

## Classroom Uses for Microsoft Word 2

Using Microsoft Word, you can create certificates, signs, newsletters, memos, and other documents that are very useful for teachers and students.

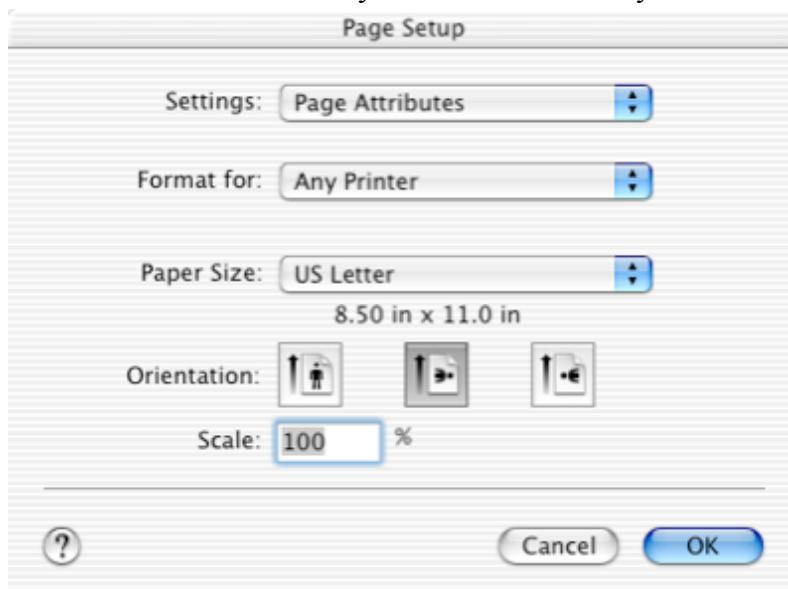
### Certificates and Signs

Not only are signs and certificates teacher tools, but they also make great classroom projects. Certificates can be customized for any event, and signs can be used for almost anything, including:

- Clubs or Events
- Facts or comparisons of classroom topics from periodic table elements to mammals and marsupials
- Class rules
- Safety issues in a science lab
- Illustrating two points of view
- Advertisements for real or imagined products
- What to pack on a trip to any given biome
- Comic Strips on current or past events
- Alphabet books
- Characters in a books
- Word problems and the steps in solving them
- Illustration of fact, opinion, propaganda...
- Types of paragraphs (persuasive, etc.)
- World languages flash cards, verb conjugations, vocabulary and illustrations
- Qualities needed for someone to go on a historical journey
- Qualities needed in a leader
- Comparisons of past and present technologies of lifestyles
- Hero cards (similar to baseball cards)...

### Certificates and Signs Tips and Tricks

- To print in landscape view, go to File/Page Setup and select landscape view.
- Zoom out of your document when you need a “bird’s eye view”.



- Use Word Art for fancy titles
- Use AutoShapes and shadows or 3-D styles to decorate.
- Use Text Boxes with or without a border, 3-D or shadow style as desired.
- Use the line tool to create straight

lines for signatures.

- Use the Internet or the Clip Gallery to find appropriate clip art. Wrap all graphics. This includes Word Art, AutoShapes, Text Boxes, Callouts, Clip Art and any pictures pasted from the Internet.
- Add tables as desired.

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## Newsletters

We all know that newsletters are a great way to communicate with parents, but they are also a terrific way for students to show off work. Students can create newsletters themselves, or teachers can collate student writing into a newsletter. Newsletters can be written on almost anything, including:

- Historical events
- Field Trips
- A Day in the Life of ( modern day explorer, medieval knight, Ellis Island Immigrant...)
- Biography or Autobiography
- A discovery or invention
- Math problems
- Current events
- Comparing and contrasting holidays in different cultures
- Language Arts assignments

## Newsletter Tips and Tricks

Type your title and your text.

- Highlight the text you wish to put into columns and go to Format/Columns (or use the column button on the button bar). Choose the number of columns you desire.
- Add Graphics as desired.
- Use a header for the date, page numbers etc.

Tips:

- Wrap all graphics. This includes Word Art, AutoShapes, Text Boxes, Callouts, Clip Art and anything pasted from the Internet.
- Use wrapping for formatting whenever possible. Use returns only when absolutely necessary.
- Use shadow and 3-D to jazz up the look.
- Use tables as desired.
- Zoom out to work on layout; zoom back in to work on text.
- Always Print Preview before printing.
- Use the Hide/Show button to see the invisibles if you need help with formatting.
- Don't put in any page breaks until you are all done adding graphics!
- Add a drop cap at the beginning of a paragraph by selecting the first letter and going to Format/Drop Cap.



## Project Gallery Templates

Once you know the skills involved in creating signs, certificates, and newsletters, you can easily customize pre-made templates that are available in Office. To access them go to File/Project Gallery or launch Microsoft Word. Choose a template category on the left, a style on the right and click OK. Your template is simply made up of shapes and text boxes. Replace the text and customize any elements as desired.

To save a document you made as a template, go to File/Save As and under Format choose Document Template. Double check that Word is saving your file in a folder called My Templates, name your template and click OK. The next time you launch Word, your template will appear in the My Templates category of the Project Gallery.

