Chapter 3

Writing a One Page Announcement

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

- **Setting the Margins**
- **Changing the Font and Font Size**
- **Typing Announcement Title**
- **Inserting Clip Art**
- **Typing Date and Time of Meeting**
- **Typing Location and Other Important Information**
- **Adding a Short Closing**
- **Print Preview 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).

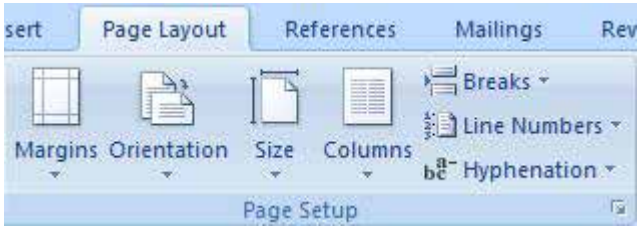


Figure 3.1 – Page Setup Panel

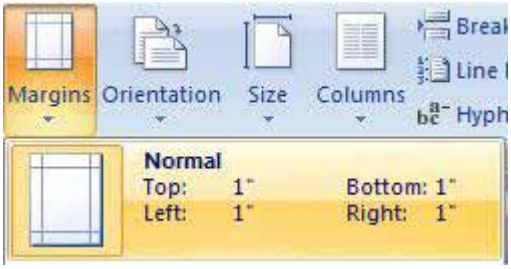


Figure 3.2 – Selecting Normal Margin Setting

Changing the Font and Font Size

We 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 left clicking on it. Now we are going to pick our 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).

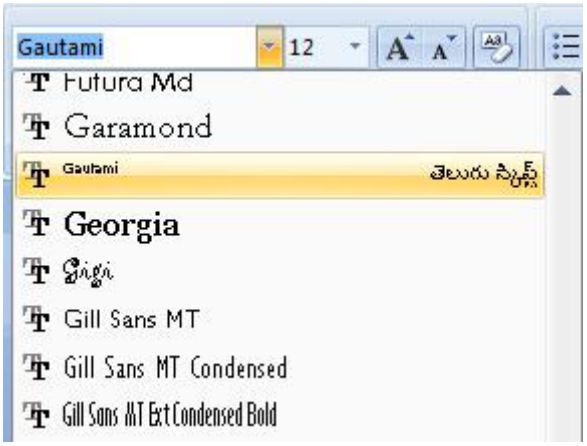


Figure 3.3 – Selecting Gautami Font

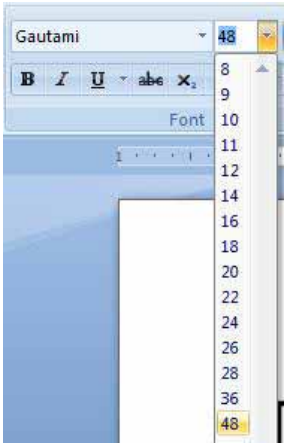


Figure 3.4 – Selecting Font Size of 48

Typing Announcement Title

With our font style and size chosen, we are ready to begin making our announcement. For this chapter, we are going to make an announcement for an upcoming Science Club meeting. This is just one of the many different types of events for which we can make announcements. Now, we are going to add a title to our document in large font telling everyone who reads exactly what we are announcing. We can imagine that we are making an informational poster. To make the title, type in the words "Science Club Meeting" at the top of the page (Figure 3.6).

