

ONLINE SOFTWARE SKILLS BUILDERS

Using Desktop Publishing for a Class Newsletter

In this activity you will be creating a class newsletter using desktop publishing software. The commands necessary to achieve each step may vary slightly depending upon the desktop publishing software you are using. Follow the steps below to complete this project.

1. Start your desktop publishing software.
2. Select a newsletter design template offered by your desktop publishing software such as the one to the right from MS Publisher.
3. Add the following:
 - a. Newsletter Title – **Mr. Peterson's Class News**. Change the font to Comic Sans. Bold and center the title
 - b. Headline for Main Story – **Museum Field Trip A Success!**. Change the font to Comic Sans. Bold and center the headline
 - c. Headline for Secondary Story – **Report Cards Next Week**. Change the font to Comic Sans. Bold and center the headline
 - d. In the volume/date area, enter Volume 1, Number 1 and October 2004.
 - e. Add the school name and city (**ABC School, My City, USA**) to the newsletter.
 - f. Add a text box for an **Important Dates** reminder section.
 - g. Add at least two clip art images to the newsletter that illustrate your stories.
4. Enter the stories below:



Museum Story

Our sixth grade class went on a field trip to the City Museum last Thursday. The Museum had two special exhibits. The first was the Egyptian Pyramid exhibit. We saw a mummy of a member of the royal family, jewels and artifacts that belonged to the royal family, and a model of how the pyramid was built.

The second exhibit was an art exhibit of works of art by Children of the World. These included drawings, paintings, models, and sculpture created by children in 42 different countries and selected by their governments for the display. Each piece of art represented the culture or history of the country in some way. Everyone in our class signed a congratulations card which will be reproduced and sent to each child who had their work in the exhibit. The cards will be collected for each child and sent to them by the museum.

After looking at both exhibits, everyone went to the museum picnic area and had their bag lunches. Drinks were provided by the museum staff. After lunch, the entire class went to the museum hands-on room and created a work of art of their own to take home.

Report Card Story

Next week report cards will be issued. Report cards will be sent home on Friday with a request for a parent or guardian's signature. The signature form is due back by Wednesday. Parents can keep the report card itself.

Report card grades reflect work in each content area as well as effort. Any parent or guardian wishing a conference is encouraged to call the school for an appointment with Mr. Peterson. Call 555-5555, extension 333. I look forward to hearing from you.

- Adjust text in each story to fit the page. Change all fonts to Comic Sans and then adjust font size and text box size so that the text fits into the story boxes and looks similar to the finished newsletter at the end of this Skills Builder.
- Add the following dates to the Important Dates list. Change font to Comic Sans and adjust size to fit the space available. Bullet each date.

October 22 – Teacher's Work Day. No School.
November 17 – Early Release Day
November 21-24 – Thanksgiving Break. No School.
December 5 – Gift Fair
December 16 – Winter Dance
December 22 to January 3 – Winter Break

- Adjust the document for balance, white space, text box size, etc. so that it is balanced similar to the sample below.
- Save the document as Class Newsletter.
- Print the document to hand in.

Sample Finished Newsletter

Mr. Peterson's Class News


Museum Field Trip A Success!

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ABC School
My City, U.S.A.

Volume 1, Issue 1
October 2004

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