Chapter 3

Writing a One Page Announcement

In this chapter, you will learn the following to World Class Standards:

- **Setting the Margins**
- **Changing the Font and Font Size**
- **Typing the Announcement Title**
- **Inserting Clip Art**
- **Typing Date and Time of Meeting**
- **Typing Location and Other Important Information**
- **Adding a Short Closing**
- **Print and Page Setup**
- **Spell Checking the Announcement**
- **Saving the File**

Setting the Margins

To set the margins, go to the **Page Layout** tab and select the **Margins** tool on the **Page Setup** panel (Figure 3.1). When you select the tool, a number of options will drop down beneath it. Select the **Normal** margin setting with 1 inch margins on all sides of the document (Figure 3.2).

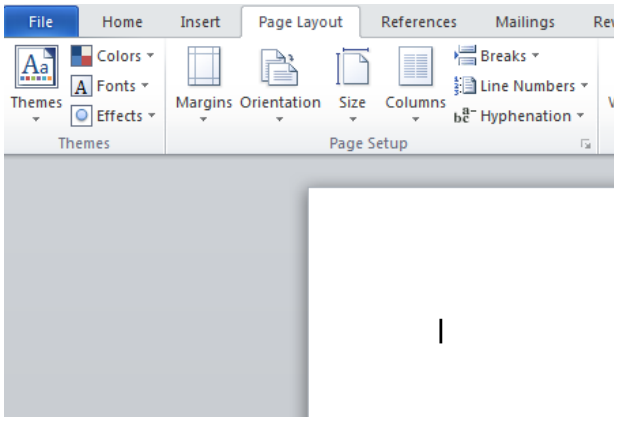


Figure 3.1 – Page Setup Panel

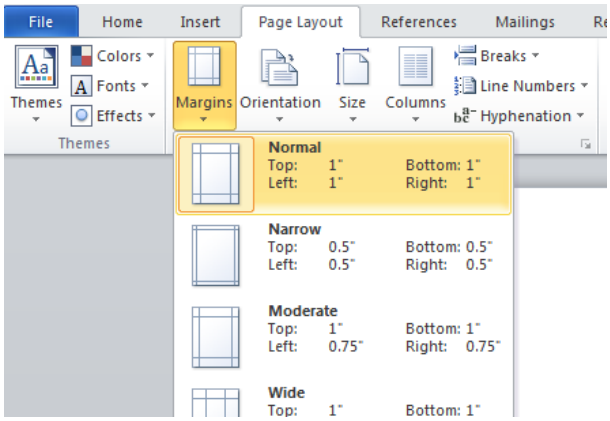


Figure 3.2 – Selecting Normal Margin Setting

Changing the Font and Font Size

You are now going to change the font to **Gautami** by going to the **Font** panel under the **Home** tab and clicking on the font drop-down arrow as in Figure 3.3. Select the **Gautami** font by clicking on it. Now you are going to pick your font size by clicking on the drop-down arrow to the right of the font box and selecting a font size of **48** (Figure 3.4).

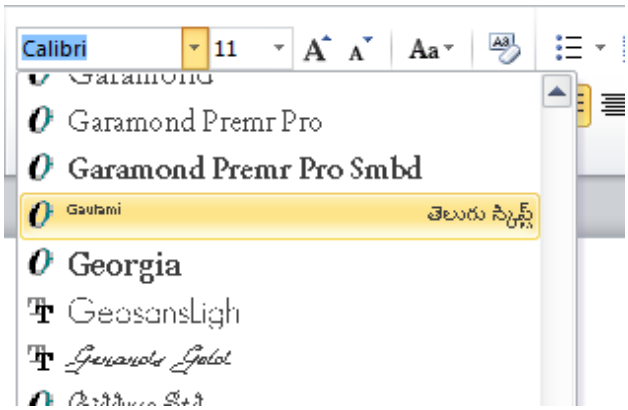


Figure 3.3 – Selecting Gautami Font

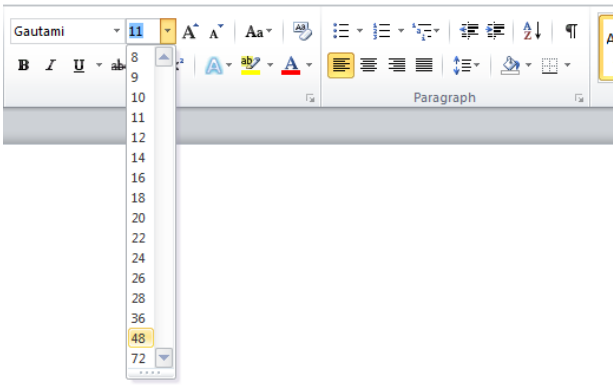


Figure 3.4 – Selecting Font Size of 48

Typing Announcement Title

With your font style and size chosen, you are ready to begin making your announcement. For this chapter, you are going to make an announcement for an upcoming Science Club meeting. Add a title to your document using a large font to tell everyone exactly what you are

announcing. Imagine that you are making an informational poster. For the title, type in the words "Science Club Meeting" at the top of the page (Figure 3.6).

