

Christmas Letter Using Word 2010

- ♦ Open Word and write a generic Christmas letter
 - ♦ This letter will contain information you want to send to everyone
 - ♦ Save the letter in your personal folder as "Generic Xmas Letter 2011"
- ♦ Open a new document
- ♦ On ribbon, click **Page Layout** and in the Page Setup section, click **Margins**, then select **Custom Margins...**
 - ♦ On the Margins tab,
 - ♦ Set all margins to 0.8
 - ♦ Click the **Layout** tab, then click the **Borders...** button
 - ♦ On the Page Border tab
 - ♦ Click the **button** on the right side of the Art: drop-down list box and select the poinsettias
 - ♦ Set the Width: to 31 pt
 - ♦ Apply to: Whole document
 - ♦ Click the **Options...** button
 - ♦ Set all margins to 20 pt
 - ♦ Measure from: Edge of page
 - ♦ There should be a check mark in the check box to the left of, Always display in front
 - ♦ Click the **OK** button
 - ♦ Click the **OK** button
- ♦ On the ribbon, click the **Home** tab
 - ♦ Change the font to **Old English Text (Old English Text)**
 - ♦ Change the font size to **36**
 - ♦ Click the **"B"** (Bold) button
 - ♦ Change the font color to **Red**
- ♦ Type *Merry Christmas* then tap the space bar two times
- ♦ On the ribbon, click the **Insert** tab and in the Illustrations section click **Clip Art**
 - ♦ In the right panel (Clip Art), type "christmas" in the text box and tap the Enter key
 - ♦ Results should be: All media file types
 - ♦ For Word 2010 there should be a check mark in the check box to the left of, Include Office.com content
 - ♦ For Word 2007, Search in: All collections
 - ♦ Click the Go button
 - ♦ Click on one of the clip-art thumbnails
 - ♦ Click on the clip-art to display the enclosure (the border with the circle in the corners)
 - ♦ Drag-and-drop the corner of the image to resize it to the desired size (make it about three quarters of an inch tall)
 - ♦ Place the mouse pointer on the image and drag-and-drop the clip-art in the top right corner of the document to the right of *Merry Christmas*

- ♦ Select another clip-art image
 - ♦ Drag-and-drop the corner of the clip-art to resize it to the desired size (make it about three quarters of an inch tall)
 - ♦ Place the mouse pointer on the image and drag-and-drop the clip-art to the left of the first piece of clip-art
- ♦ Select another clip-art image
 - ♦ Drag-and-drop the corner of the clip-art to resize it to the desired size (make it about three quarters of an inch tall)
 - ♦ Place the mouse pointer on the image and drag-and-drop the clip-art to the left of the other two pieces of clip-art
- ♦ Close the Clip-art panel
- ♦ Tap the Enter key one time
- ♦ On the Home tab of the ribbon
 - ♦ Change the font to your preferred style
 - ♦ Change the font size to 12
 - ♦ Click the "B" Bold button
 - ♦ Change the font color to black
 - ♦ In the Paragraph section, click the Line and Paragraph Spacing button
 - ♦ Select 1.0
 - ♦ Tap the **Enter** key one time
 - ♦ Type a greeting [type *Dear Jim and Sue,*]
 - ♦ Tap the **Enter** key two time and type some personal information you want to share with Jim and Sue, then tap the **space bar** one time
- ♦ Insert the text of your generic news letter
 - ♦ Locate your generic newsletter
 - ♦ Hold down the Ctrl key and tap the "A" key to highlight all of the text
 - ♦ Right-click on the **highlighted text** and select **Copy**
 - ♦ Go back to your newsletter and make sure the insertion point is still properly positioned
 - ♦ In the Clipboard section of the Home tab, click **on the clipboard** to paste the text of the generic letter in the document
- ♦ You can insert digital photos or clip art in with the text of the document
 - ♦ To insert a photo
 - ♦ On the ribbon, click the **Insert** tab
 - ♦ In the Illustrations section, click **Picture**
 - ♦ Locate the photo you want to use, **click it to highlight**, then click the **Insert** button
 - ♦ Drag-and-drop the corner of the photo to resize it to the desired size
 - ♦ You should now be on the Picture Tools Format tab of the ribbon
 - ♦ In the Arrange section, click **Wrap Text** and select **More Layout Options...**
 - ♦ On the Text Wrapping tab
 - ♦ In the Wrapping style section, select **Square**
 - ♦ In the Wrap text section, select **Both Sides**, then click the **OK** button

- ♦ Drag-and-drop the photo to the desired location [place the photo on the left side of the document]
- ♦ To make it easier to insert pictures and clip-art, you can do the following
 - ♦ Click the **File** tab and select **Options**
 - ♦ In the left panel, click **Advanced**
 - ♦ Scroll down to the Cut, copy, and paste section
 - ♦ Click the **black triangle** on the right side of the drop-down text box for Insert/paste pictures as: and select **Square**, then click the **OK** button
- ♦ Repeat the procedure to add more photos or clip-art to the document
- ♦ If you are going to add photos and clip-art to the second page, things can get complicated
 - ♦ Here are some tips
 - ♦ Go to the second page and click **below the text**
 - ♦ Use the Enter key to move the insertion point about half way down the empty space
 - ♦ Now insert a photos or clip-art
 - ♦ Resize and position the image
 - ♦ If the image moves to the first page, drag-and-drop it below the text on the second page
 - ♦ In the Arrange section of the Picture Tools Format tab of the ribbon, click **Wrap Text** and select **More Layout Options...**
 - ♦ Click the **Position** tab and place a check mark in the check box to the left of, Lock anchor, then click the **OK** button
 - ♦ Drag-and-drop the image to the desired position
- ♦ Click below the bottom of the text to display the insertion point and type your salutation, then tap the **Enter** key
- ♦ If the images start moving, do a Ctrl + Z
 - ♦ Click on the last image and go back to the Position tab for Wrap Text / More Layout Options.. and remove the check mark from the check box to the left of, Move object with text, then click the **OK** button
 - ♦ Now type your salutation and tap the **Enter** key
- ♦ Type your name(s)
- ♦ Tap the **Enter** key to move the insertion point to a position about two inches from the bottom of the document
 - ♦ Change the font to Edwardian Script
 - ♦ Change to font size to 36
 - ♦ Click the "**B**" Bold button
 - ♦ Change the font color to green
 - ♦ Type *Happy New Year*
 - ♦ Highlight the text
 - ♦ In the Paragraph section of the ribbon, click the **Center** button to move the text to the center of the document
- ♦ On the ribbon, click **File** and select **Print** to see what your document will look like when printed

- ♦ If you need to go back to your document to make a change, click the **Home** tab
- ♦ When you are satisfied with your letter, click File and select Save As
- ♦ Give your document a meaningful file name and save to the desired location (like a 2011 Xmas Letter folder in My Documents)