

In this lesson we will learn additional Word 2007 skills by creating a news letter.

Start a new Word Document

- Start a new Word Document
- Make sure you have gone through the previous lesson on setting up word



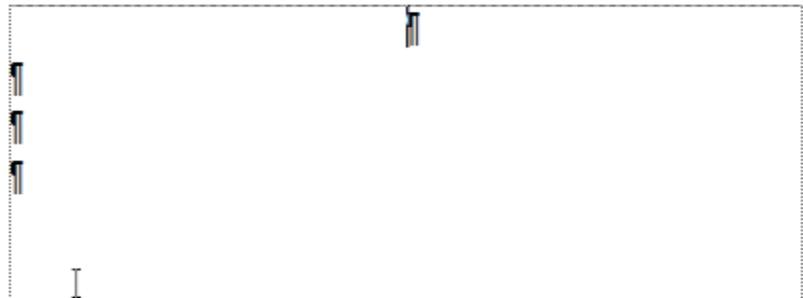
Entering a banner headline

- Press the Return key to enter several blank lines



Centering the headline

- Use the arrow key to move up to the top paragraph mark
- Hold down the CTRL key and press the letter E to center the paragraph



Creating a Headline

- Make sure your cursor is on the top paragraph mark
- Type **My News Letter**, or any other title you want to give to your page
-



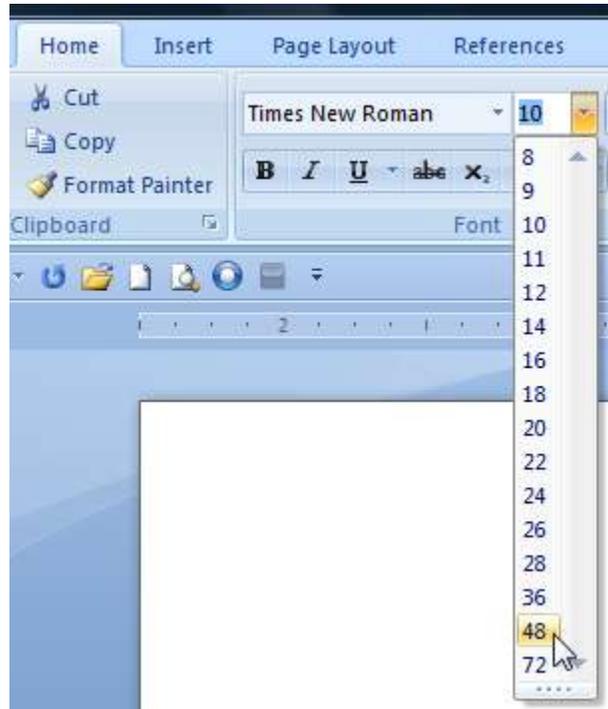
Changing the Headline Font

- Select (highlight) your headline



Selecting the font

- Click the Home Tab
- Select the Font and Size that you want for your headline
- Font Size should be about 48 points or more

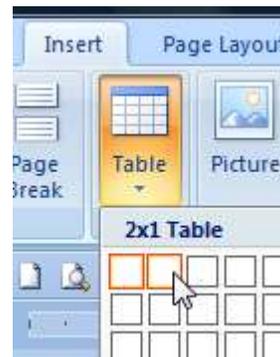


Creating a sub heading

- Place the cursor on the second paragraph mark



- Click the Insert Tab
- Click the Table Icon
- Select 2 columns and 1 row



You should now have a table with 2 columns



Aligning the Cells of the Table

- Click in the left cell and align left
- Click in the right cell and align right

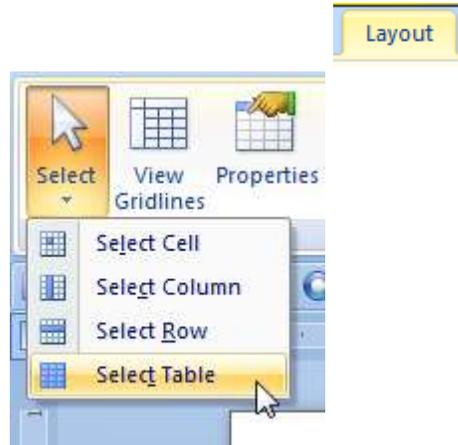


- Enter text into your table as show below

<h1>My·Newsletter¶</h1>	
BV·Journal·Vol.2α	September, 2007αα

Selecting the Table for formatting

- Make sure your cursor is inside the table you created
- Click the Layout Tab
- Click the Select Icon
- Select Table from the menu