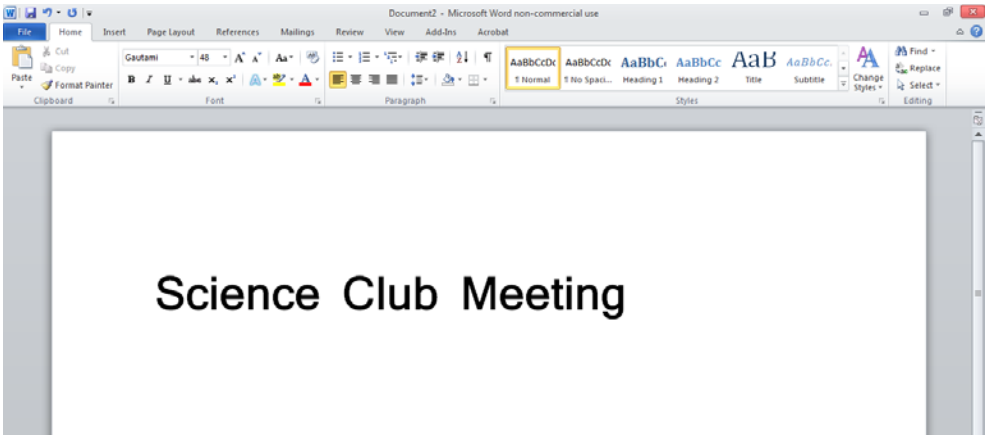
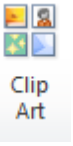


Figure 3.6 – Typing in Your Title

Inserting Clip Art

You will be adding a picture to your document below the title using the **Clip Art** tool. The **Clip Art** tool is located on the **Illustrations** panel under the **Insert** tab. When you select the command, the Clip Art window will appear on the right side of the screen. In the "**Search for:**" text box you need to type the word "**atom**" (Figure 3.7). When you click on the Go button on the window, your search will begin. A number of pictures of atoms should appear in a list on the window (Figure 3.8). Select one of the atom pictures by placing your cursor over it and left clicking on the drop-down arrow. Left click on the on the Insert option to place it in the document (Figure 3.9).



