

# Newsletter

As a teacher, you want to let your students' parents know what their children are learning and doing each week in school. To meet this need, you can create a newsletter that can go home to all your students' parents. What do newsletters usually look like? What types of information might your newsletter contain? How might computers be used to make a newsletter?



## Plan It

Create a newsletter that you or another teacher can use over and over again to make other newsletters in the future. Look at the following example:

### Class 7 News

By Mrs. Romero
April 28, 2007

**What Happened in Class This Week**

- Students learned about latitude and longitude in social studies.
- In math, students learned about linear equations. They made graphs for a range of real-life situations.
- Students also wrote and recited their own poems.

**What Will Happen in Class Next Week**

- Students' science reports on volcanoes are due on Wednesday. Make sure your child finishes on time!
- Students will begin work on a family tree project. Please help your child gather pictures and stories about your family members.
- We will have a classroom spelling bee on Thursday. Remind your child to practice.




**Remember!**  
The school play will be on Saturday, May 12<sup>th</sup>.  
Bring the family!

Newsletter Example

### Applying Word Processing

When you plan what to include in your newsletter, you should consider actual classroom events that happened in the past week and that may happen in the week ahead.

Think about the following questions, and if working with a partner, discuss your ideas. Writing your ideas on a sheet of paper might be helpful.

- What are two or three events from this past week that you might want to let parents know about? What are two or three events scheduled for the upcoming week that might be worth writing about?
- What type of big announcement might you want to make about a special school or class event? How could you make announcement information really stand out?
- What sorts of pictures might go with the written information?

For help on how to do certain tasks, look at the following groups in the *Help Guide*:

- **Word Processing Group 4:** Making Paragraphs and Lines of Words Look Good
- **Word Processing Group 5:** Adding Pictures to Your Pages
- **Word Processing Group 6:** Designing Your Pages
- **Word Processing Group 10:** Using Preset and Advanced Features



### Do It

1. Start the word processing software, and open a new, blank document.
2. Make the page margins, or the empty spaces along the edges of the page, smaller so you have more room for your information. (For help, refer to *Word Processing Skill 6.5: To set the empty spaces or margins around the edges of a page.*)
3. Type a title for your newsletter at the top of the page. Change the look of the text so it looks like a title.
4. Below the title, make a text box that runs the width of the page.
5. Type "By" followed by your name. Then, set and use a right-aligned tab to move the cursor to the right side of the text box. Insert today's date, and pick whichever date format you like.
6. Change the look of the words inside the box. Then, change the line style, color, and width of the text box border. You can also fill the text box with color.

**Step 2:** When the page margins are made smaller, the actual measurements of the margins are not critical. The real purpose is simply to introduce the skill.

**Step 5:** Setting and using tabs can be challenging. You might refer to *Word Processing Skill 4.4: To set and use a tab to space your words from left to right.*

## Applying Word Processing

7. Insert a section break below the text box. Then, format the page so the information below will split into two columns. You might want to add a vertical line between your columns.
8. Type a subtitle, or heading, for the newsletter section on last week's events.
9. Below the subtitle, write about the events that you decided on while planning individually or with a partner.
10. Change the look of that section's subtitle or heading so it stands out. Then, change the look of the lines of words so they are easy to read. You might want to change the amount of space between lines, indent the first line of each paragraph, or even make a bulleted list of items.
11. Save the look, or formatting, of your subtitle and the lines of words below as styles that you can use for the next section of the newsletter to save time.
12. Add a picture of one of the events that took place this last week. Change the text wrapping so the words flow tightly around the picture. Then, change the picture's size, and move it to the place you want.
13. Insert a column break. Then, type a subtitle for the section about what will happen in your class in the upcoming week. Below the subtitle, write about next week's events.
14. Use the formatting styles you just saved to quickly change the look of the subtitle and the lines of words below.
15. Add a picture of one of next week's events. Change the text wrapping so the words flow tightly around the picture. Then, change the picture's size, and move it to the place you want.

**Challenge:** You might want to add shadows to the pictures. Feel free to change the shadow's direction and color. (See the Challenge Example at the end of this section.)

**Step 7:** If you have trouble inserting a section break, click the **Insert** menu and choose the appropriate options from the menu. In addition, when formatting the information below the text box as two columns, make sure you select the options that apply the columns from that point forward. Otherwise, the title and text box may be forced into the two-column layout also. You might consider referring to Word Processing Skill 6.6: To set up a page with two columns, like a newspaper or magazine.

**Step 11:** The goal is for you to create a newsletter with subtitles and paragraphs that all look the same. Therefore, you should save your formatted text as styles that you can use later (see Step 14). This process may be new to many participants. For help, refer to Word Processing Skill 10.6: To make and use shortcuts to change the look of words.

**Step 12:** To add a picture to your newsletter, you can insert appropriate clip art or use the drawing tools in the word processing software. When changing the text wrapping, you may need to try a few different options to determine which works best for your particular picture.

**Challenge:** Depending on the method you used to add pictures to your newsletter, adding shadows might be challenging. If you inserted clip art or pictures that you created in a different application, you should not have any trouble. However, you may have difficulty adding shadows to any pictures that you created with the drawing tools in the word processing software.

Applying Word Processing

**Challenge:** Some participants may have trouble accessing the document's footer. For help, refer to Word Processing Skill 6.16: To add repeated information at the top and bottom of your pages, or to add headers and footers.

**Steps 17 and 18:** Some participants may not be familiar with the process of saving and using document templates. For help, refer to Word Processing Skill 10.4: To make and use your own document style, or template.

- 16. Make a text box in an empty space on the page. Type the information about the big announcement. Change the look of the words and the text box to make this information really stand out.

**Challenge:** You might want to add a catchy phrase or slogan at the bottom of the newsletter in the document's footer. Feel free to change the look of your words. (See the Challenge Example at the end of this section.)

- 17. Save the newsletter as a document template so that you, and other teachers, can use it over and over again to quickly and easily make newsletters in the future.
- 18. To make sure the newsletter template works, start a new document by picking your template file. Then, close the file without making or saving any changes.

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*Thank you for supporting your child's learning!*

Newsletter Challenge Example



## Review It

Look over your newsletter. Make sure it has the following elements:

- A title that explains what sort of information is in the newsletter
- Your name and the date in a text box with a fill and a border
- Information and a picture about last week's and next week's events
- A text box with information about a big announcement

If any elements are missing, add them to the newsletter now. You should also make other desired changes. Remember to save your work when you are finished.



## Share It

Be prepared to discuss your answers to the following questions during sharing time:

- How does the newsletter let parents know about what their children are learning in your class?
- Of the new skills you learned today, which is the most useful? Why?
- How does saving your formatted words and paragraphs as styles help you to format documents with lots of written information?
- How might saving a finished newsletter as a template make your job easier?