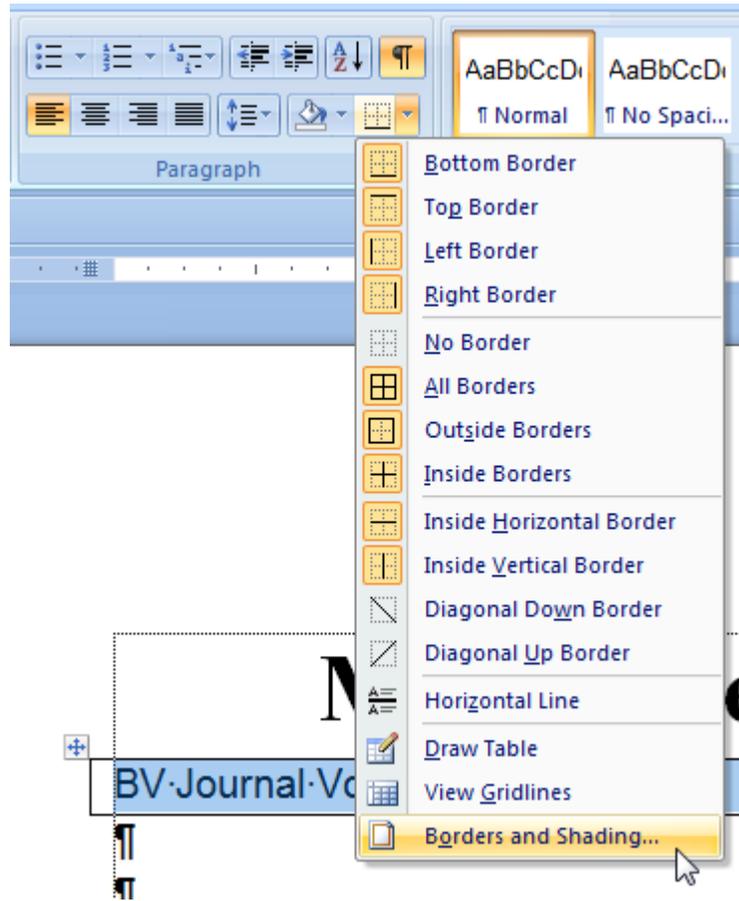


Putting Borders on the table

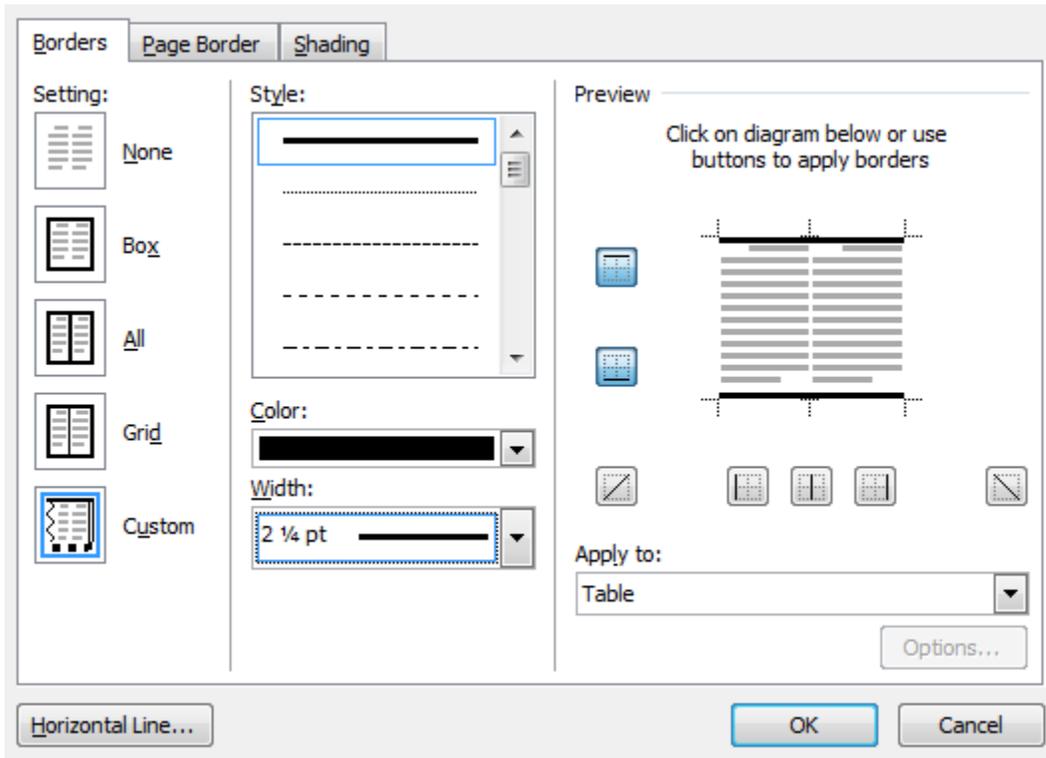
- Click the Home Tab



- From the Paragraph Group:
- Click the drop-down arrow next to the border icon
- Scroll down to **Borders and Shading** and click to select



- Place a line above and below your table as shown in the illustration below
- Click OK when finished