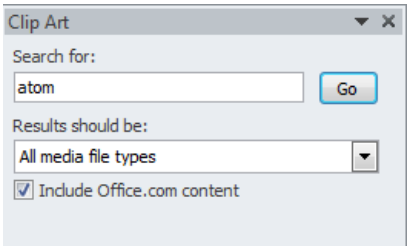


Figure 3.7 – Searching for Atom Clip Art

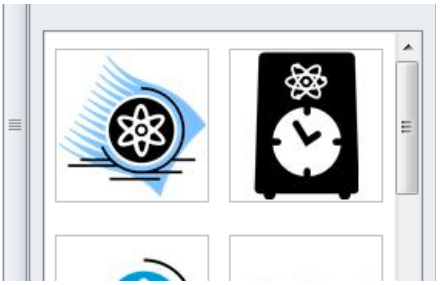


Figure 3.8 – Search Results

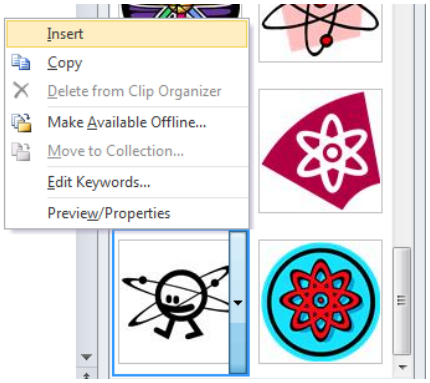


Figure 3.9 – Picking an Atom

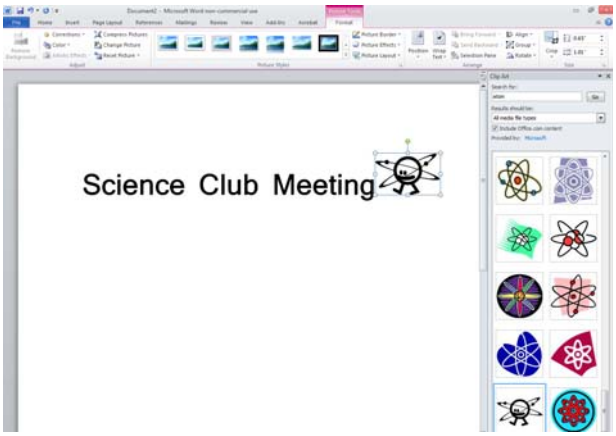


Figure 3.10 – The Clip Art in the Document

The atom clip art will be put in the document wherever the cursor is located, with a border and markers at the midpoints and endpoints of the rectangle surrounding the picture. To move the image under the title, place your cursor to the left of the image and hit ENTER. Now you can resize the picture by left-clicking with your mouse on the lower right hand corner of the border and dragging the corner down and to the right. This will enlarge the picture be stretching it (Figure 3.11). After stretching the clip art, select the title and the picture by hitting CTRL+A or by holding down the left mouse button and selecting everything on the page. Center the title and picture by selecting the **Center Alignment** tool on the **Paragraph** panel (Figure 3.12). The finished title and clip art should appear as shown in Figure 3.13.

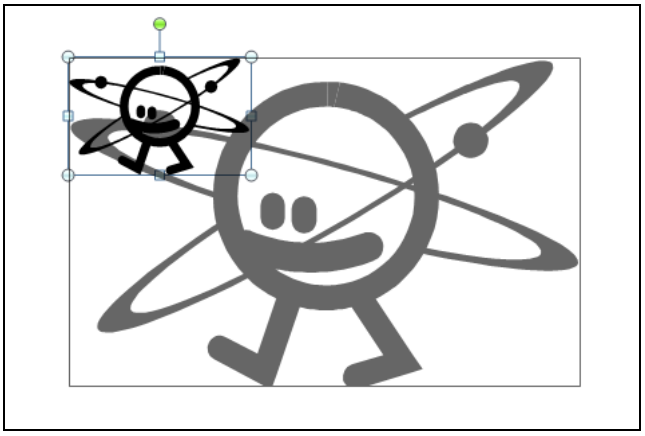


Figure 3.11 – Stretching the Atom Clip Art

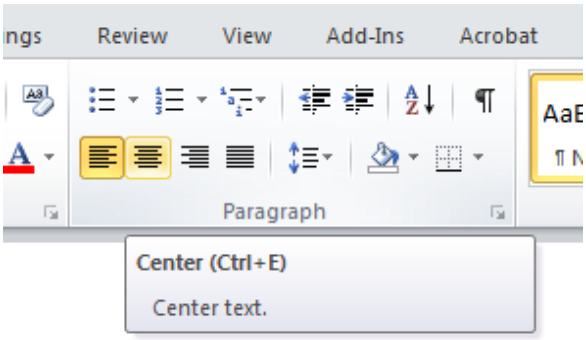


Figure 3.12 – Center Aligning Clip Art

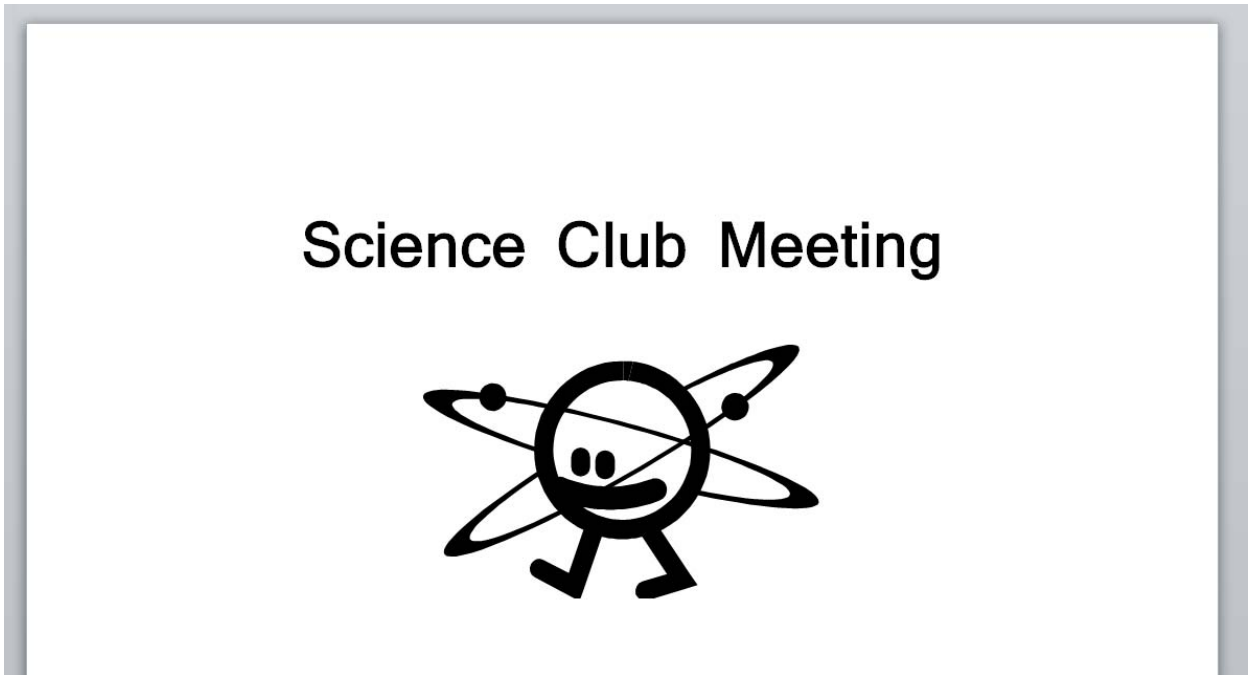
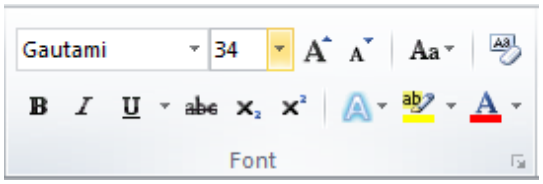