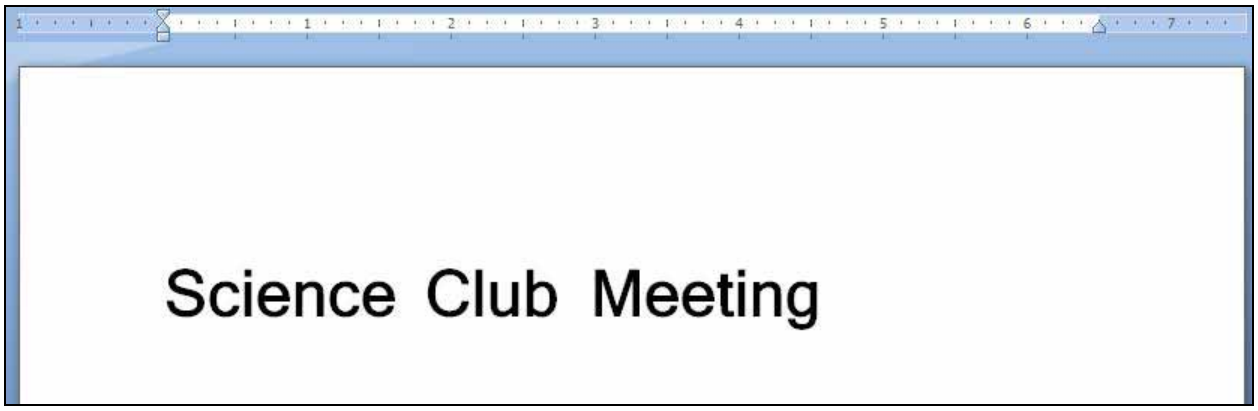


Figure 3.6 – Typing in Our Title

Inserting Clip Art

We will be adding a picture to our document below the title using the **Clip Art** tool. The **Clip Art** tool is located on the **Illustrations** panel under the **Insert** tab. When we select the command, the Clip Art Window will appear on the right side of the screen. In the "**Search for:**" text box we need to type the word "**atom**" (Figure 3.7). Also, we need to make sure that we are searching through all the clip art collections so in the "**Search in:**" it should say "All collections" (Figure 3.8). When we click on the Go button on the window, our search will begin. A number of pictures of atoms should appear in a list on the window (Figure 3.9). We will select the first atom picture by placing our 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 3.10).

Figure 3.7 – Searching for Atom Clip Art

Figure 3.8 – Searching in All Collections

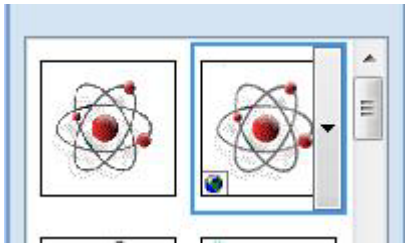


Figure 3.9 – Picking First Atom

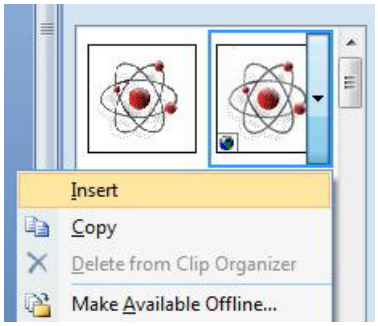


Figure 3.10 – Inserting Clip Art

The atom clip art will be put in the document under the title with a border and markers at the midpoints and endpoints of the rectangle surrounding the picture. We need to left click with our mouse on the lower right hand corner of the border and drag the corner about ¼ inch down and to the right. This will enlarge the picture be stretching it (Figure 3.11). After stretching the clip art, we will center it by selecting the **Center Alignment** tool on the **Paragraph** panel (Figure 3.12). The title of the announcement should be centered as well when you align the clip art. The finished clip art should appear as in Figure 3.13.

