

Microsoft Word 2007: Comprehensive



Lesson 7: Creating a Newsletter

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Working with Section Breaks

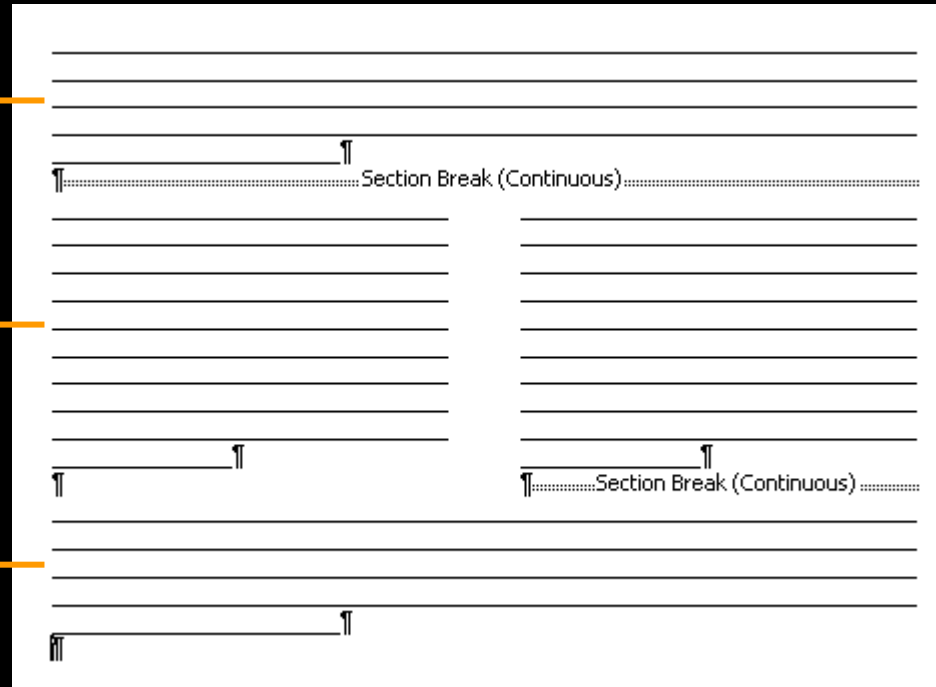
- Use when making a page-formatting change that does not apply to the entire document
- Examples:
 - Newsletter columns
 - Headers and footers
 - Page orientation
 - Page numbering
 - Paper size


Working with Section Breaks

One column

Two columns

One column



Click Show/Hide  to view nonprinting characters, such as section breaks.