Figure 3.13 – Clip Art Added

Typing Date and Time of Meeting



The next thing you want to add to your announcement is the date and time of the meeting. First, you need to change the font size in the **Font** panel to **34** as shown in Figure 3.14. You may have to type **34** into the text size box rather than selecting it from the preset font sizes. Also, you want to keep the text centered so don't change the alignment. Hit Enter to start below the clip art and type in the date and time of the meeting. The Science Club meeting will be held on *August 19, 2010 at 5:30 pm* (Figure 3.15).

Figure 3.14 – Selecting Font Size of 34

Figure 3.15 – Adding Date and Time of Meeting

Typing Location and Other Important Information

You are now going to place all of the additional information about your meeting on the announcement, such as the location, purpose and contact person. First, change the font size to **16** (Figure 3.16). Next, change the text alignment to **Left Align** (Figure 3.17). Now you are ready to add all of your information. For the Science Club meeting, information about a guest speaker that will talk about and demonstrate how to use his robot is an important thing to put in your announcement. The duration of the meeting, along with the purpose of preparing for a science competition are very good pieces of information to include as well. Below the informational paragraph you will put the contact person's information. An email address is most likely the best and easiest means of communication for a meeting such as this. When you type in the email address for the contact person, it will become a hyperlink when you add a space after it (Figure 3.18). This will take you either to an email draft with the hyperlinked email address as the recipient or, if the hyperlink is a website, clicking it will open a browser window and take you to that site. You can leave the hyperlink in the document, but if you want to remove it all you have to do is right click on the text with the hyperlink and select the Remove Hyperlink option from the list that appears (Figure 3.19). Figure 3.20 is an example of possible information that you could put in your announcement.

