Objective: Participants learn to use *Microsoft Word* to create a simple newspaper.

Materials: *Microsoft Word*

Introduction:

There are so many ways that newspapers can be used in an educational setting. It is an ideal summative project for topics in nearly any subject area. Students can create a newspaper to "report" on a state, country, author, animal, or field trip. Class newspapers foster cooperative efforts and can be an effective way to communicate to parents. Students from 3rd to 5th grade should be able to create their own, while 2nd graders can contribute to a group effort.

Students should be familiar with the following features of a newspaper: banner, headline, byline, caption, photo credit, columns, and justified alignment (columns of type are even on both the left and right).

Start *Microsoft Word*:

- Click the ***Word*** icon on the Toolbar <u>OR</u>
- Click the **Start** button. Slide up to **Programs,** right to ***Microsoft Word***.

Set Margins

1. Go to the **File** menu and select **Page Setup.**
2. Select the **Margins** tab (if not already selected).
3. Enter the margin width in each space. Use tab to move from one to the next. (One-inch margins usually work well, but wider margins may be appropriate for younger students.)

Create a Banner:

1. You will need the Drawing toolbar, which usually appears at the bottom of the screen (see next page). If it is not already open, go to the **View** menu, slide down to **Toolbars.** Click **Drawing** so that a check mark appears next to it.
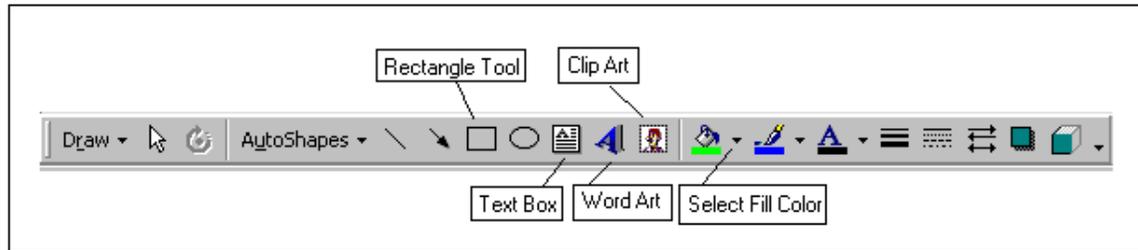
2. On the Draw toolbar, select **Text Box.**
3. Draw a Text Box from the left to right-hand margin across the top of the page.
4. **Design the text**: align the type to the center, increase the font size (48 or 72), and select an eye-catching font (such as Old English or Campbell).
5. **Text Wrap** is required so the other words you place on the page will not be hidden behind the Text Box**.** Position the cursor on the Text Box's gray edge and double-click. Click the **Layout** tab. Select **Square** so that the body text leaves a square space around the graphic.
6. **To alter the size or position** of the Text Box, position the cursor on the gray edge. When the cursor is crossed arrows, you can move the box. To change the size, click on the handles (small squares) and drag to the desired size.
7. **To change the color**, select the Text Box. On the Drawing toolbar, use the downward arrow next to the paint bucket to select a color.

Type A Headline

1. Click outside the Text Box. If necessary, press Enter to create additional space both before and after the headline.
2. **Design the text**: align the type to the center, increase the font size (36), and select an appropriate font (usually a strong, bold, type such as Times or Arial Black).
3. Type the headline. Reminder: It should be catchy! Press **Enter** after the headline.

Create Columns

1. Go to the **Format** menu and select **Columns.**
2. Select Two Columns.
3. At the bottom where it says **Apply to** click the downward arrow and select **This point forward**.
4. If you want a rule down the center, click in the box **Line between.**

5. Click **OK.**

Type Byline

1. **Design the text.** The byline may be either aligned left or centered in the column. It is usually bold and the same size or slightly larger than the text in articles (12 or 14 pt).
2. Type the byline and press Enter.

Type Articles

1. **Justify the text.** Newspapers and magazines usually have even margins on both sides of the column. On the formatting toolbar, justify is the 4th alignment choice, furthest to the right. If it is not available on the toolbar, go to the **Format** menu, select **Paragraph**, and change the **Alignment** to **Justified.**
2. **Design the text.** Text is typically in 12 or 14 point. It should be an easy-to-read choice such as Arial or Times New Roman. New paragraphs can either be set off by using a tab to indent or by leaving a space between paragraphs.

Add a Graphic Frame

There are many different sources for graphics and different ways to put them into a word processing document. Since it is often convenient and attractive to frame a graphic with a rectangle, directions are provided for this skill. Instructions for adding other graphics are provided below, under Add Clip Art.

1. Select the **Rectangle** tool from the **Drawing Toolbar.**
2. Click and drag in the desired location to create a rectangle. It is usually a good idea for the rectangle to go across at least one entire column. Make it large enough to include a caption and picture credit.
3. To move a rectangle, click on it anywhere. When the cursor appears as crossed arrows, click and drag it.
4. To reshape a rectangle, click to select it. Click and drag the handles (small squares) to change the size.
5. **Text Wrap** is required so the other words you place on the page will not be hidden behind the rectangle**.** Position the cursor in the rectangle and double-click. Click the **Layout** tab. Select **Square** so that the text leaves a square space around the graphic.