Your newsletter should now look like the one below

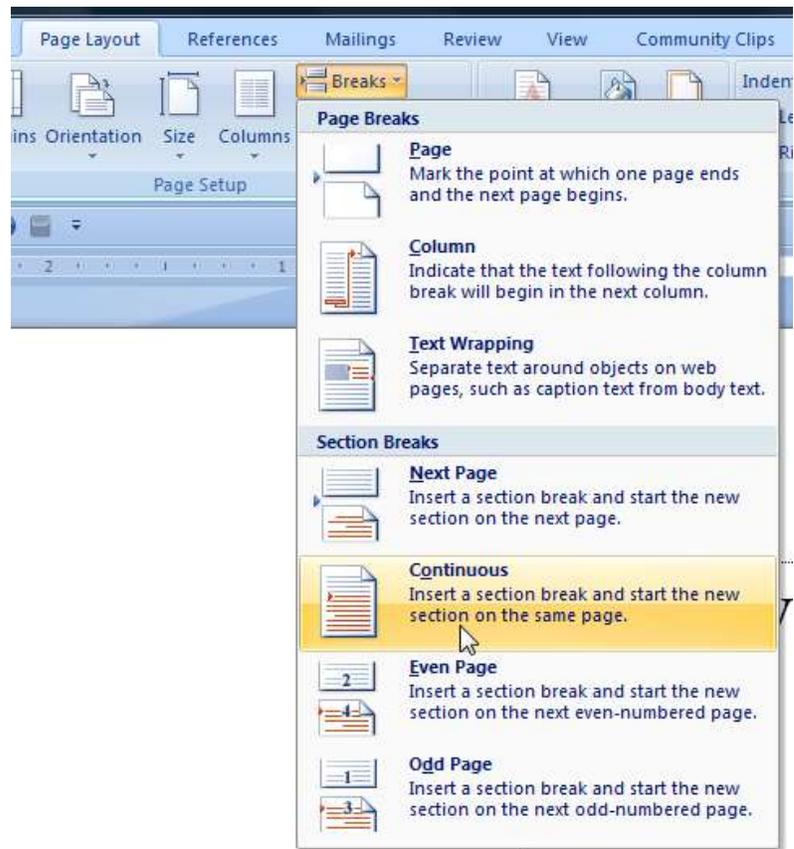


- Move your cursor to the 2nd paragraph mark below your table



Inserting a Continuous Break

- Click the Page Layout Tab
- Click Breaks
- Click Continuous Break



Creating a 2 column newsletter

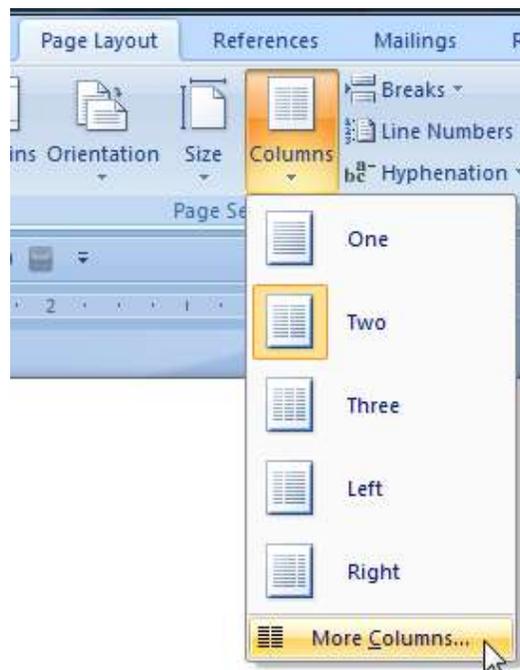
The reason we just created a break was so that we can format the area above the Break in 1 column (the heading), and format the area below the Break for 2 columns



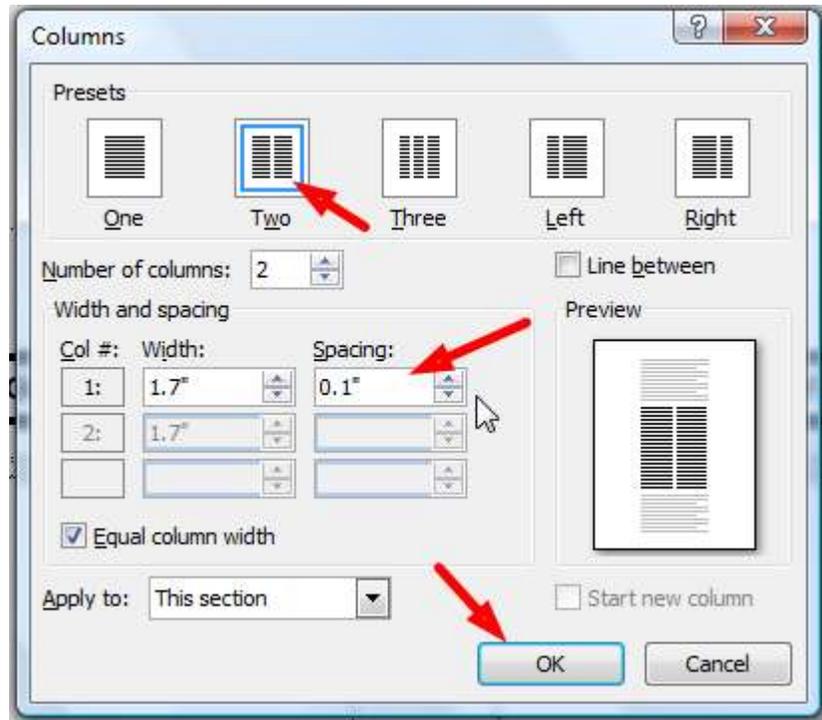
- Click on the paragraph mark below the Section Break



