

Instructions to the MS Word Specialist	
1.	Using Microsoft Word, open in a new document.
2.	Save the document as 18 Project W20 Newsletter your COMP APPS Folder.
3.	Set the page margins on all sides to 0.5 inch. Use the Custom Margins Settings.
4.	Unless otherwise noted, the font should be set to Arial 11 point.
5.	Starting on the first line of the document, key in the title of the newsletter as shown in Document W-20 . Use bold, point size 40 font, center-aligned, See icon (A)
6.	Key the subtitle using point size 10, italic, center-aligned and bullet symbols inserted where indicated. See icon (B)
7.	Insert a 1-point line border below the subtitle and hit Enter. Document W-20. See Icon
8.	Format the rest of the page as two 3.25 inch columns. Allow 0.5 inch between the two columns with a line inserted between them. Document W-20. See Icon
9.	<p>Key the remainder of the text in the newsletter format as follows. See icon (C)</p> <ol style="list-style-type: none"> a. Format each newsletter article heading using point 14, bold, and center-aligned. b. Format the body text of the newsletter using point size 11 and justified alignment as shown in Document W-20. c. Use font style bold and effects as shown in Document W-20. <p>Add effects like WordArt, the nested text boxes with the shading and incorporate similar pictures. (Ask teacher for clarification)</p>
10.	Insert three line spaces and key in the text using point size 12, left-aligned. Insert bullet points and bold the name of each menu item as shown in Document W-20 .
11.	Use Word Art to create the subtitle: coming soon!
12.	In the footer, include your full name, class period and the current date.
13.	Carefully proofread your work for accuracy.
14.	Ask a classmate to proof your work. Re-save.
15.	Print a copy of the document and proofread again. Makes changes if necessary and re-print the document. Pass in the final copy as instructed.

Tips and Strategies:

(D)

Use the example to model your finished Newsletter. Refer to this document for visual guidance as you complete the instructions. Be sure that when you see an icon in the instructions, refer to the location in the example document for the visual assistance.

Follow these design guidelines:

- Keep the layout simple and easy to read.
- Design the heading as the most prominent element on the page.
- Use a maximum of the two to three fonts in the newsletter.
- Article headings should be no more than 14 point font and text no more than 11 point font.
- Place the most important information on the top of the newsletter.