6. *Word* automatically anchors a graphic so that it stays in the same position within the text. So, your graphic may start moving as you type. To prevent this, click the button **Advanced.** In the **Options** section, click the box **Move object with text** to clear the check mark.
7. Note: to position other graphics within the frame, you need to use Text Wrap steps in order to move the picture.

Create A Caption & Credit

1. Select the **Text Box tool** from the **Drawing Toolbar**. Click and drag across the bottom of the rectangle, but stay within the lines.
2. **Design the text.** Captions are usually in the same size and font as the article, but may be bold, italic, or both. Picture credits are usually in a simple font, like Arial, and may be as small as 8 points.
3. Change the **Text Box** lines, so they are invisible. Double-click the **gray edge** of the Text Box. Select the **tab Colors and Lines.** In the section for Line, click the downward arrow next to color, then select **No Line.**

Add A Picture

There are many different ways to bring Clip Art or photos into a *Word* document:
- o Copy and paste
- o Insert a saved file
- o Insert clip art included in *Word*
- o Use Microsoft's Clips On-line

Whichever choice you make, you will want to follow the instructions for **Layout**, below, so you can position the picture on the page.

Copy and Paste
- Open the program or website that has the picture you want to copy and place the cursor over the picture.
- Press the **right mouse button.**
- Select **Copy.**
- Use the **Taskbar** at the bottom of the screen to make the *Word* document active.
- Position the cursor in the document and press the **right mouse button.**
- Select **Paste.**

- Continue with the directions for **Layout** below.

Insert a Saved File
You would most likely use Insert if you have downloaded pictures from a camera or saved a picture you previously located on a web site. (On the internet, right-click the picture and select Save Picture As.) Make sure you know where your picture is saved before you begin so you can locate it during the insertion process.
- Go to the **Insert** menu, slide down to **Picture** and right to **From File.**
- Locate the file and select it.
- Click **Insert.**
- Continue with the directions for **Layout** below.

Insert Clip Art Included in *Word*
- Go to the **Insert** menu, slide down to **Picture** and right to **Clip Art** OR
- Go to the **Drawing Toolbar** and click the **Clip Art icon.**
- A gallery of about 50 categories of clip art appears. **Click** on one to **open** it.
- **Click** an image and a small menu of choices pops up. **Click** the first icon (an arrow to a page) and the image will be inserted into the document.
- Continue with the directions for **Layout** below.

Use Microsoft's Clips Online
- Go to the **Insert** menu, slide down to **Picture** and right to **Clip Art** OR
- Go to the **Drawing Toolbar** and click the **Clip Art icon.**
- At the top of the dialog box is a choice **Clips Online**. **Click** it. (Your computer must have Internet access to do this.)
- Use the Search engine to help locate pictures:
  - Search for...enter a keyword, such as *math* or *mountains*
  - Search in... click the downward button to select a category
  - Results should be... click the downward button to select clip art or photos, or leave it blank for all media.
  - **Click Go**
- All of the matching clip art will be displayed. Note in the upper-right hand corner the number of pages

being displayed. Use the **arrow** to move to other pages.

- Click an image to preview it.
- Click the **check box** below each image you want to download.
- Click **Download # Clips** in the upper left-hand corner.
- You will be shown information about the clip art you have selected. Click **Download Now**.
- The pictures will appear in a gallery. **Click** an image and a small menu of choices pops up. **Click** the first icon (an arrow to a page) and the image will be inserted into the document.
- Once you close the temporary gallery that was created when you downloaded the pictures, you can locate them again by going to the clip art category **Downloaded Clips.** (Note, these pictures are saved in the computer, not in your account. If you are using a lab computer they are only stored until the computer is shut down.)
- Continue with the directions for **Layout** below.

Layout

Layout means the way a picture is positioned on a page. When you add a picture, it may seem locked in place or it may cover words. You can use Layout options to change this.

- Double-click the picture to open the Format Picture dialog box.
- Click the tab **Layout.**
- You have a choice of five "wrapping" styles, that is the way the words and picture fit together:
  - **In line with text** means the picture is treated like a letter within the text.
  - **Square** means you can position the picture anywhere on the page and the text will flow around the picture, leaving a rectangular space.
  - **Tight** means you can move the picture anywhere on the page and the text will flow around it, hugging the curves of the picture.
  - **Behind Text** means you can move the picture anywhere on the page and the text will go on top of it.
  - **In Front of Text** means you can move the picture anywhere on the page and the picture will go on top of the words.

Resizing Pictures

There are two different ways to change the size of a picture: click and drag or use the Format Picture dialog.

Click and Drag to Resize
- Click on the picture. Handles, small boxes, appear around the outside.
- Click on a **corner handle** and drag either in or out. Using the corners will change both height and width proportionally, so the picture will not be distorted.

Use Format Picture to Resize
- **Double-click** the picture to open the **Format Picture** dialog.
- Select the **Size** tab.
- *Lock Aspect Ratio* is usually checked so if you change either height or width, the other will change in proportion.
- **Enter** either a **measurement or a percentage** to change the size.
- **Click OK.**