

# Microsoft Word 2007: Level 2 of 3



Lesson 2: Creating a Newsletter

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# Working with Section Breaks

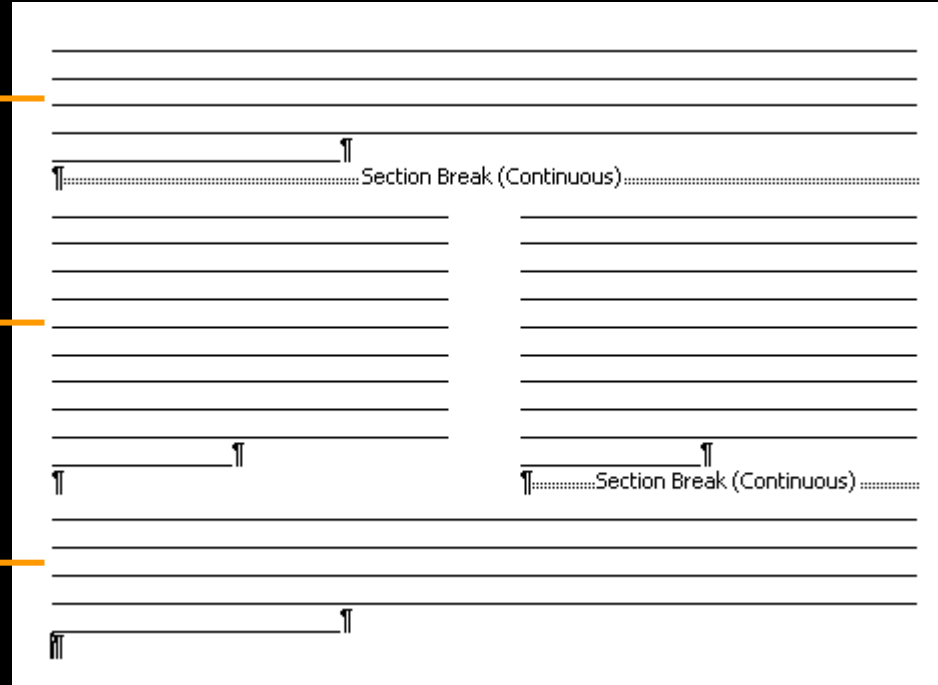
- Use when making a page-formatting change that does not apply to the entire document
- **Examples:**
  - Newsletter columns
  - Headers and footers
  - Page orientation
  - Page numbering
  - Paper size