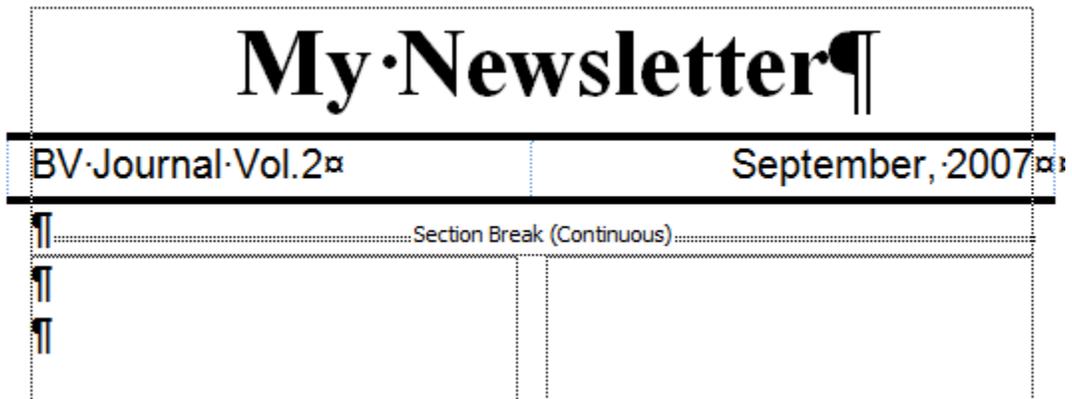
- Click on the Page Layout Tab
- Click on More Columns as shown



- Format the columns as shown



Your Newsletter should now look like the one below



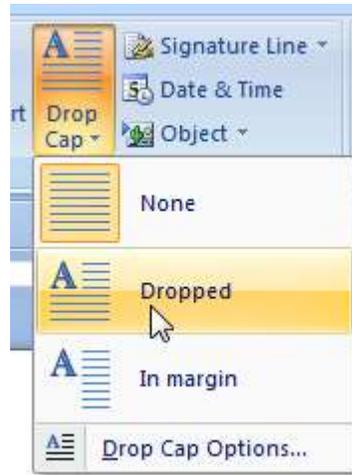
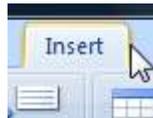
Entering Text into your newsletter

- Click in the first column just below the Section Break
- Type or cut and paste text for your newsletter
- Make sure both columns are near full of text

<h1>My Newsletter</h1>	
BV Journal Vol. 2	September, 2007
Section Break (Continuous)	
In July or 1861 Mexico's president, Benito Juarez, said he had the payments which he owed to Spain, England and France for two years. He wanted to pay them back to get more resources toward domestic problems. The three countries were	people were too strong of a people to loose. France didn't understand that it takes more than just guns, money and men to take over a country. It takes courage, and pride. Something the Mexican people definitely had.

Adding a Drop Cap

- Click the Insert Tab
- Click the **Text Group**
- Click Dropped as shown

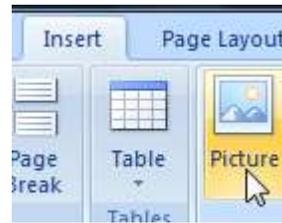


The first letter of your first paragraph is now a capital letter

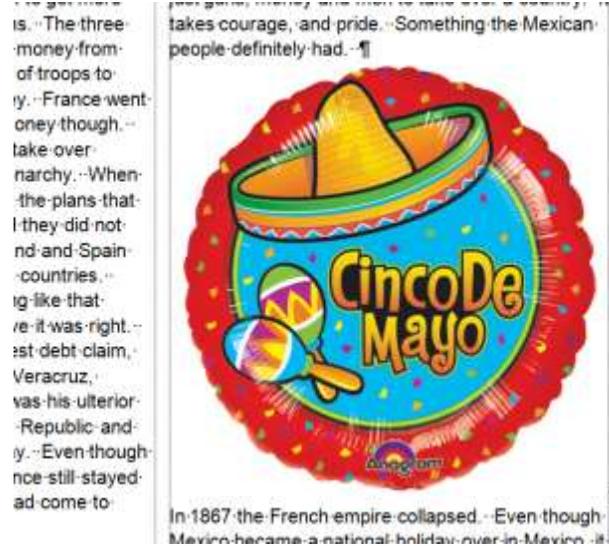
Section Break	
I n July or 1861 Mexico's president, Benito Juarez, said he had the payments which he owed to Spain, England and France for two years. He wanted to pay them back to get more resources toward domestic problems. The three countries were excited to get their money from Juarez so they all sent in shiploads of troops to	

Inserting a graphic

- Place your cursor in the body of your news letter
- Click the Insert Tab
- Click Insert Picture from File



A picture will be inserted in your document



Formatting your graphic

- Click on your picture to select it
- Buttons will show on all sides of the graphic to show that you have selected it.



