



6th Grade

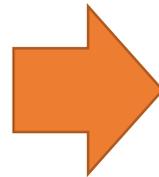
Newsletter



Scenario

Mr. Smith is thinking about creating another specials class at Prairie Hills Junior High. What do you think should be the subject of this new class? Why should Mr. Smith choose your pick?

Class Ideas



- Video Gaming
- Hair Styling
- Drama/Theater
- Dance
- Cooking
- Auto Mechanics
- Wood Shop



Required Elements

- Page Color
- Page Border
- Title Section w/Background Picture & Word Art Title
- At least 1 additional picture.
- Three Textboxes with Border
 1. Description of class
 2. Reason #1 w/ Evidence
 3. Reason #2 w/Evidence



Sample Draft

Class Name

Write a 4-5 sentence describing the subject area you chose. Pretend that I know nothing about your subject. What do you need to tell me?

Possible Questions:

- What is it?
- What will students do in the class?
- What supplies are needed?
- Why is it important?
- Should the class be for 6th, 7th, or 8th grade? Why?



Write a 5-6 sentences explaining your 1st reason for wanting this class.

- What evidence to you have to support why you feel that way?
 - Should have at least 2-3 pieces of supporting evidence.

Write a 5-6 sentences explaining your 2nd reason for wanting this class.

- What evidence to you have to support why you feel that way?
 - Should have at least 2-3 pieces of supporting evidence.



Accessing Document

Conversations Files Class Notebook Assignments

< Back Turn in

Newsletter

Due Date
Thu May 30, 2019 at 11:59 PM

Points
50 points possible

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

Newsletter.docx

+ Add work

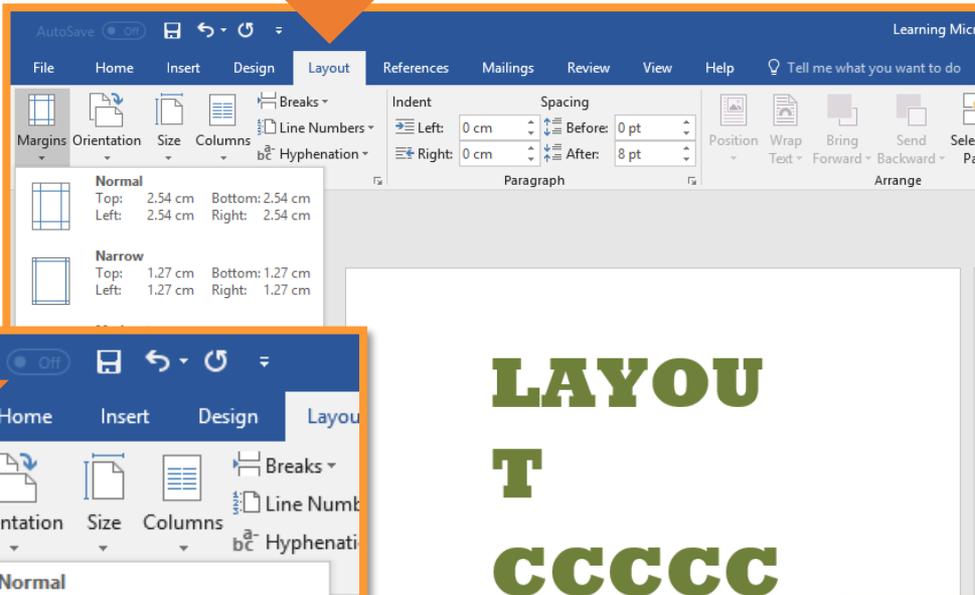
- Open in Teams
- Open in Word
- Open in Word Online
- Download

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on NEWSLETTER
5. Click on next to document in MY WORK
6. Select OPEN IN WORD.