Using WordArt



Many styles to choose from

Farber Investment Group

Farber Investment Group

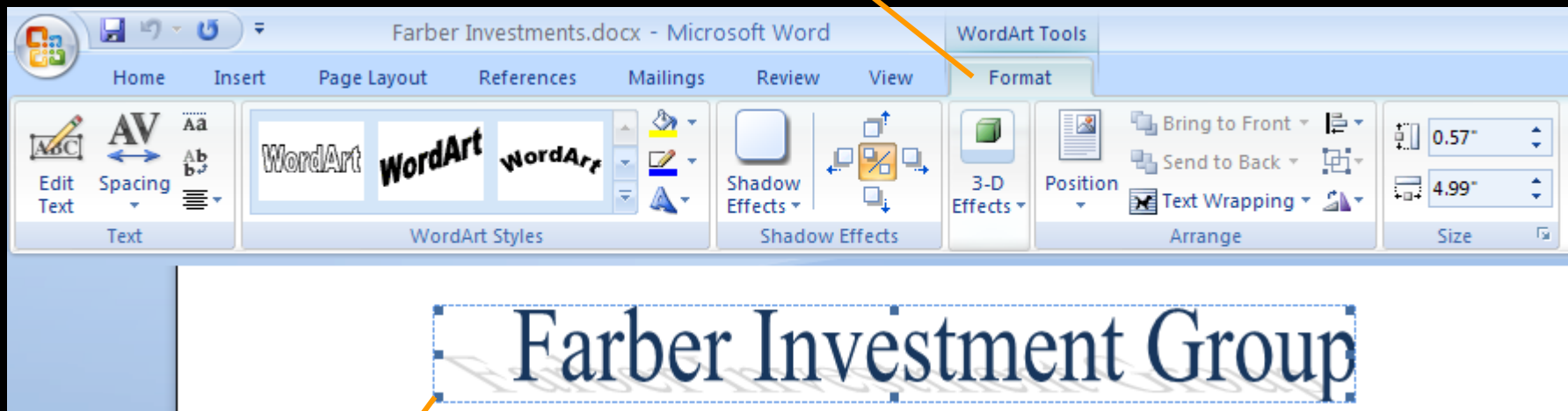
Farber Investment Group



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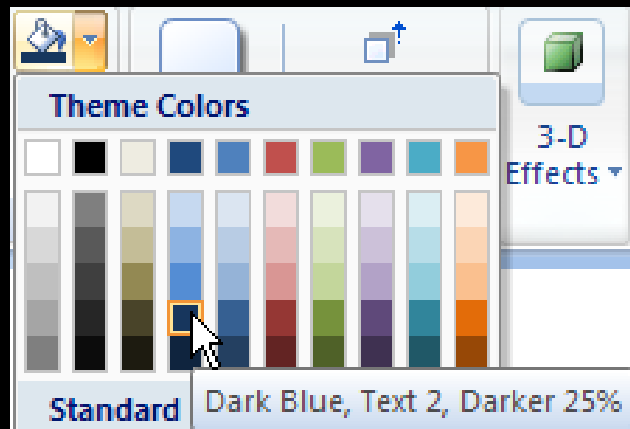
Formatting WordArt

Customize WordArt with a variety of tools on the contextual Format tab



Resize WordArt by dragging a handle

Formatting WordArt



Add fill color



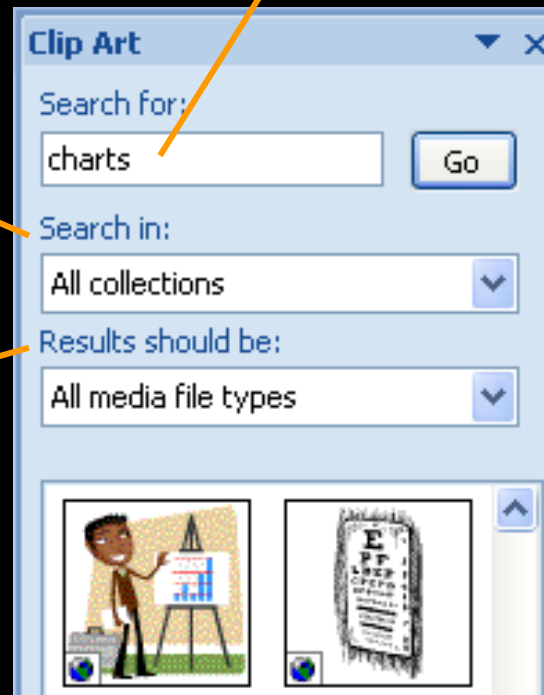
Add shadow effects

Using Clip Art

- My Collections
- Office Collections
- Web Collections

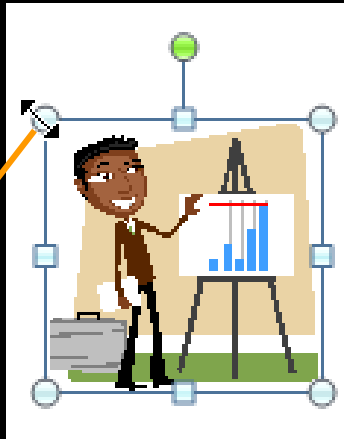
- Clip Art
- Photographs
- Movies
- Sounds