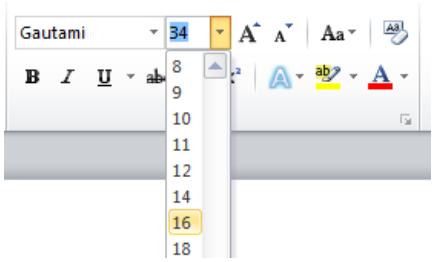


Figure 3.16 – Selecting Font Size of 16

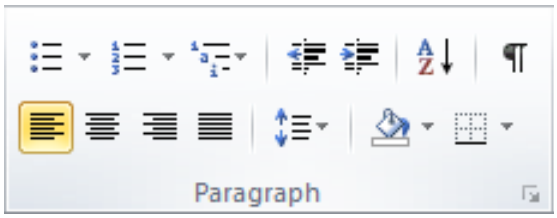


Figure 3.17 – Left Aligning the Text

Figure 3.18 – Hyperlink on Email Address

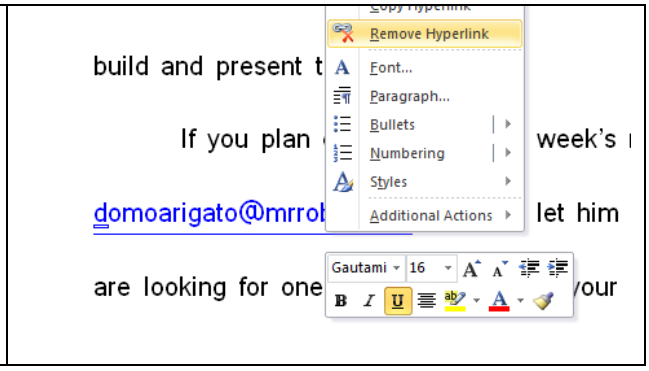


Figure 3.19 – Remove Hyperlink

The Science Club will meet in room 501 room 5:30 to 7:30 to explore the art and science of robotics. Robotics expert Mr. Arigato will be presenting and demonstrating his walking robot machine. After the short demo we will order pizza and share ideas for this month's science fair competition. From 6:30 to 7:30 teams will have the opportunity to build and present their own robots.

If you plan on attending this week's meeting, email Mr. Arigato at domoarigato@mrroboto.net. Please let him know if you will be bringing a group or if you are looking for one to join, as well as your favorite pizza topping.

Figure 3.20 – Added Location and Information

Adding a Short Closing

The last part of the announcement that you are going to add is a small closing. To do this, you first need to change the font size to **24** and **Center Align** the text. The closing should be a short, friendly, and inviting phrase. For this announcement, type the phrase "See you there!"

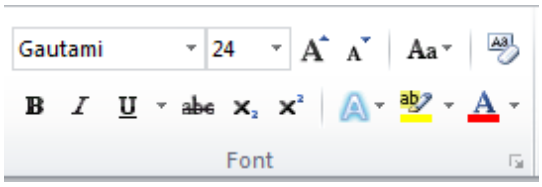


Figure 3.21 – Selecting Font Size of 24

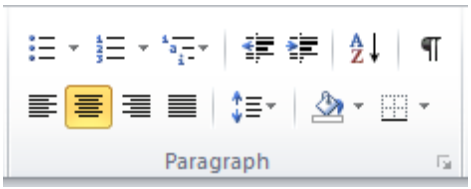


Figure 3.22 – Center Aligning the Text

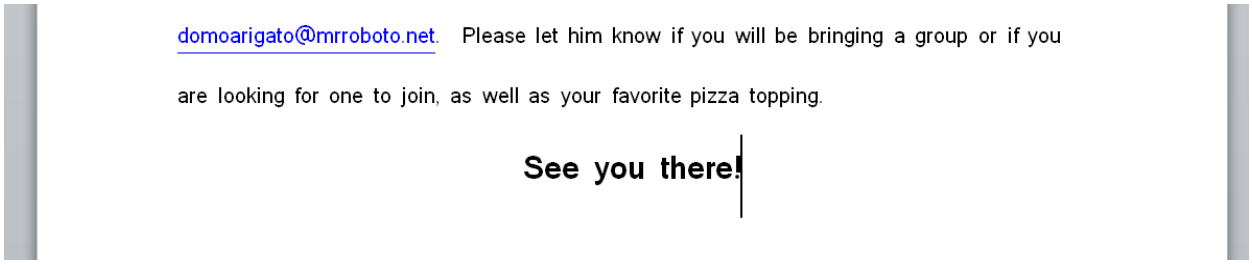


Figure 3.23 – Short Closing

Print and Page Setup

Microsoft Word 2010 has eliminated the print preview function and replaced it with a screen dedicated solely to previewing your document and printing it. Select the File tab and find the Print option on the left side of the screen (Figure 3.24). Here you can preview your document as well as make changes to your print settings. One final change you will want to make is to center all of the content in the center of the paper. To do so, you need to select Page Setup below the Settings area. (Figure 3.25).