- Click the Format Tab
- A new series of icons will show to help you format your picture



Resizing your graphic (Method 1)

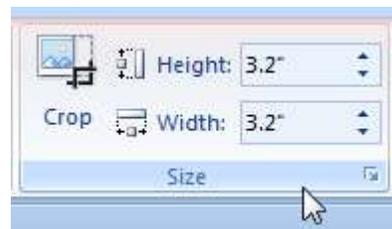
There are two ways to resize your graphic

- Move your mouse over the lower left button,
- hold the button down and
- drag the graphic to the size you want



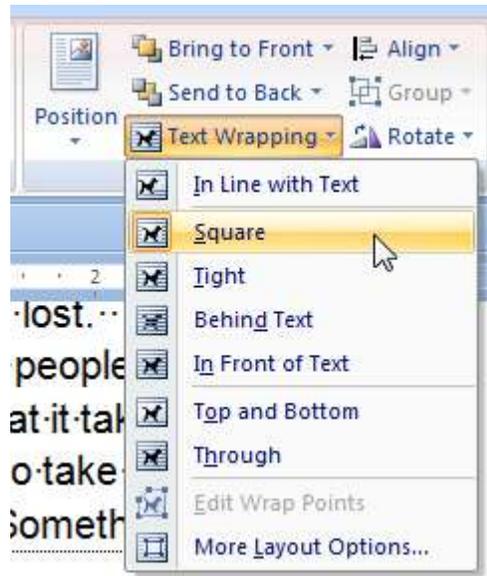
Resizing your graphic (Method 2)

Make sure your graphic is selected
 Open the Format Menu
 Use the Size options to change the size

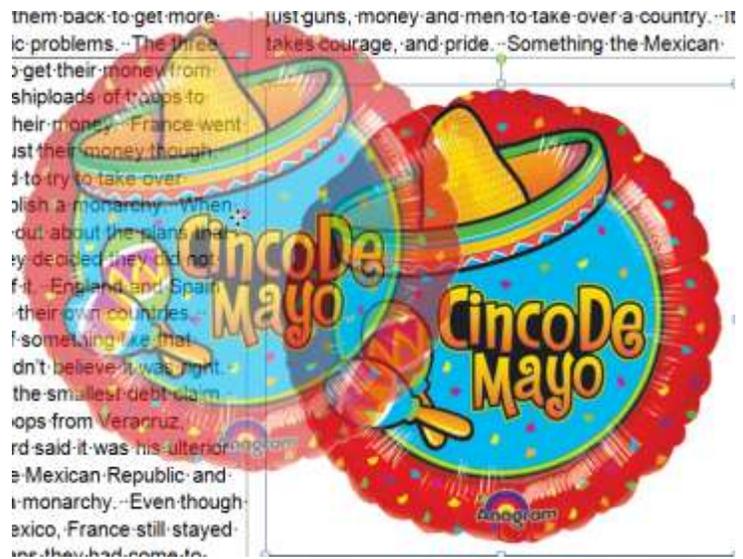


Positioning your graphic on the page.

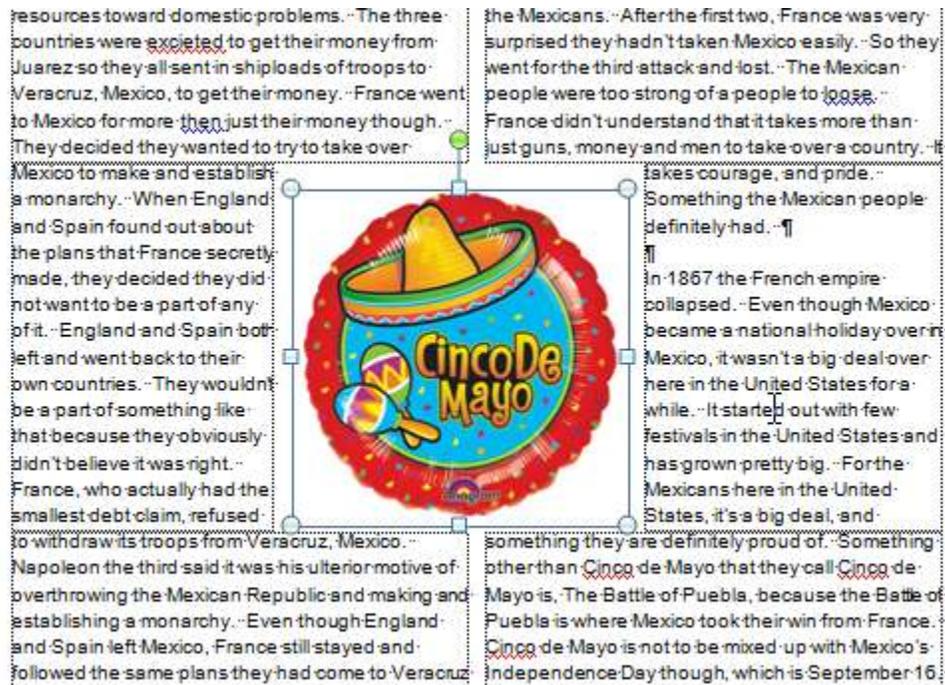
- Make sure the graphic is selected
- Click Text Wrapping from the Arrange group
- Click Square