# 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

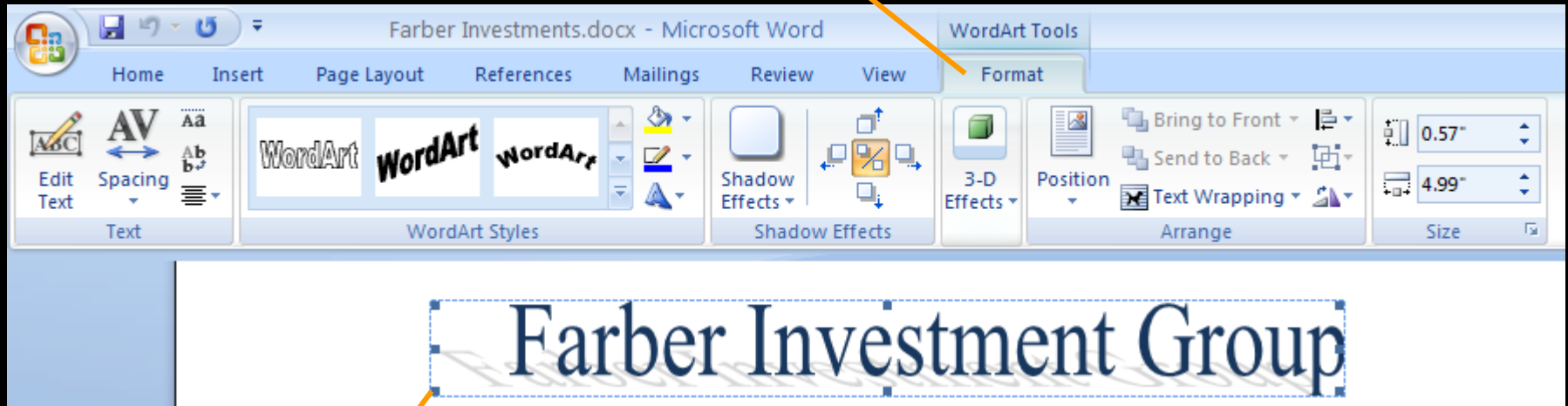
Farber Investment Group



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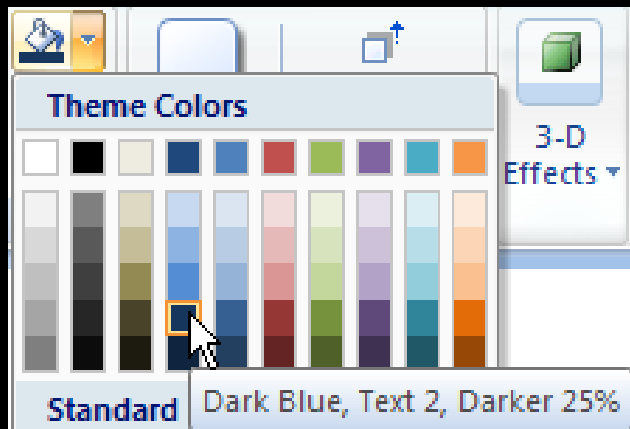
# Formatting WordArt

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



Resize WordArt by dragging a handle

# Formatting WordArt



Add fill color

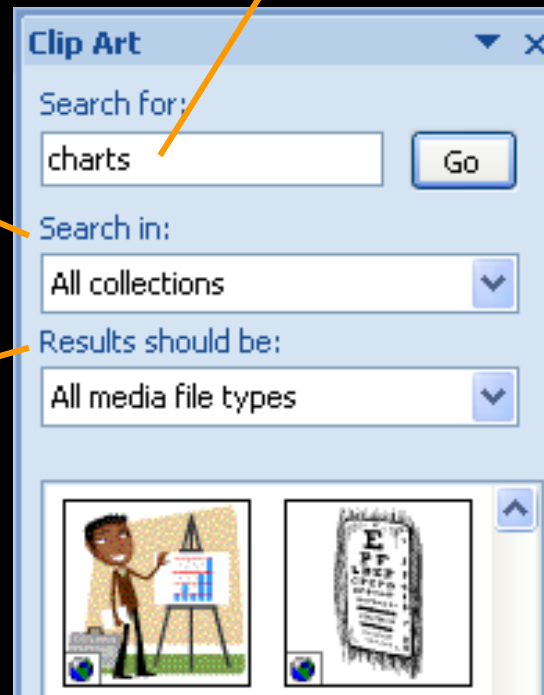


Add shadow effects

# Using Clip Art

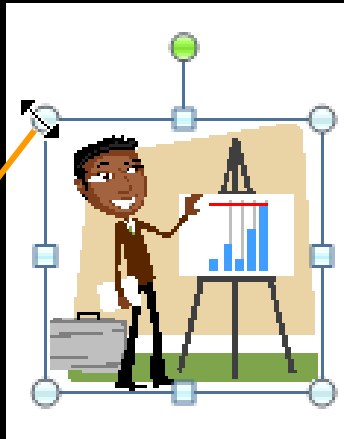
- My Collections
- Office Collections
- Web Collections
  - Clip Art
  - Photographs
  - Movies
  - Sounds