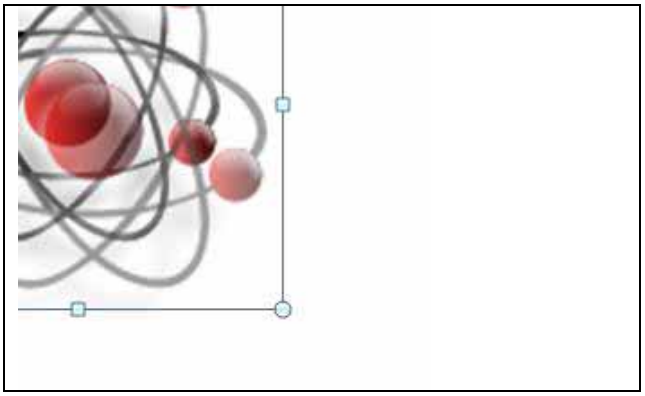


Figure 3.11 – Stretching the Atom Clip Art

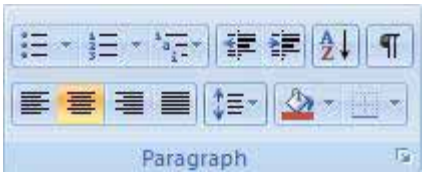


Figure 3.12 – Center Aligning Clip Art

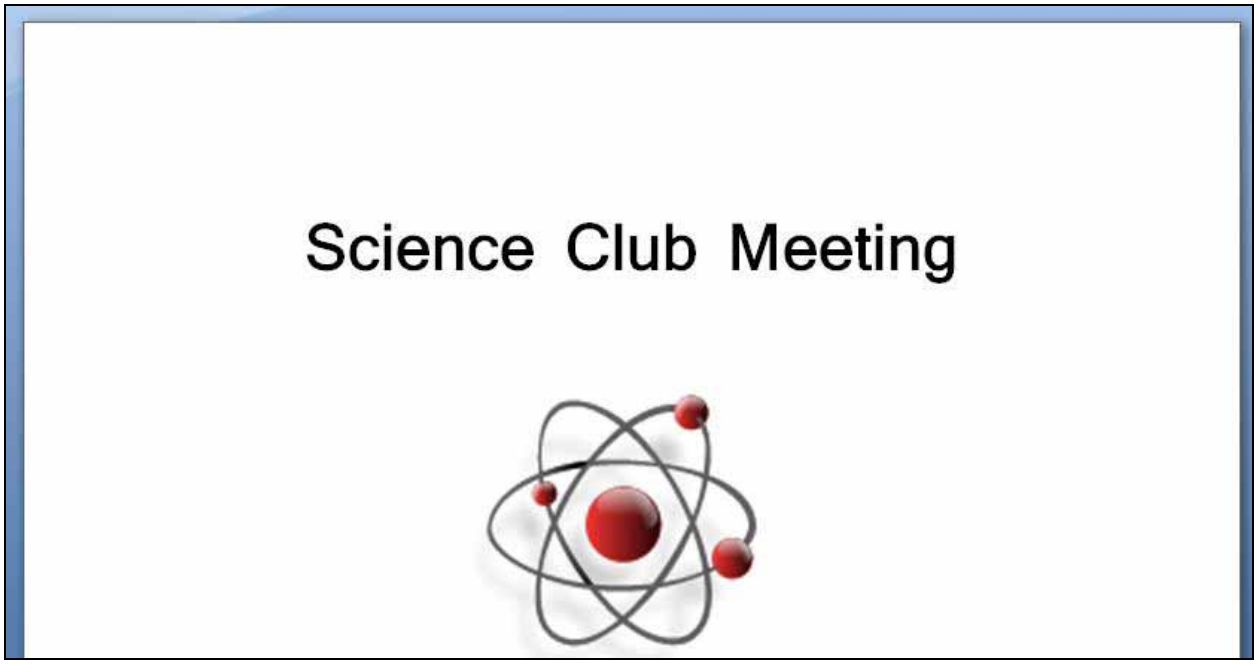


Figure 3.13 – Clip Art Added

Typing Date and Time of Meeting

The next thing we want to add to our announcement is the date and time of the meeting. First, we need to change the font size in the **Font** panel to **34** as in Figure 3.14. Also, we want to keep the test centered so we won't change the alignment. Now, let's type in the date and time of the meeting. For our Science Club meeting, it will be on *August 19, 2009 at 5:30 pm* (Figure 3.15).