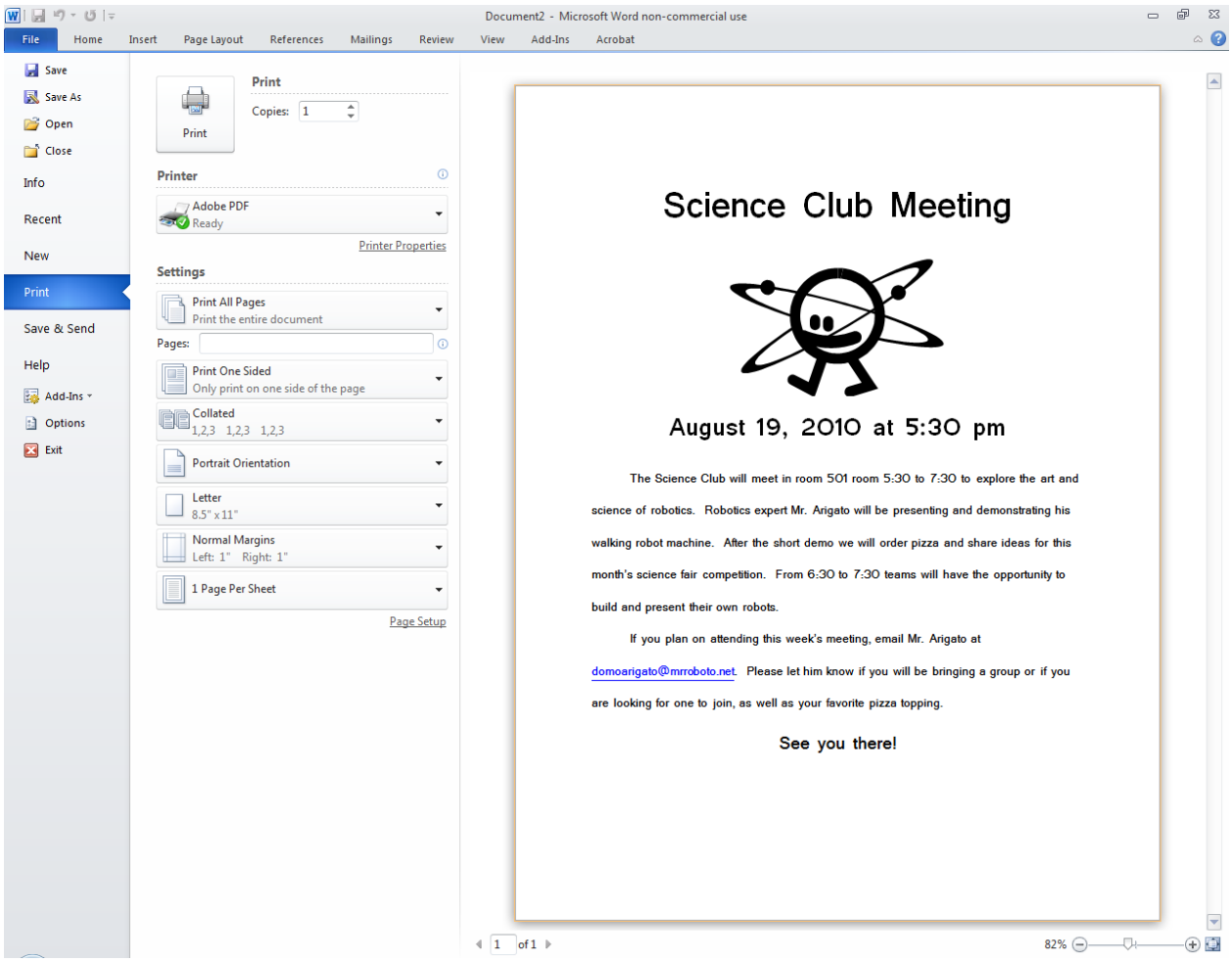


Figure 3.24 - Print

In the Page Setup Window, you will go to the Layout tab. On the portion of the window that says Page, you need to change the Vertical Alignment to Center (Figure 3.26). After changing the alignment, you can exit the Print screen by selecting Home tab on the ribbon (Figure 3.27).