Search for images in the Clip Art task pane

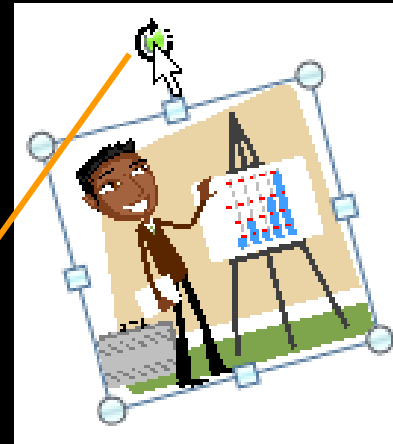


# Using Clip Art

- Sizing and rotating



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

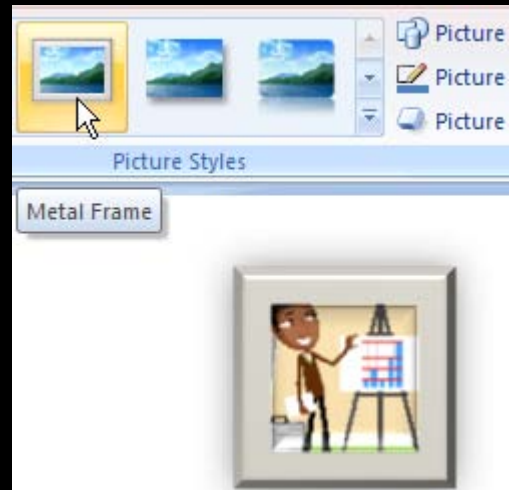



The mouse pointer as it appears on the clip art rotate handle



# Using Clip Art

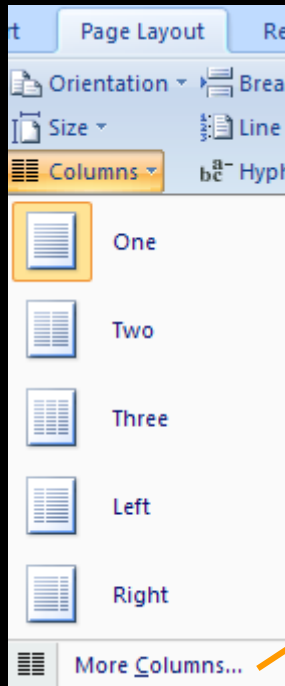
- Applying picture styles



**TIP**  Use Live Preview to experiment with Picture Styles.

# Setting Up Columns

- Choose from pre-designed options on the Ribbon menu

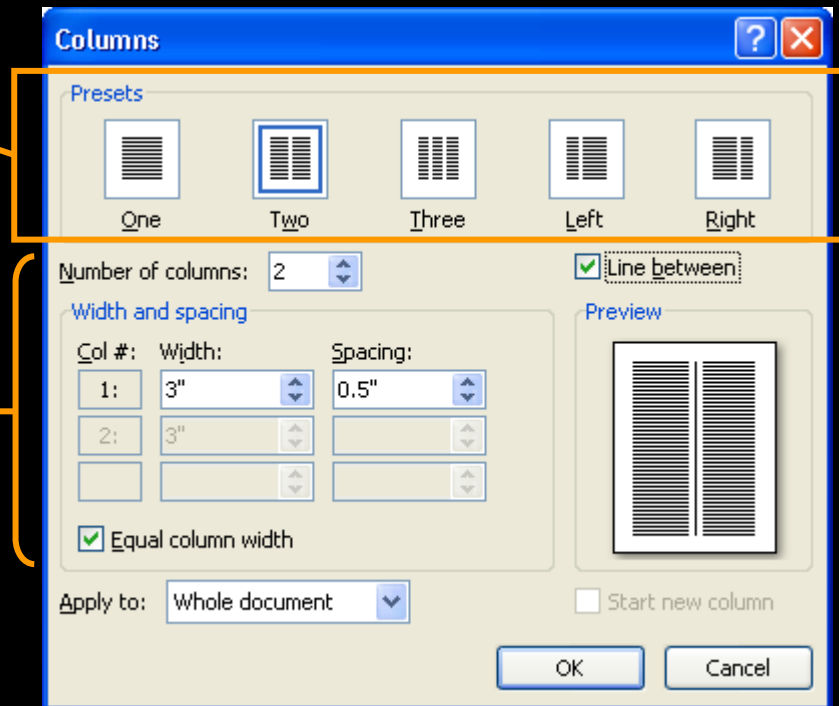


Find more options in the Columns dialog box

# 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.....	<b>Stock Holdings¶</b> 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