Figure 3.14 – Selecting Font Size of 34

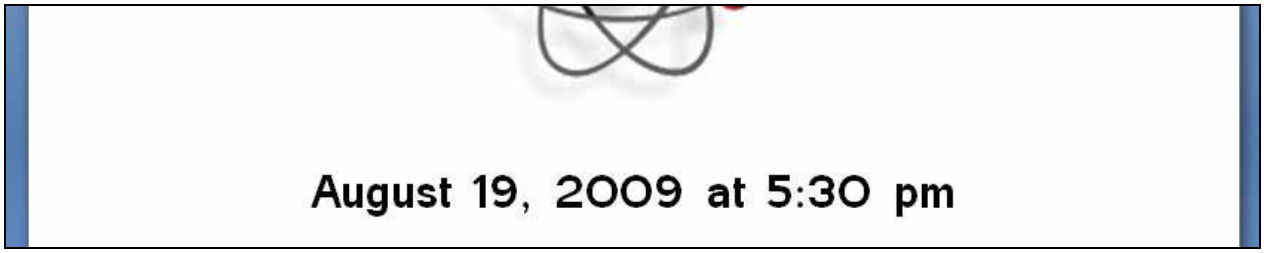


Figure 3.15 – Adding Date and Time of Meeting

Typing Location and Other Important Information

We are now going to give all the extra information about our meeting to the announcement like the location, purpose and a contact person. We will first change the font size to **16** (Figure 3.16). Next, we will change the text alignment to **Left Align** (Figure 3.17). Now, we are ready to add all of our information. With our example of the Science Club meeting, information like a guest speaker that will talk about and demonstrate how to use his robot is an important thing to put in our announcement. The duration of the meeting, along with the purpose of preparing for a science competition are, again, very good pieces of information to include. Below the informational paragraph we will put the information for a contact person. An email address is most likely the best and easiest means of communication for a meeting such as ours. When we type in the email address for the contact person, it will become blue when we add a space after it (Figure 3.18). This blue text color indicates a hyperlink, which will take you either to an email draft with the hyperlinked email address as the recipient or, if the hyperlink is a website, it will take you to the website. We can leave the hyperlink in the document but if we want to remove it all we 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 we could put in our announcement.

Figure 3.16 – Selecting Font Size of 16

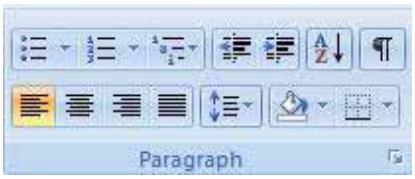


Figure 3.17 – Left Aligning the Text

Figure 3.18 – Hyperlink on Email Address

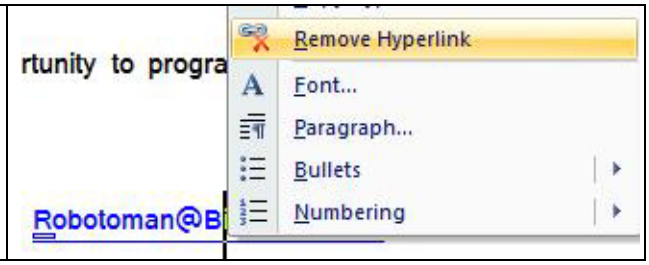
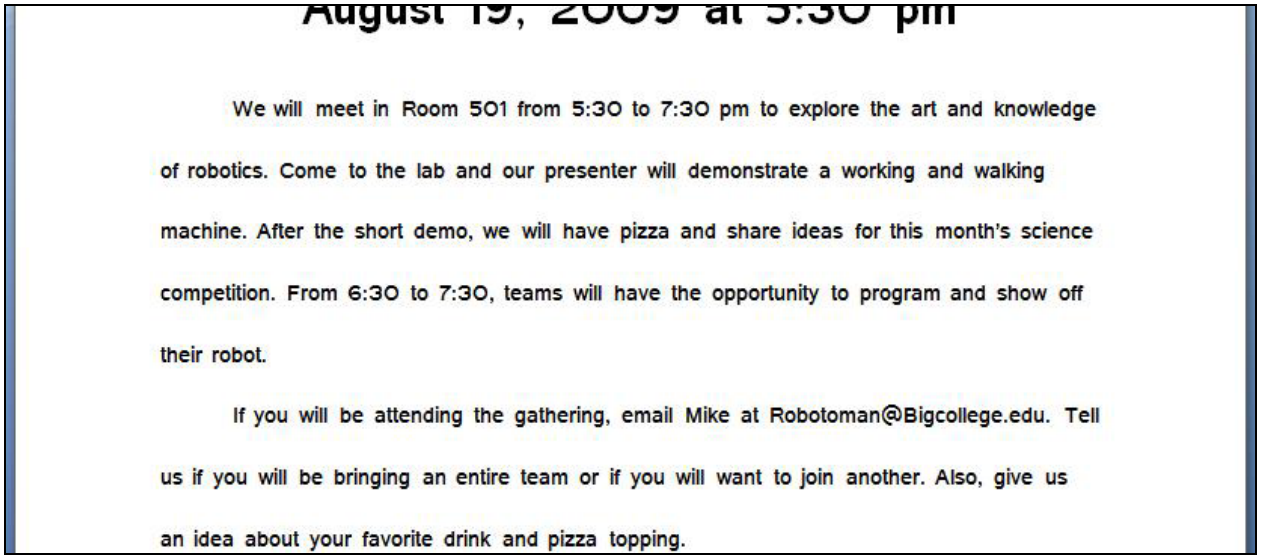