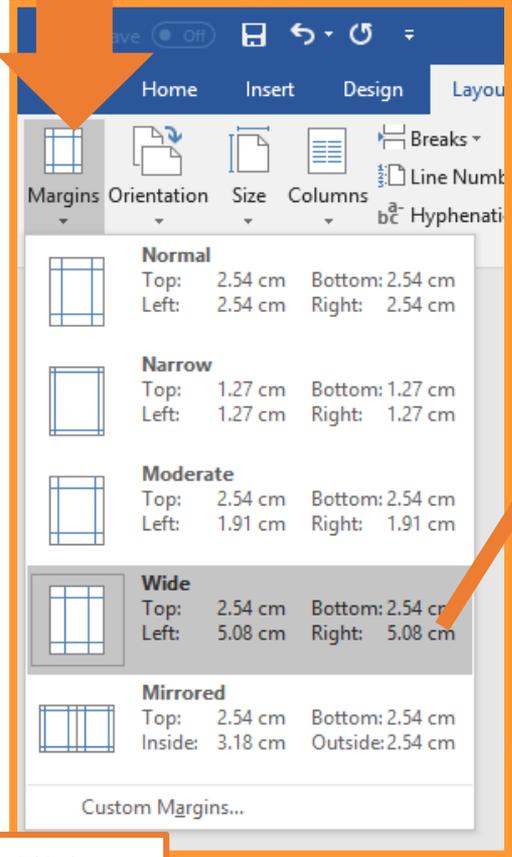


Set Up Document Layout

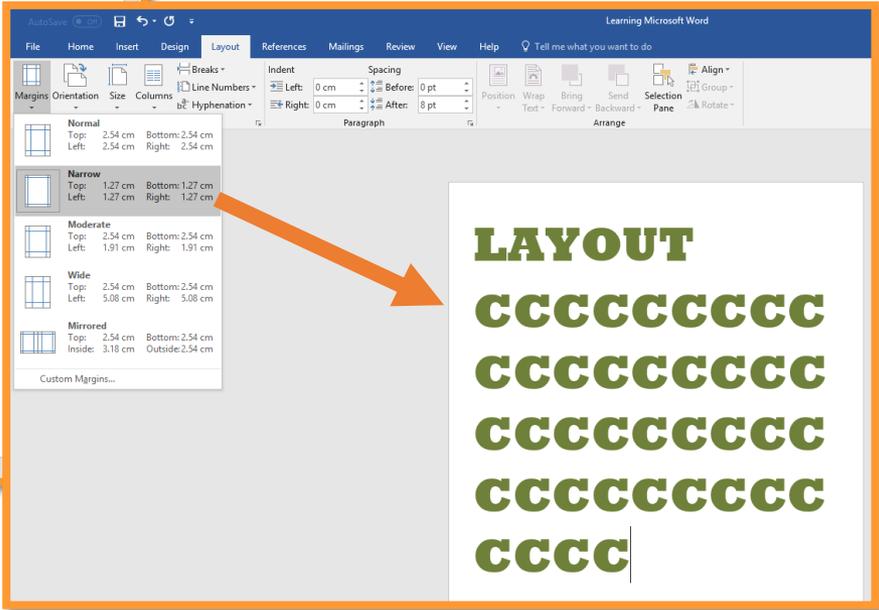
MARGINS



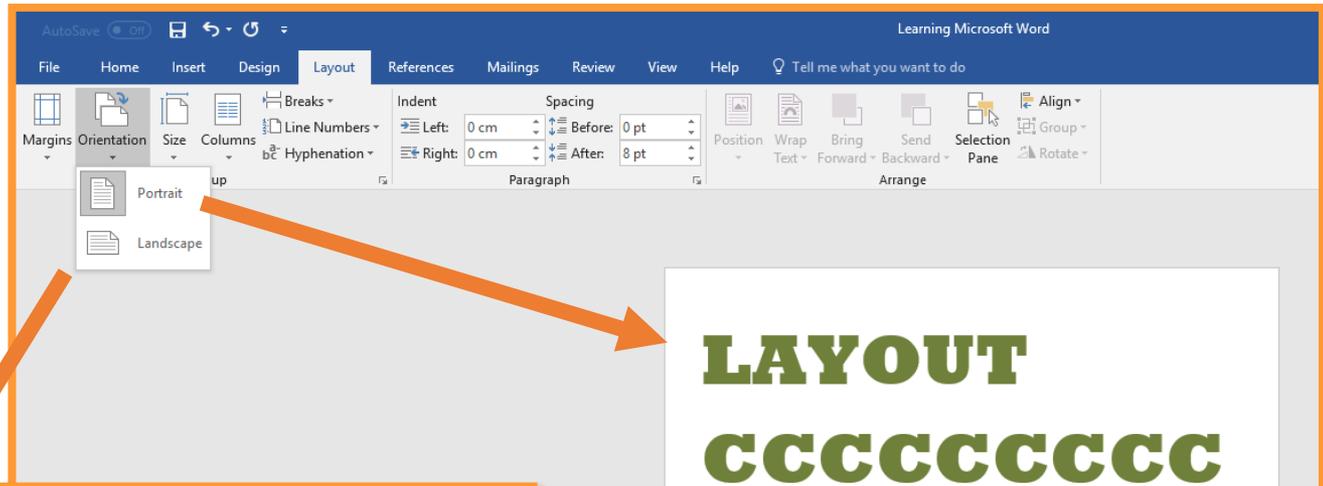
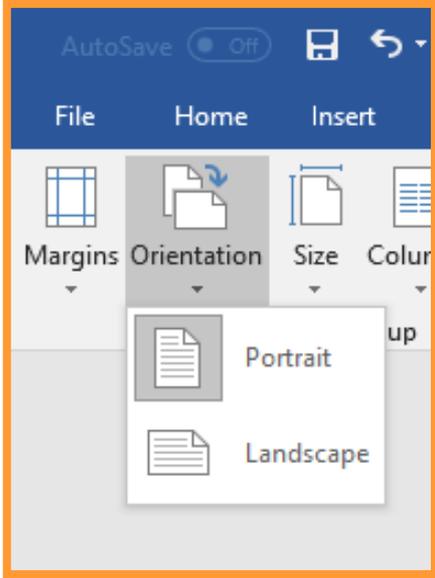
1. Click on LAYOUT
2. Click on MARGINS
3. Select NARROW



LAYOUT
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CCCCCC
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CCCCCC
CCCCCC
CCCCCC



PAGE ORIENTATION



LAYOUT

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CCCCCCCCCC
CCCCCCCCCC
CCCCCCCCCC
CCCC

LAYOUT

CCCCCCCCCC
CCCCCCCCCC
CCCCCCCCCC
CCCC

1. Click on ORIENTATION
2. Select PORTRAIT



Formatting Document

PAGE COLOR

The screenshot shows the Microsoft Word interface with the Design tab selected. The Page Color menu is open, and the 'Fill Effects...' option is highlighted. A callout box provides instructions on how to choose a gradient fill.

You can choose a gradient if you want.

1. Click on FILL EFFECTS
2. Choose 1 or 2 color.
3. Select your colors

1. Click on the DESIGN tab
2. Click on PAGE COLOR
3. Select the color/style you want to use.

PAGE BORDER



The screenshot shows the Microsoft Word interface with the Design tab selected. The Borders and Shading task pane is open, showing the Page Border tab. The 'Setting' is 'Box', the 'Style' is a solid line, the 'Color' is 'Automatic', and the 'Width' is '14 pt'. Under the 'Art' section, a decorative border is selected. The 'Apply to' dropdown is set to 'Whole document'. An orange arrow points to the 'Page Borders' button in the ribbon, and another points to the 'Art' section in the task pane. A third arrow points to the 'Apply to' dropdown.