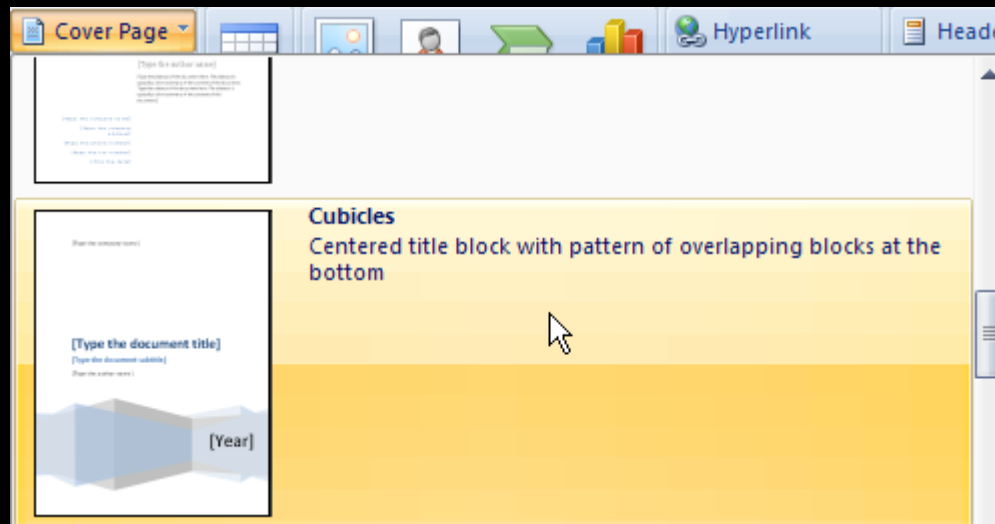


*Click Show/Hide  to view non-printing characters like column breaks*



# Using Building Blocks

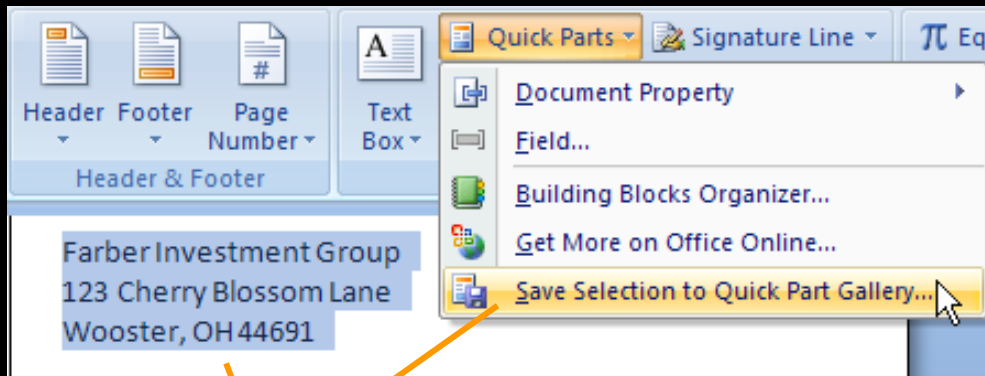
- **Insert pre-designed content**
  - Cover pages, headers and footers, blocks of text