Search for images in the
Clip Art task pane

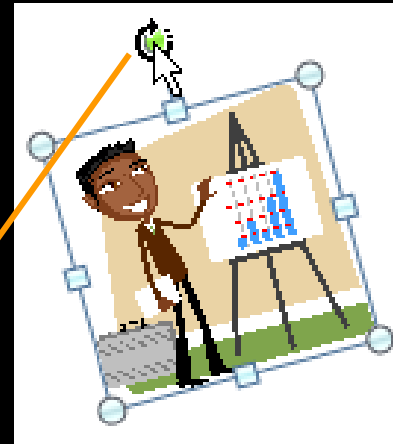


Using Clip Art

- Sizing and rotating



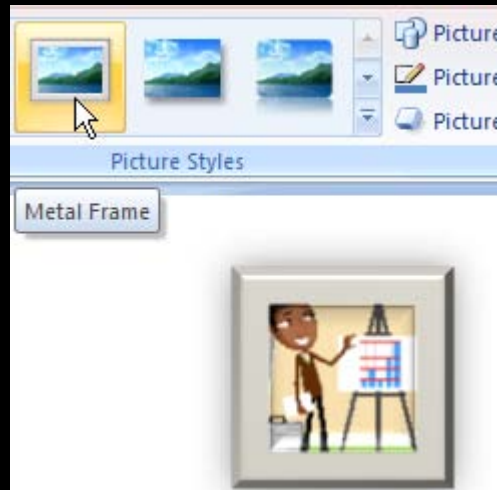
The mouse pointer as it appears on a clip art sizing handle




The mouse pointer as it appears on the clip art rotate handle

Using Clip Art

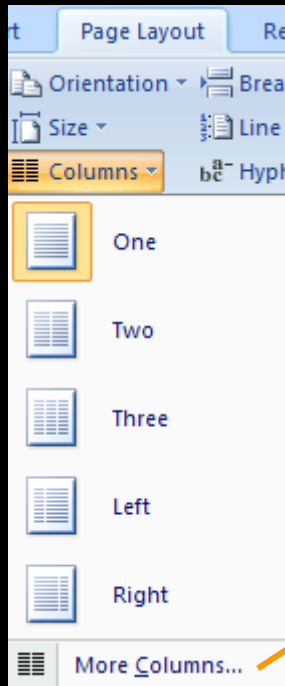
- Applying picture styles



TIP  Use Live Preview to experiment with Picture Styles.

Setting Up Columns

- Choose from pre-designed options on the Ribbon menu

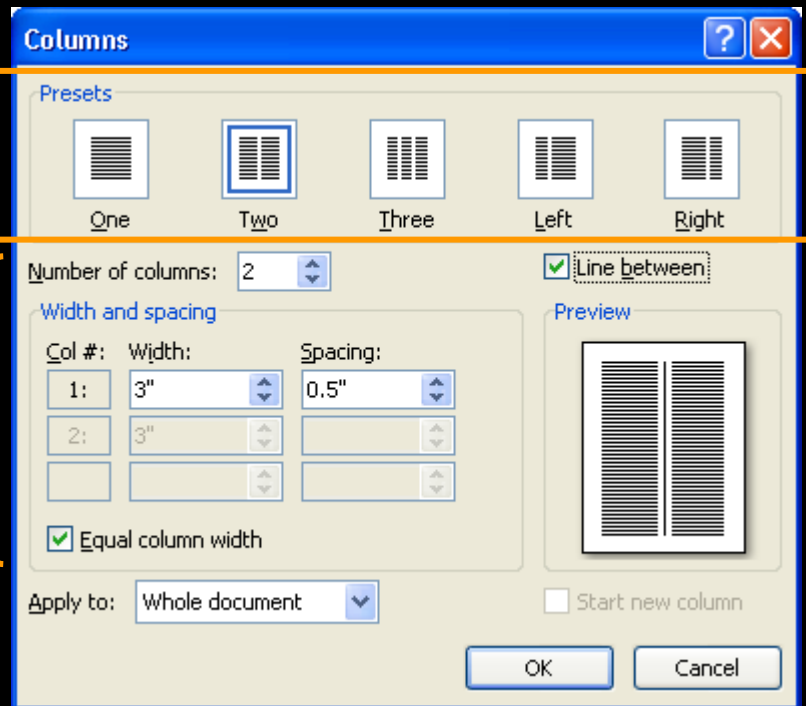


Find more options in the Columns dialog box

Setting Up Columns

Several commonly
used column layouts

Customize column styles



Working with Column Breaks

- Push headings to tops of columns
- Balance columns

cause an overall decrease in stock prices of around 10 percent. Even with rising interest rates, our Balanced Portfolio has recorded an impressive gain.¶ Column Break	Stock Holdings¶ It is our opinion that technology will continue to be the driving force in the U.S. economy. Even though technology stocks tend to react negatively to interest
---	---