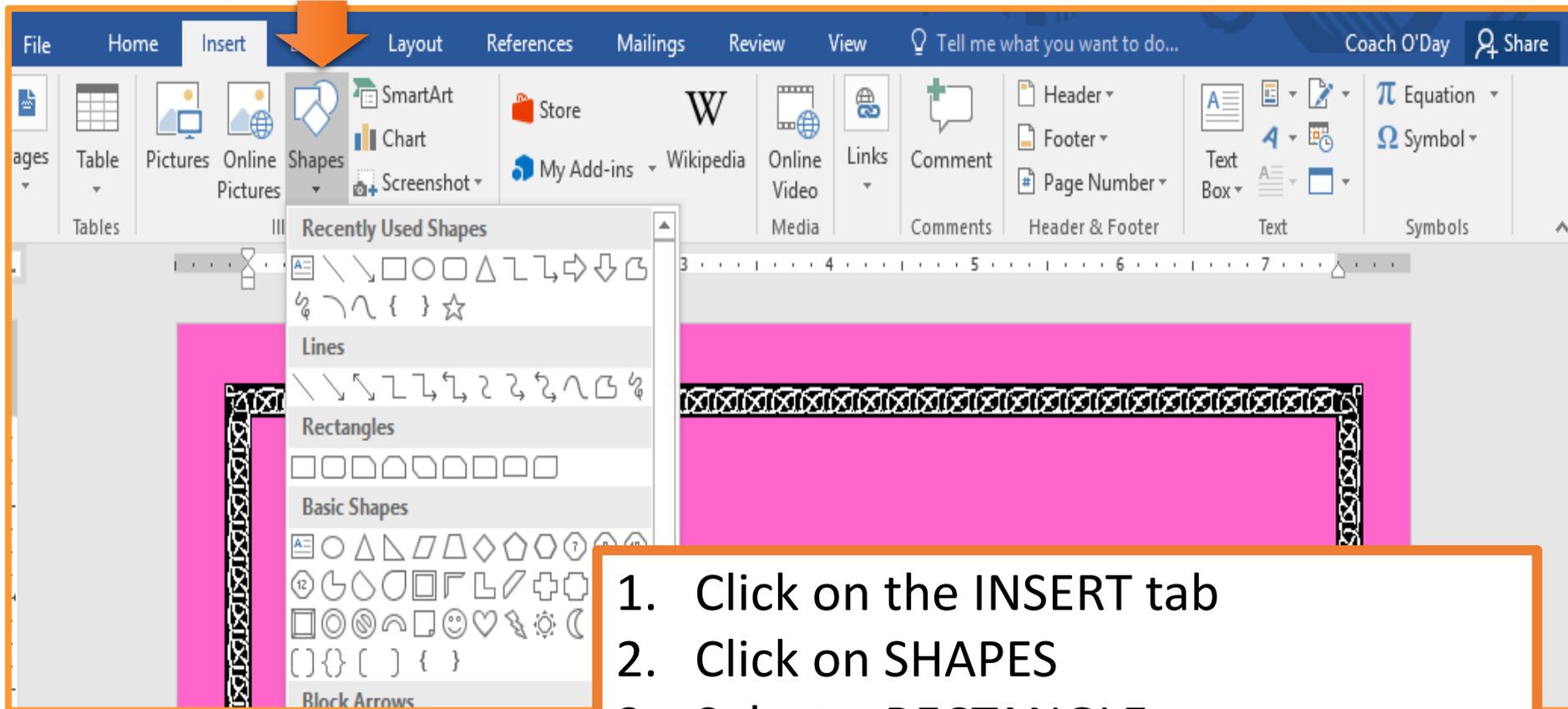
1. Click on DESIGN tab
2. Click on PAGE BORDERS
3. Click on PAGE BORDER tab
4. Click on ART and choose a border

