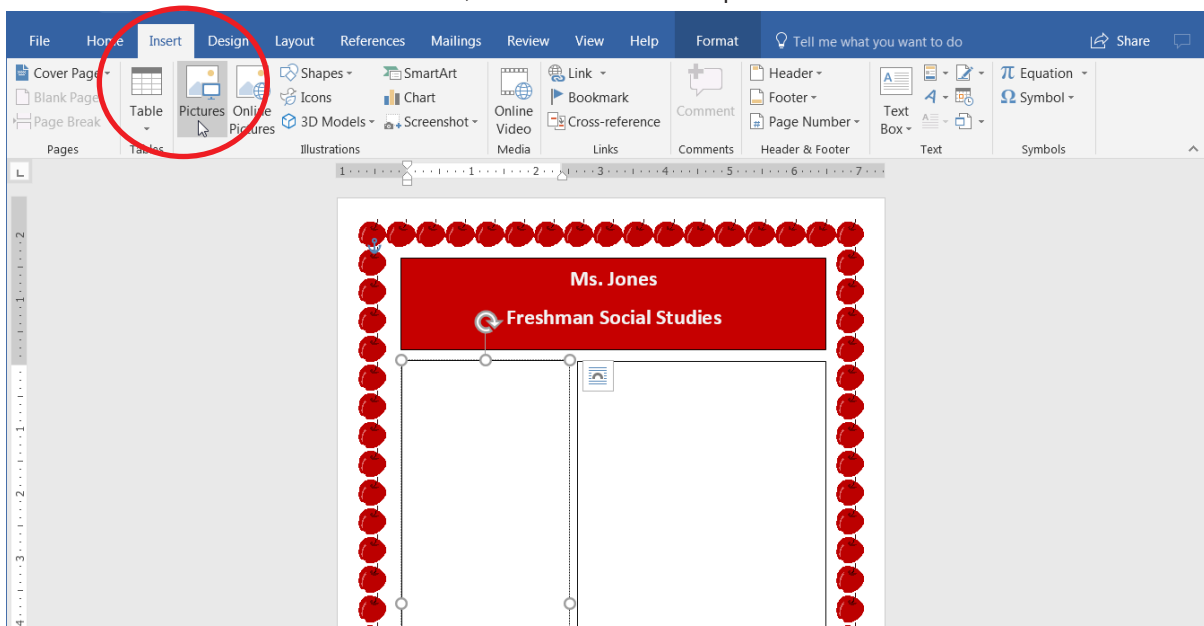
- 14) First, make sure that nothing is selected in your document. Then repeat Step 8 to create at least four text boxes that will contain your newsletter's content. Choose any arrangement of the boxes that you like. Don't worry if the edges aren't perfectly aligned!. See example below.