Figure 3.19 – Remove Hyperlink



August 19, 2009 at 5:30 pm

We will meet in Room 501 from 5:30 to 7:30 pm to explore the art and knowledge of robotics. Come to the lab and our presenter will demonstrate a working and walking machine. After the short demo, we will have pizza and share ideas for this month's science competition. From 6:30 to 7:30, teams will have the opportunity to program and show off their robot.

If you will be attending the gathering, email Mike at Robotoman@Bigcollege.edu. Tell us if you will be bringing an entire team or if you will want to join another. Also, give us an idea about your favorite drink and pizza topping.

Figure 3.20 – Added Location and Information

Adding a Short Closing

The last part of the announcement that we are going to add is a small closing. To do this, we 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 our announcement, we will type the phrase "See you there!"

Figure 3.21 – Selecting Font Size of 24

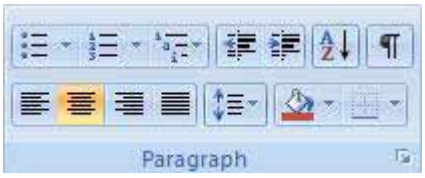


Figure 3.22 – Center Aligning the Text

us if you will be bringing an entire team or if you will want to join another. Also, give us an idea about your favorite drink and pizza topping.

See you there!

Figure 3.23 – Short Closing

Print Preview and Page Setup

On the top left of the program is the **Quick Access** toolbar. We need to select the **Print Preview** tool to see if our document is vertically centered. By viewing the Print Preview, we will be able to see if the text on the document has an even amount of space above and below it (Figure 3.24). To make the amount of space above and below the text we need to go to the Page Setup Window. To do so, we need to select the small arrow at the bottom right of the **Page Setup** panel (Figure 3.25).