Inserting a column break here ensures that the next section begins at the top of the next column

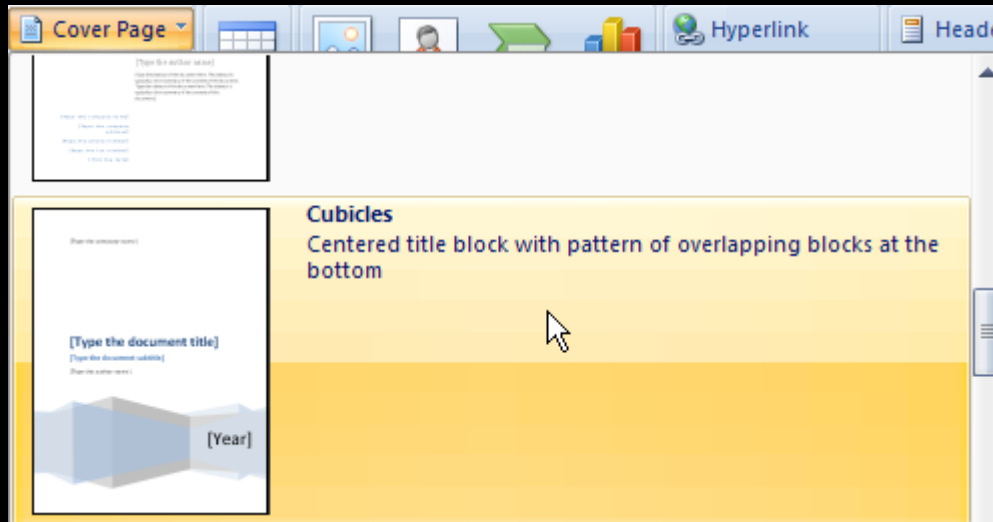


Click Show/Hide ¶ to view non-printing characters like column breaks



Using Building Blocks

- **Insert pre-designed content**
 - Cover pages, headers and footers, blocks of text