- Click on your picture and drag it to the center of your document

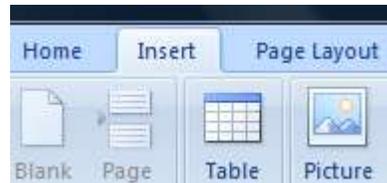


- Your graphic should now be positioned in the center of the page
- You should be able to move your graphic to any position just by dragging it.

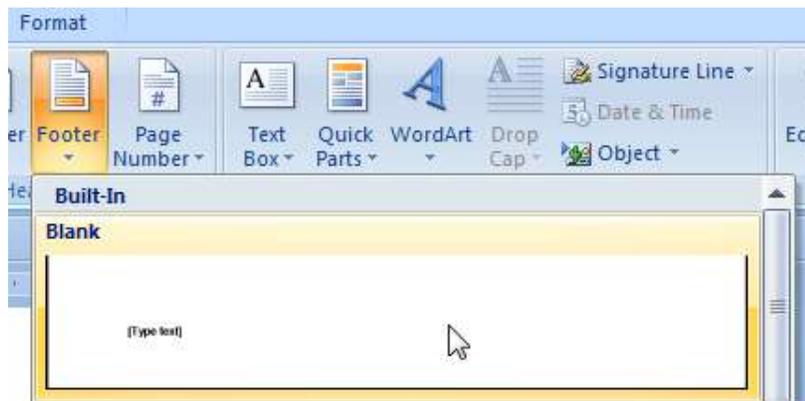


Entering a Footer

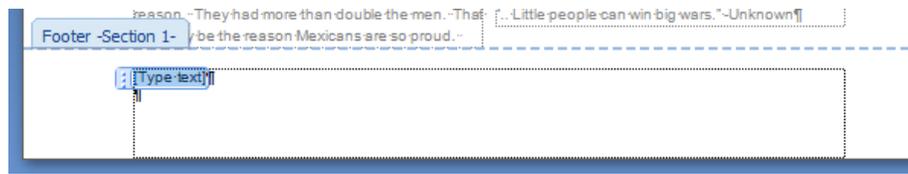
Click the Insert tab



- Click Footer
- Select Blank



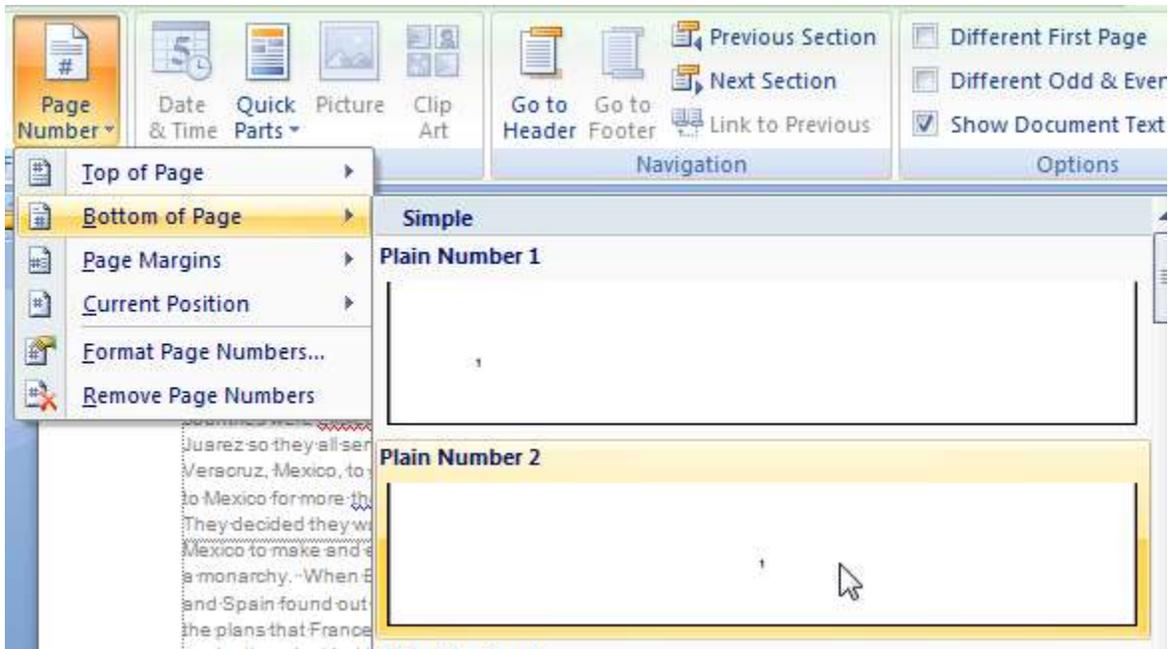
- A blank footer should now be at the bottom of the page