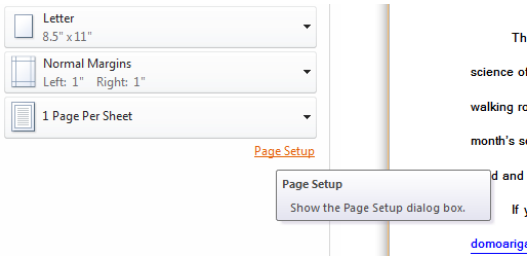


Figure 3.25 – Page Setup

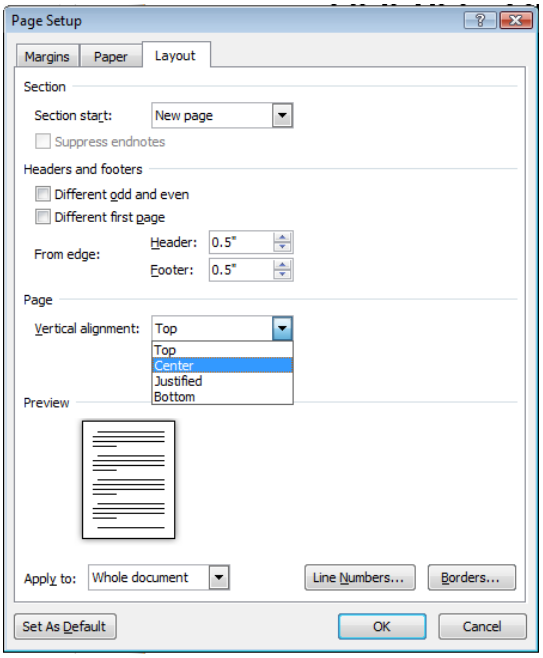


Figure 3.26 – Center Vertical Alignment for Document

Spell Checking the Announcement

The **Spelling and Grammar** tool can be found on the far left of the **Proofing** panel under the **Review** tab. Words that are misspelled will be underlined in red and grammatical mistakes will be underlined in green. If there are only a few mistakes, the easiest way to correct them is to right click with your mouse on the misspelled or grammatically incorrect word and select the correction from the list that appears in the menu (Figure 3.27). If there are a number of spelling and grammar mistakes, you can just select the **Spelling and Grammar** tool on the **Proofing** panel and run through the correction process on the window that appears (Figure 3.28).

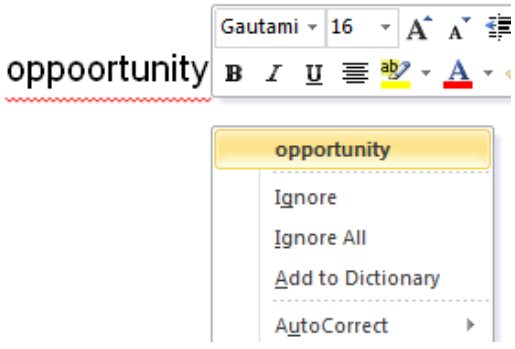


Figure 3.27 – Right Clicking to Correct

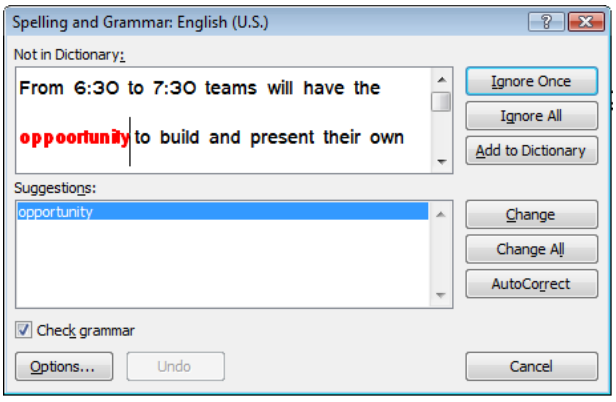


Figure 3.28– Spelling and Grammar Window

Saving the File

To save the document, you need to click on the **Save** tool on the **Quick Access** toolbar which is located at the top left of the program. The Save As Window will appear in the display. You can save the file into a folder that has already created or you can create a new folder by selecting the **New Folder** tool. Save the document as "One Page Announcement." Once you have typed the file name, click on the Save button and your document will be saved (Figure 3.29).