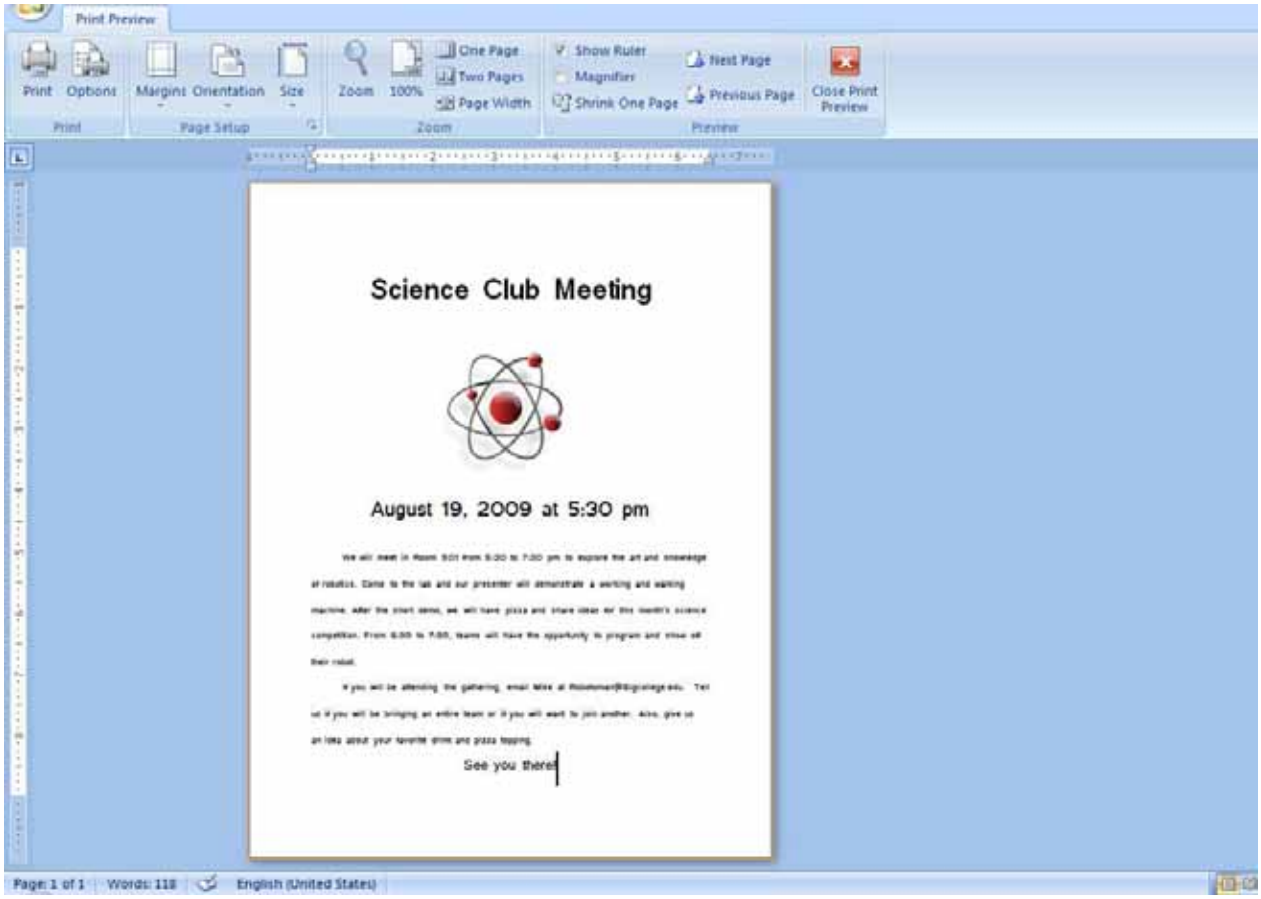


Figure 3.24 - Print Preview

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

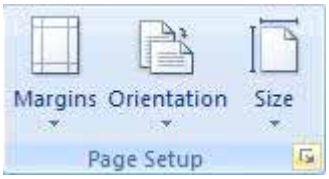


Figure 3.25 – Page Setup

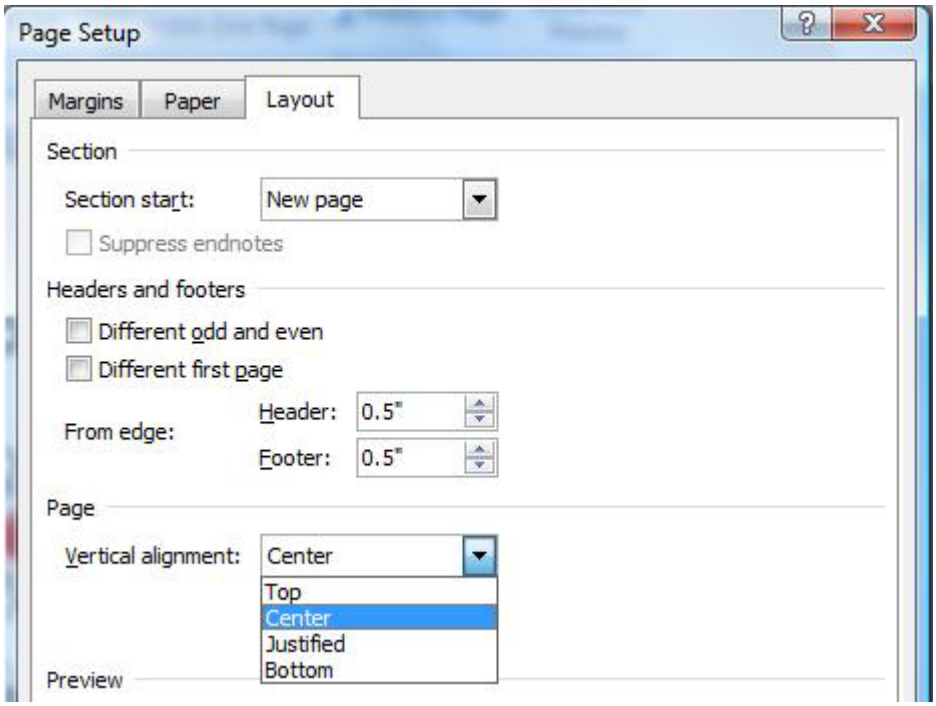


Figure 3.26 – Center Alignment for Document

Figure 3.27 – Close Print Preview

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 for us to correct them is to right click with our mouse on the misspelled or grammatically incorrect word and the correction options will appear (Figure 3.28). If there are a number of spelling and grammar mistakes, we can just select the **Spelling and Grammar** tool on the **Proofing** panel and run through the correction process on the window that appears (Figure 3.29).