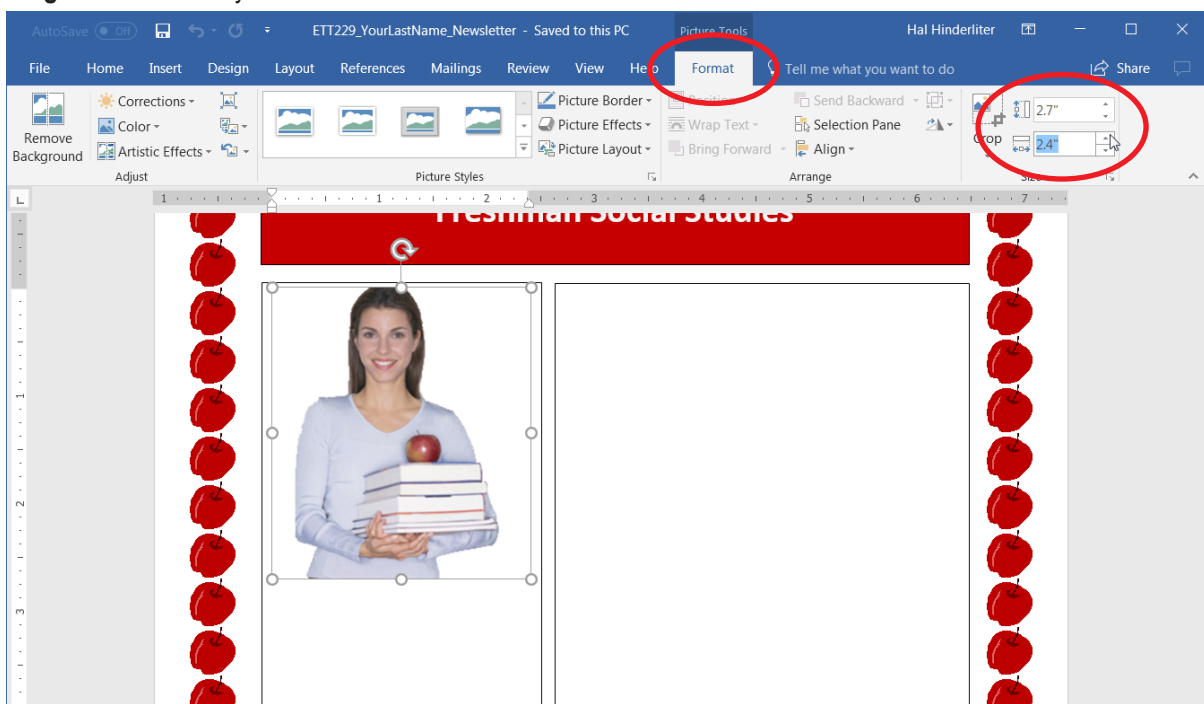
Section G: Insert an image of yourself

Note: To complete this step, you will need a digital picture of yourself. This photo can be taken with a phone, a digital camera, or a web cam. If you do not have a photo of yourself that you can use, please email your instructor.

- 15) Select one of your columns in which you will insert a picture of yourself. To insert an image, click once within the selected text box. Then from the **Insert** tab, select the **Pictures** drop-down menu to select **Picture from File**.

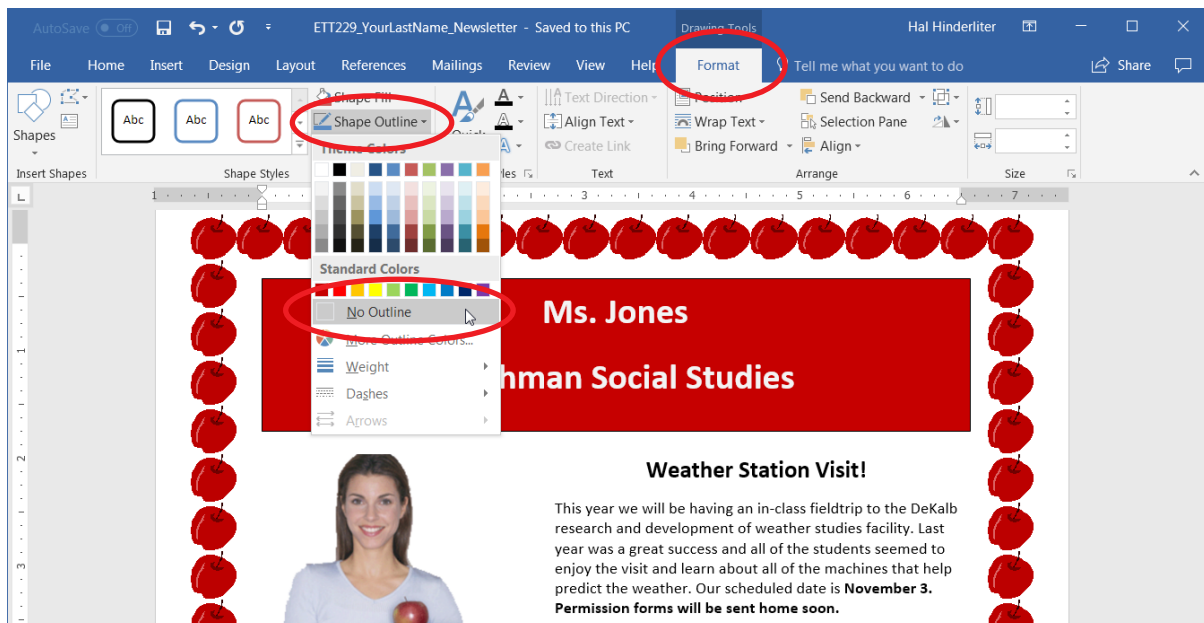


- 16) Navigate through your computer's directory to locate the file. Double-click on the file name and click **Insert**.
- 17) Size your photo by clicking on the center of the photo, then use the Picture Tools on the **Format** tab to adjust the **Height** and **Width** to your desired size.



Section H: Develop your content

- 18) For this step you will not be provided detailed instructions. Instead, you are encouraged to use your own creativity to ensure that there is content listed in each of the text boxes that you've created. Consider that this newsletter is your method of introducing your class and its subject to your students' parents. Be sure to provide a personal message and a little biographical information in the column where your picture exists. Then, consider using one of your larger text boxes to describe an upcoming unit or event. There is no right or wrong way to create content for your newsletter, but the content must **fill the entire page**. If you would like, you are welcome to use other images or clip art.
- 19) To remove the black frames around your text boxes, hold down your Shift key as you select each of the text boxes. Then from the **Shape Format** tab, click on the **Shape Outline** drop-down menu to choose **No Outline**. **Note:** While you will no longer see the outlines of your text boxes, they still exist. Click in the general area of the text box to activate the editable area.



- 20) Save your file one last time. You're done!

End of Job Aid