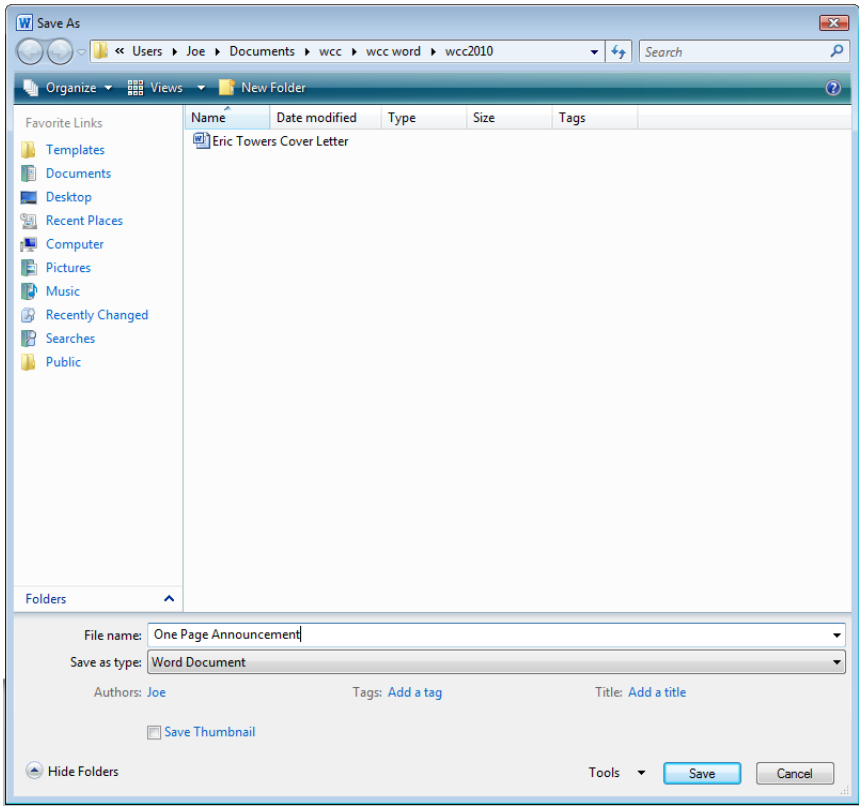


Figure 3.29 – Saving the File

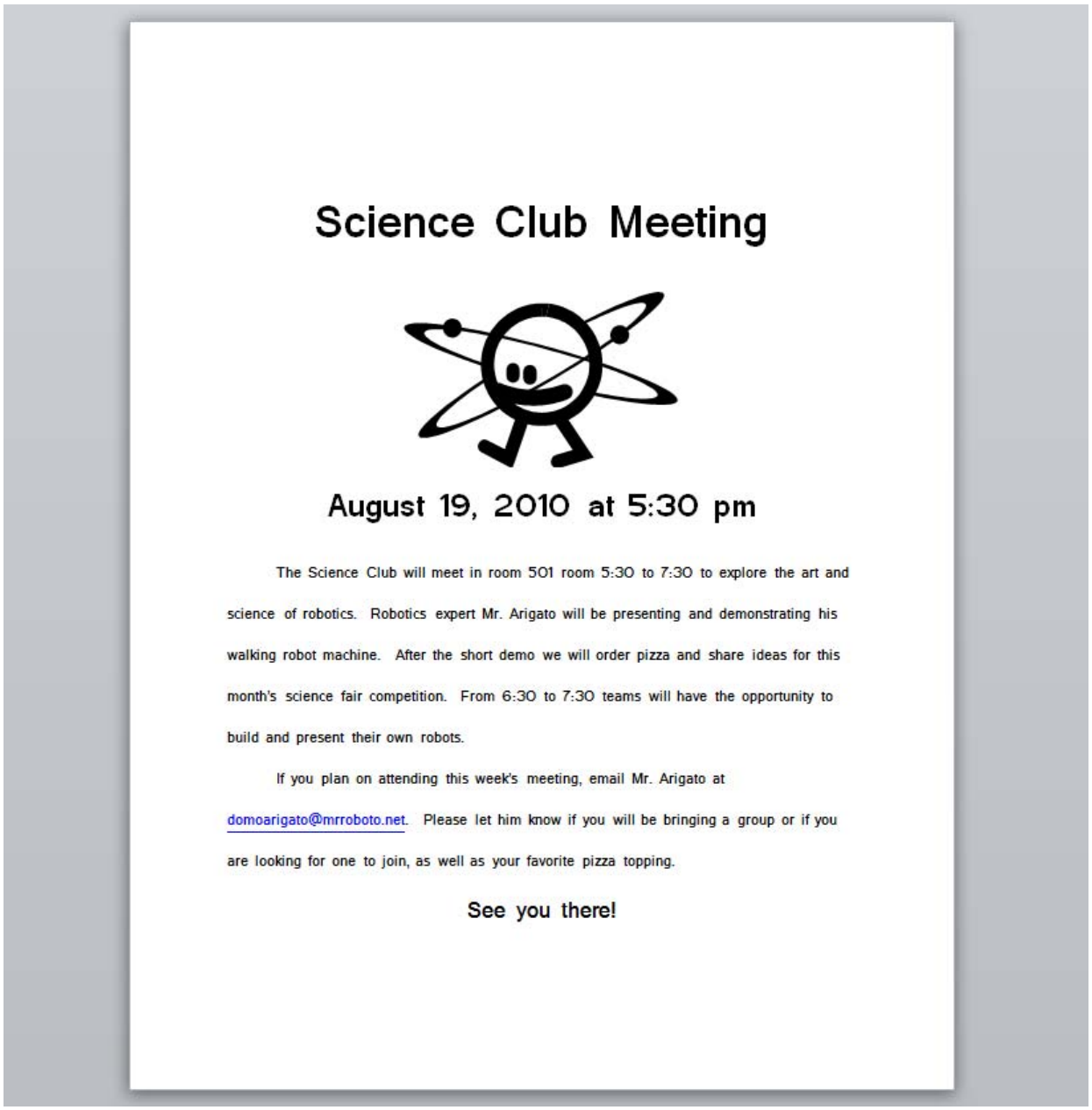


Figure 3.30 – Finished Announcement

***World Class CAD Challenge 30-03* - Write a one page announcement for your own meeting or event. Create a title, insert clip art, add the time, date and extra information and a short closing. Change the Vertical Alignment to Center and save the file. Repeat this exercise two more times to maintain your World Class ranking.**