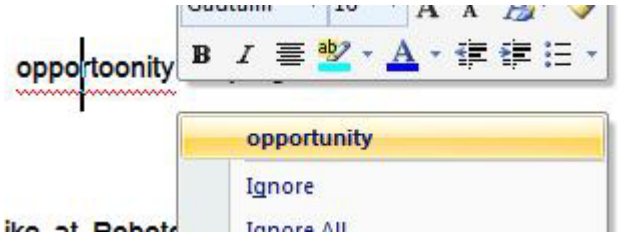


Figure 3.28 – Right Clicking to Correct

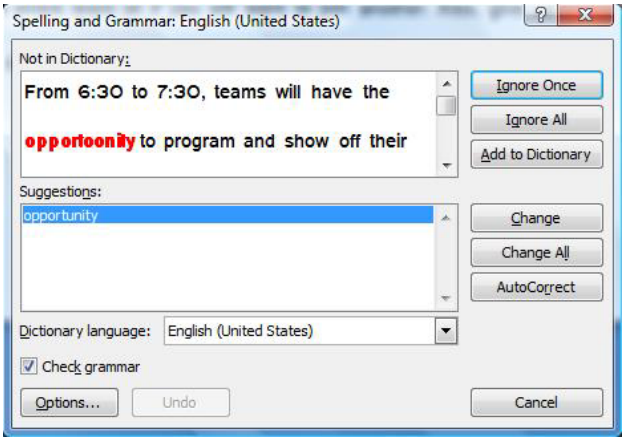


Figure 3.29 – Spelling and Grammar Window

Saving the File

To save the document, we 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. We can save the file into a folder that has already created or we can create a new folder by selecting the **New Folder** tool. We will save the document as "One Page Announcement." Once we have typed in the file name, we will click with our left mouse button on the Save button and our document will be saved (Figure 3.30).