A building block from the Cover Page gallery

# Using Building Blocks

- Creating custom Building Blocks



Save custom building block  
in Quick Parts gallery,

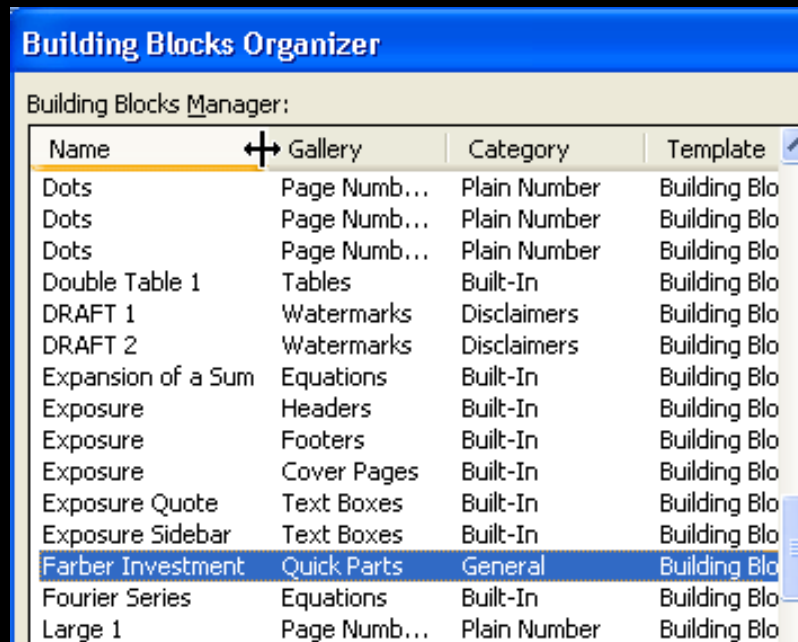
or

assign it to a different gallery



# Using Building Blocks

- Deleting Custom Building Blocks



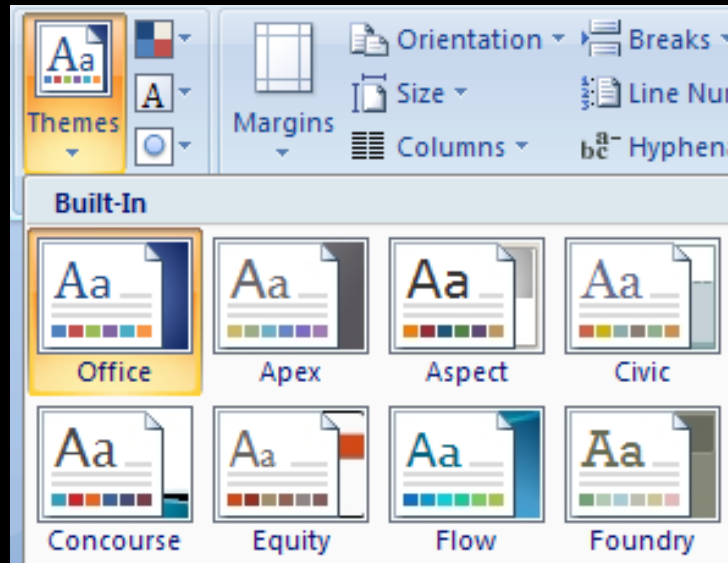
The screenshot shows the 'Building Blocks Organizer' window. It has a title bar 'Building Blocks Organizer' and a subtitle 'Building Blocks Manager:'. Below the subtitle is a table with four columns: 'Name', 'Gallery', 'Category', and 'Template'. The 'Farber Investment' row is highlighted in blue.

Name	Gallery	Category	Template
Dots	Page Numb...	Plain Number	Building Blo
Dots	Page Numb...	Plain Number	Building Blo
Dots	Page Numb...	Plain Number	Building Blo
Double Table 1	Tables	Built-In	Building Blo
DRAFT 1	Watermarks	Disclaimers	Building Blo
DRAFT 2	Watermarks	Disclaimers	Building Blo
Expansion of a Sum	Equations	Built-In	Building Blo
Exposure	Headers	Built-In	Building Blo
Exposure	Footers	Built-In	Building Blo
Exposure	Cover Pages	Built-In	Building Blo
Exposure Quote	Text Boxes	Built-In	Building Blo
Exposure Sidebar	Text Boxes	Built-In	Building Blo
Farber Investment	Quick Parts	General	Building Blo
Fourier Series	Equations	Built-In	Building Blo
Large 1	Page Numb...	Plain Number	Building Blo

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



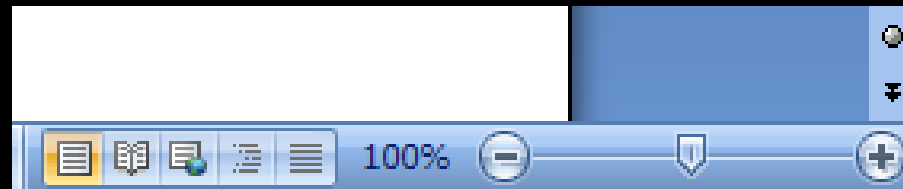
# Working with Views



Choose a view from the Ribbon

or

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



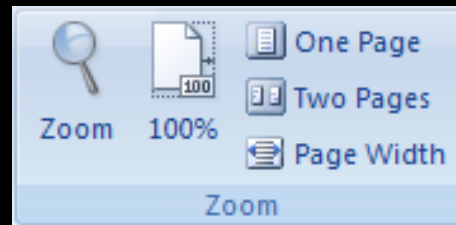
- Each view is optimized for specific types of work
- Views change how documents appear on screen but have no impact on printed documents

# Using Zoom Controls

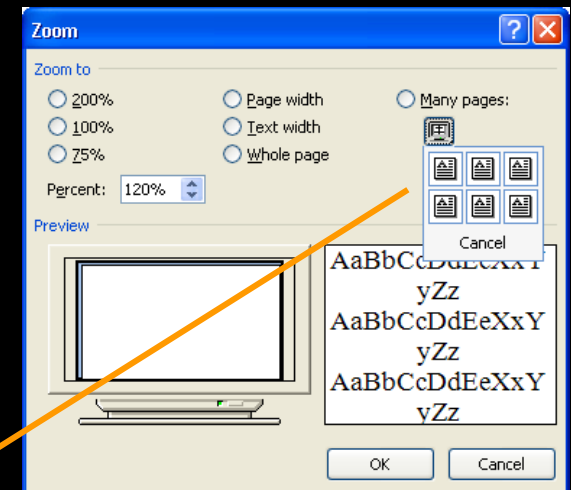
- Change the magnification
- Control the number of pages you see on the screen



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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