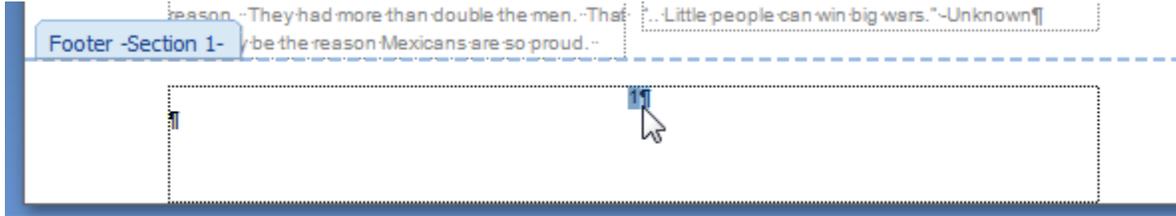
- Make sure your footer is still selected
- Click Page Numbers



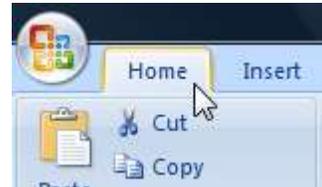
- Select Page Numbers at **bottom of page in the center** as shown below (Plain Number 2)



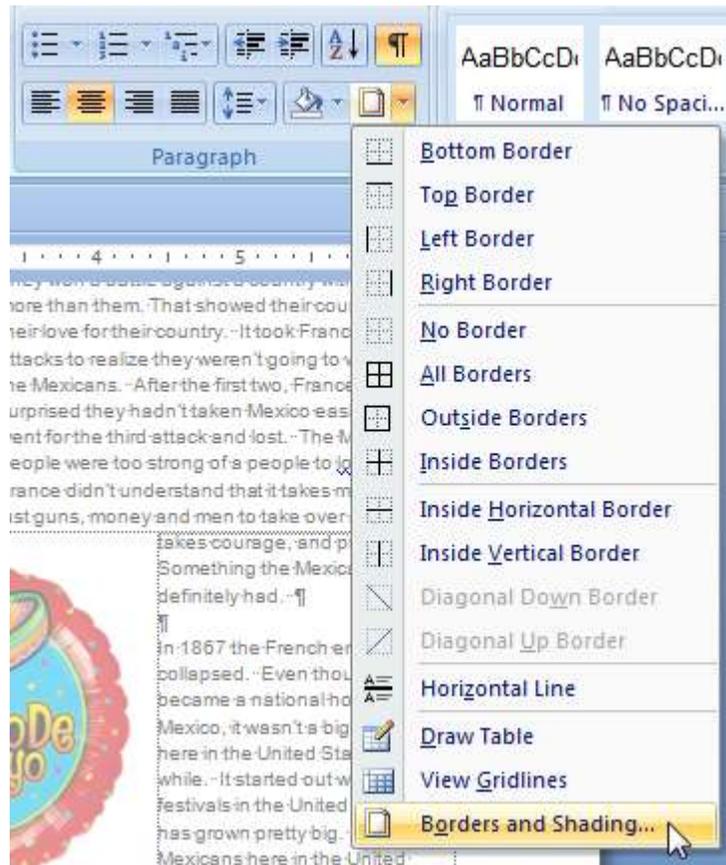
- Make sure you still have the footer selected.



