

Instructions to the MS Word Specialist	
1.	Open in a New Blank Microsoft Word Document. Save As W20 Newsletter in your COMP APPS/WORD Folder.
2.	Margins: Set page margins on all sides to Narrow (0.5 inch on all sides). Set the <u>Line Spacing Options</u> to <u>Single Space with 0 spacing before/after</u> . Unless otherwise noted, the font should be set to Arial 11 point.
3.	Title: 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, in ALL CAPS. See icon (A)
4.	Subtitle: Key the subtitle using point size 10, italic, center-aligned. There are two symbols to insert in this subtitle. To insert these bullets/decimals, as seen in the exemplar follow these steps: <i>How? Click the Insert Tab, Symbols, Set Windings Font, find [•] which is character code 159. See icon (B)</i> After the subtitle, press Enter Key twice.
5.	Apply a Border: You will insert a 1-point line border under the subtitle as seen in Document W-20 . See Icon (B) <i>How? Highlight the Subtitle, Click the DESIGN TAB, click PAGE BORDERS BUTTON then click the BORDERS TAB, Below, in this window, click the menu to set the width to 1-point. On the right, in the diagram to apply a border at the bottom. (FYI: It is okay the line extends from Margin to Margin) Ask for help if needed.</i>
6.	Inserting Columns Part 1: On line 4 of the document, format the rest of the page as two 3.25 inch columns. <i>How? Click the Layout Tab, Click the Columns Button, Click More Columns, and enter the value of [2] to represent 2 columns and width set to 3.25. See step 7 for more info regarding this step...</i>
7.	Inserting Columns Part 2: a. In the “ Columns Window Menu ” you will click the menu APPLY TO then select THIS POINT FORWARD . b. Now check the box in this window, for Line Between (ALT+B) to set apply line inserted between columns. You will not see the line until you’ve added text to the second column.
8.	Data Entry: Key the remainder of the text in the newsletter format as follows. See icon (C) Please note the line will not appear between the columns until you have entered text (typed) in the second column. Chose Align Justify (CTRL + J) for all text except the subtitles in the article of the newsletter. Use tips (a) through (e) below to format the newsletter as your type.
9.	Formatting Tips/Requirements: a) Format each newsletter article heading (subtitles) using point 14, Bold, and center-aligned. b) If the heading/subtitle appears to be in all caps, use the CapsLock key. c) Insert the image of the corvette/rims from the class lesson page (http://brownb315.weebly.com) d) Insert a STAR shape next to NEW CAR UPDATE. Use the Shapes Tool found in the INSERT Menu. e) Format the rest of the body text of the newsletter using point size 11 & justified alignment (CTRL +J).
10.	Nested Text Boxes: At the top of column 2, press enter three times to add the nested text boxes. To create the nested text boxes, select Insert, select the Shapes Tool , select Rounded Rectangle and draw a rounded rectangle (H = 1.25 & W = 3.65”). Use the Shape Fill Tool in the RIBBON above to change the shading. a) Draw a 2 nd regular rectangle on top of the 1 st shape (H = 1.00 & W = 3.25”). This is nested. b) Right Click the 2 nd rectangle and Add text, using bold face and 11 point sized font.
11.	Adding the 2nd Image: Insert line spaces (suggest pressing enter 3 times) to allow you space to paste the image. Copy & Paste the Image of the RIMS from the class lesson webpage . after pasting use Wrap Text and the center the picture underneath the nested text box shapes.
12.	Data Entry: Key in the text of services under the rim image. Use bullets for the first three and then a different bullet style under Services Include: [Hint - These 7 services should be in font point size 11.]
13.	WORD ART: Use Word Art to create the subtitle coming soon! The WordArt tool/button is found in the Insert Tab menu. You may need to press Enter Twice to allow space to insert the WordArt. You may also need to use Wrap Text/Through to move the WordArt in the center of column 2 under the listed services. Ask for help, if needed.
14.	Footer: In the footer, include your full name, class period and the current date; this info is to be typed in one line. Do not print unless asked to do so.