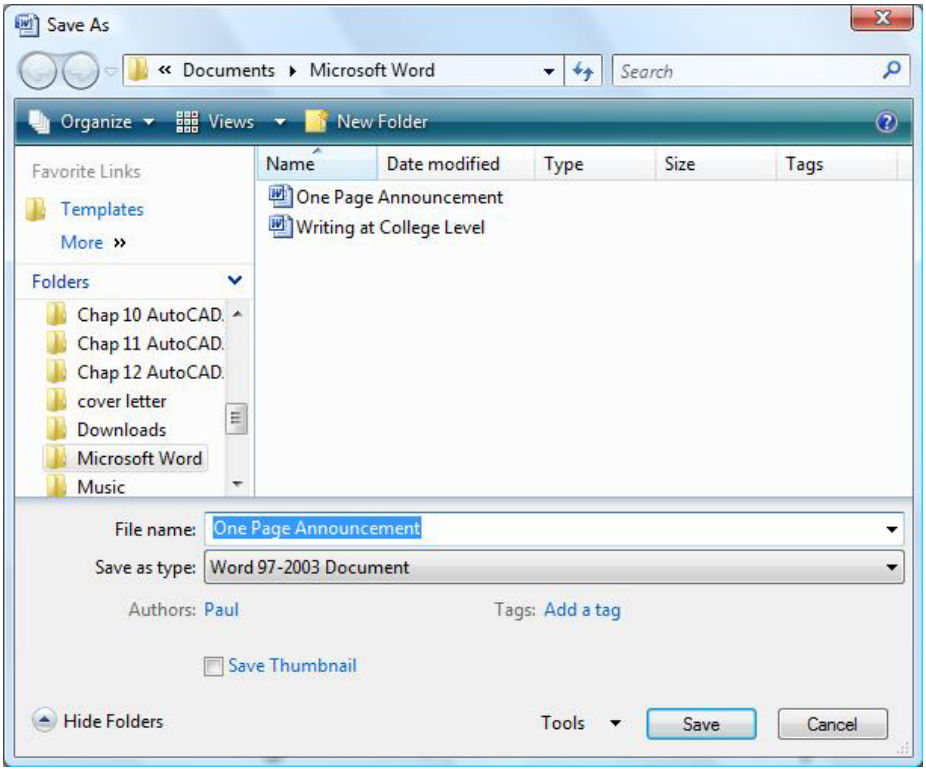


Figure 3.30 – Saving the File

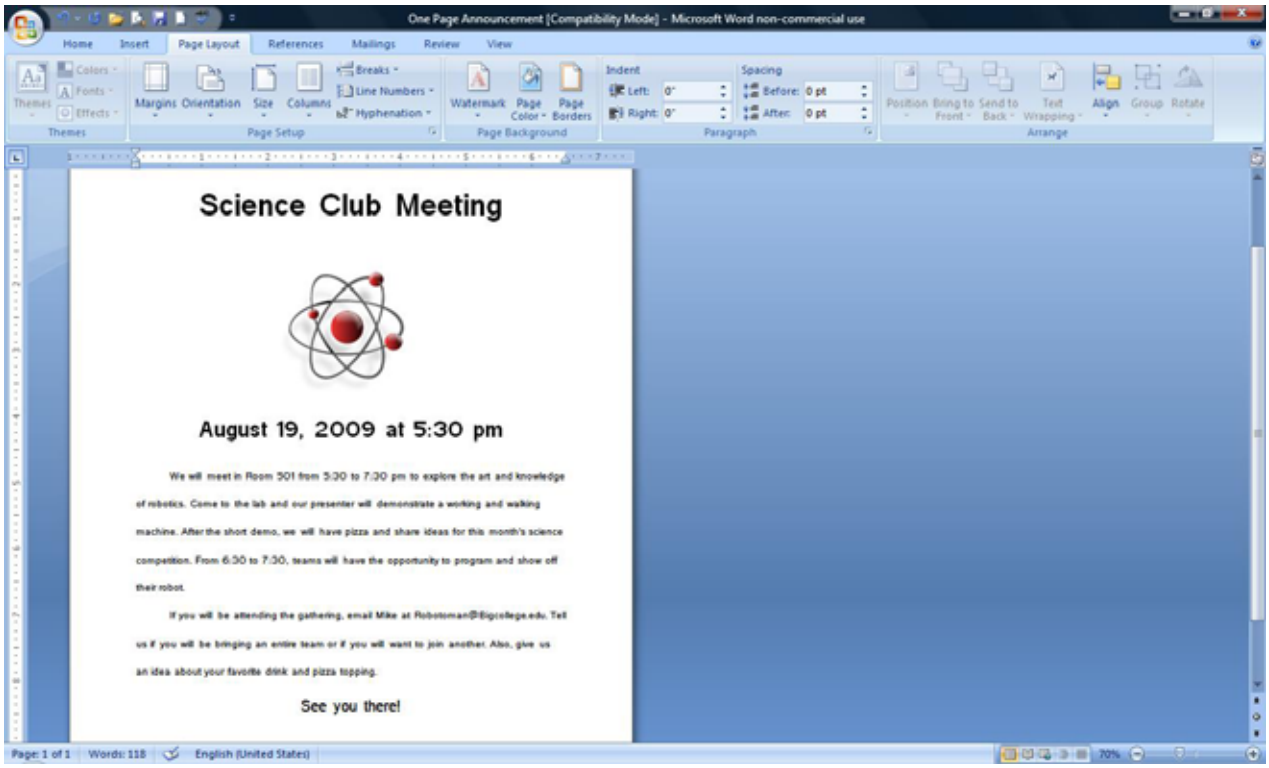


Figure 3.31 – Finished Announcement

***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.**