A building block from the Cover Page gallery

Using Building Blocks

- Creating custom Building Blocks



Save custom building block
in Quick Parts gallery,

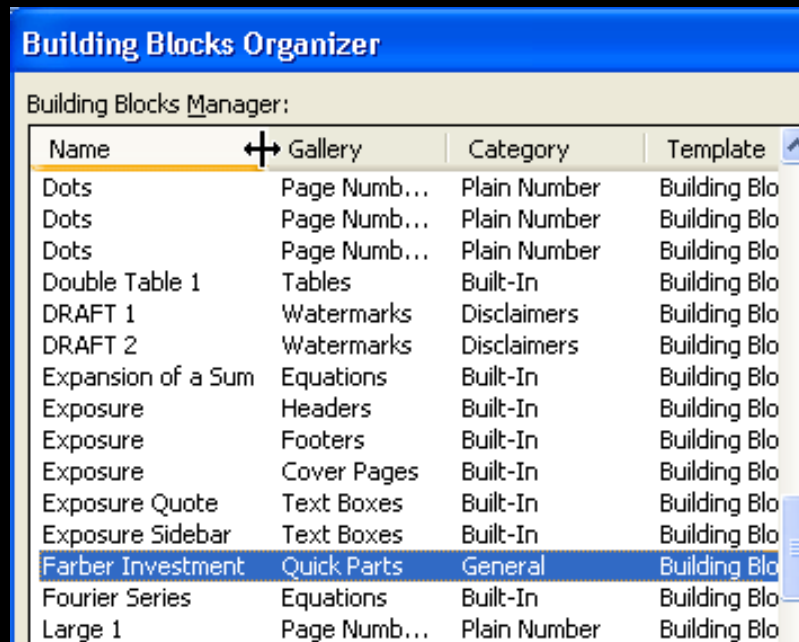
or

assign it to a different gallery



Using Building Blocks

- Deleting Custom Building Blocks

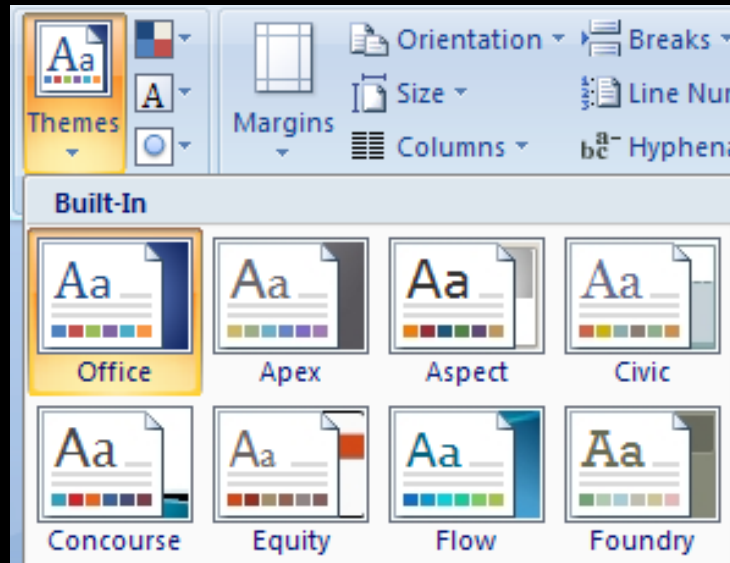


Use the Building Block Organizer to delete and sort building blocks



Applying Themes

- Add color and visual variety



Use Live Preview to display theme effects before applying a theme

Farber Investment Group

Farber Investment Group

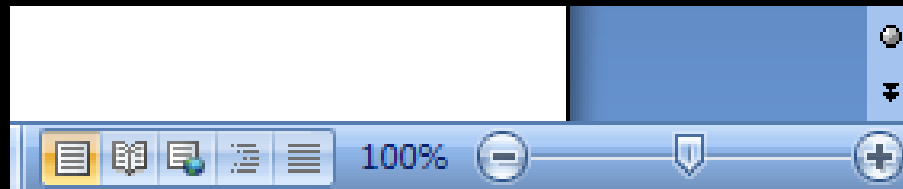
Working with Views



Choose a view from the Ribbon

or

use the View buttons at the bottom-right side of the Word window



- Each view is optimized for specific types of work
- Views change how documents appear on screen but have no impact on printed documents

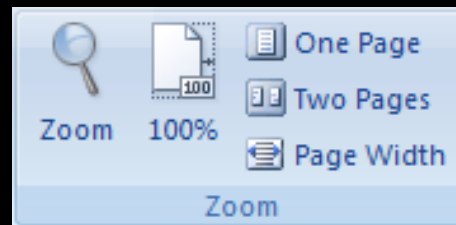


Using Zoom Controls

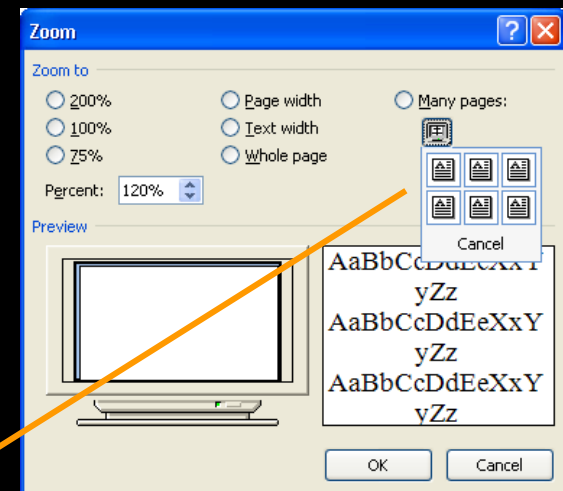
- Change the magnification
- Control the number of pages you see on the screen



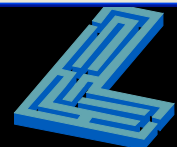
Zoom in and out with controls at the bottom-right corner of the Word window



Zoom controls are available on the Ribbon



See many pages at once via the Zoom dialog box



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