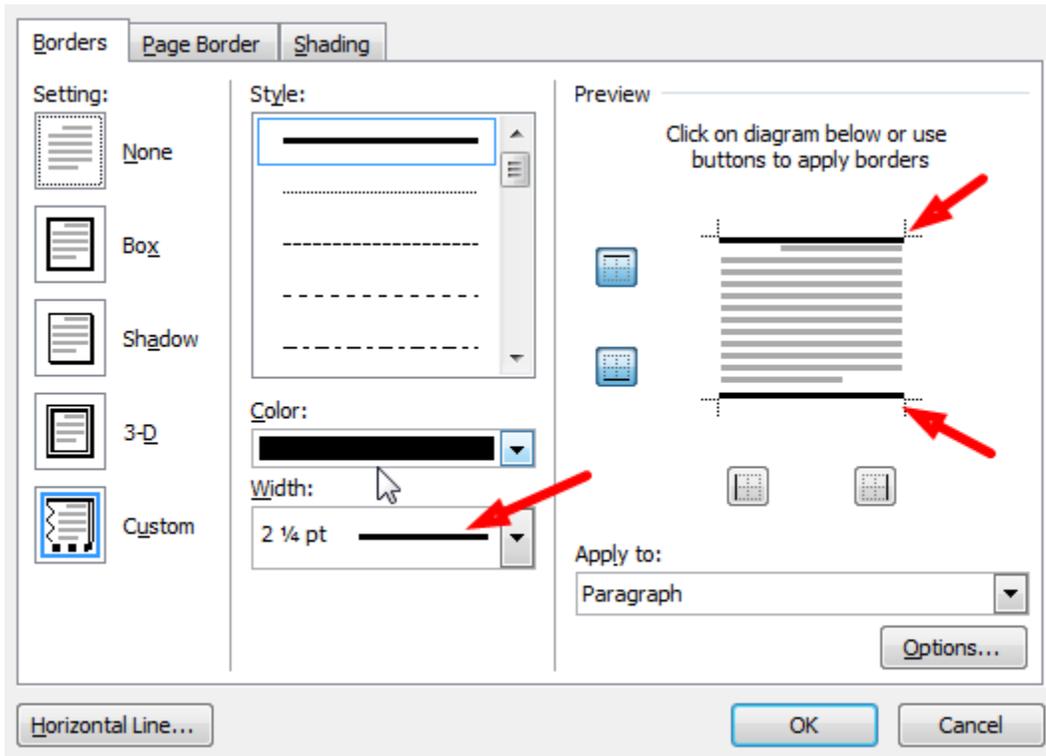
Click the Home Tab



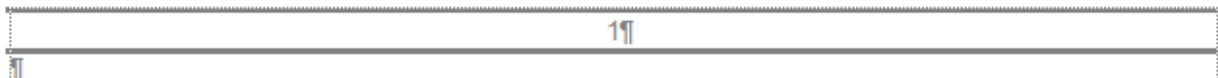
- Click the drop down arrow next to the borders icon
- Select Borders and Shading



- Set your borders as shown below



You should now have a border around the footer at the bottom of the page



Your finished document should look something like the one below.

My Newsletter

BV Journal Vol.2

September, 2007

In July of 1861 Mexico's president, Benito Juarez, said he had the payments which he owed to Spain, England and France for two years. He wanted to pay them back to get more resources toward domestic problems. The three countries were excited to get their money from Juarez so they all sent in shiploads of troops to Veracruz, Mexico, to get their money. France went to Mexico for more than just their money though. They decided they wanted to try to take over Mexico to make and establish a monarchy. When England and Spain found out about the plans that France secretly made, they decided they did not want to be a part of any of it. England and Spain both left and went back to their own countries. They wouldn't be a part of something like that because they obviously didn't believe it was right. France, who actually had the smallest debt claim, refused to withdraw its troops from Veracruz, Mexico. Napoleon the third said it was his ulterior motive of overthrowing the Mexican Republic and making and establishing a monarchy. Even though England and Spain left Mexico, France still stayed and followed the same plans they had come to Veracruz with.

It was 1862 when French troops were dispatched for Veracruz, to conquer Mexico City. Mexico only had 2,000 poorly equipped and trained troops. They also had aid from some local civilians and the Zacapoaxtla Indians.

The French forces had 6,000 men. 2,000 men against 6,000 men was what I think gave the French big heads. They obviously thought they would win for sure and I think that might be the reason. They had more than double the men. That also may be the reason Mexicans are so proud.

They won a battle against a country with so much more than them. That showed their courage and their love for their country. It took France three big attacks to realize they weren't going to win against the Mexicans. After the first two, France was very surprised they hadn't taken Mexico easily. So they went for the third attack and lost. The Mexican people were too strong of a people to lose. France didn't understand that it takes more than just guns, money and men to take over a country. It takes courage, and pride. Something the Mexican people definitely had.



In 1867 the French empire collapsed. Even though Mexico became a national holiday over in Mexico, it wasn't a big deal over here in the United States for a while. It started out with few festivals in the United States and has grown pretty big. For the Mexicans here in the United States, it's a big deal, and something they are definitely proud of. Something other than Cinco de Mayo that they call Cinco de Mayo is, The Battle of Puebla, because the Battle of Puebla is where Mexico took their win from France. Cinco de Mayo is not to be mixed up with Mexico's Independence Day though, which is September 16. This is where Mexico won independence from Spain. They are two very different holidays and most Americans don't know that. Cinco de Mayo was just a big day in history because of how courageous and special day because many men lost their lives defending Mexico.

Cinco de Mayo was a day that will go down in history because the Mexican people won such a big battle with a small amount of people, weapons, and support from other countries.

".. Little people can win big wars." -Unknown