***** Make sure it says WHOLE DOCUMENT *****



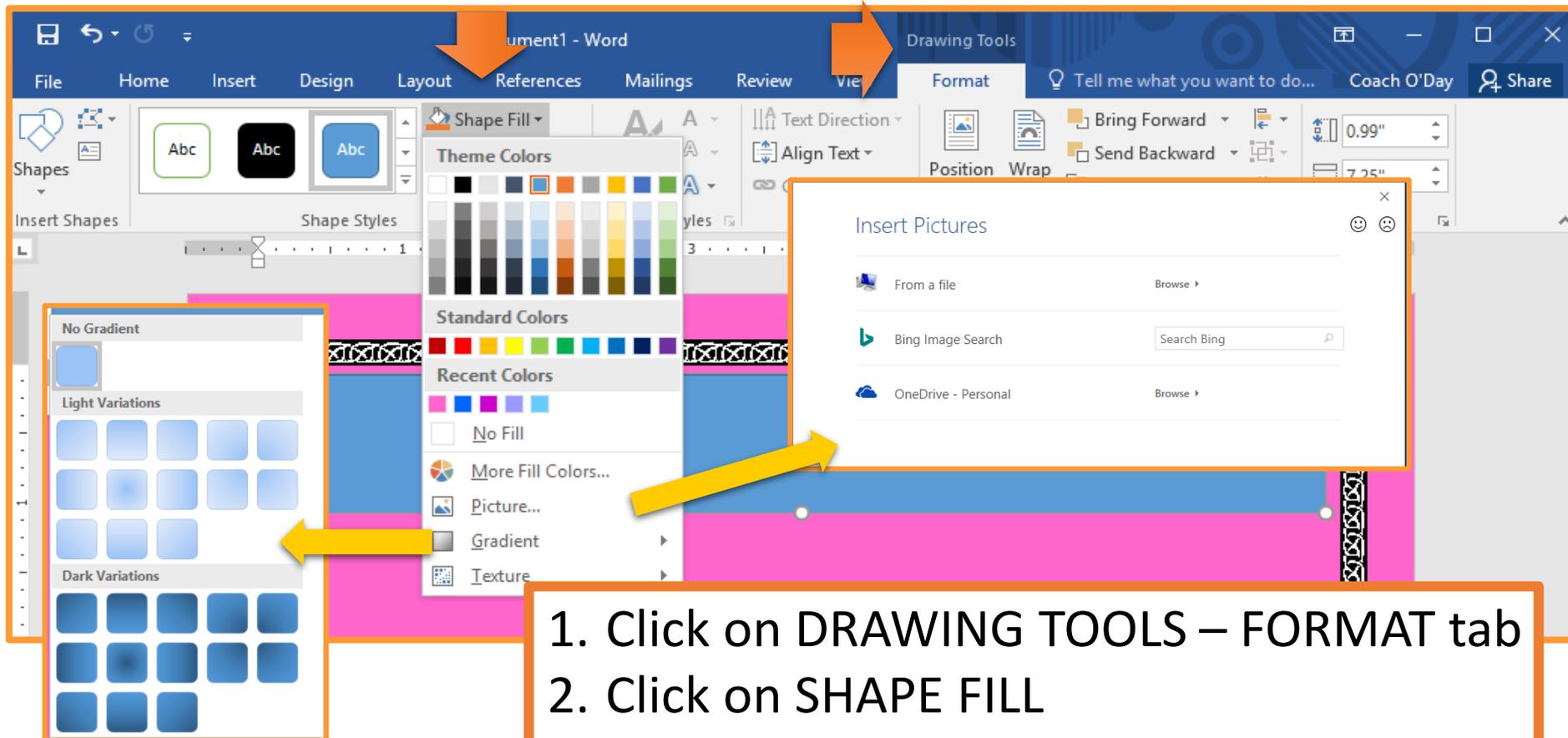
Newsletter Banner & Title

INSERTING BANNER



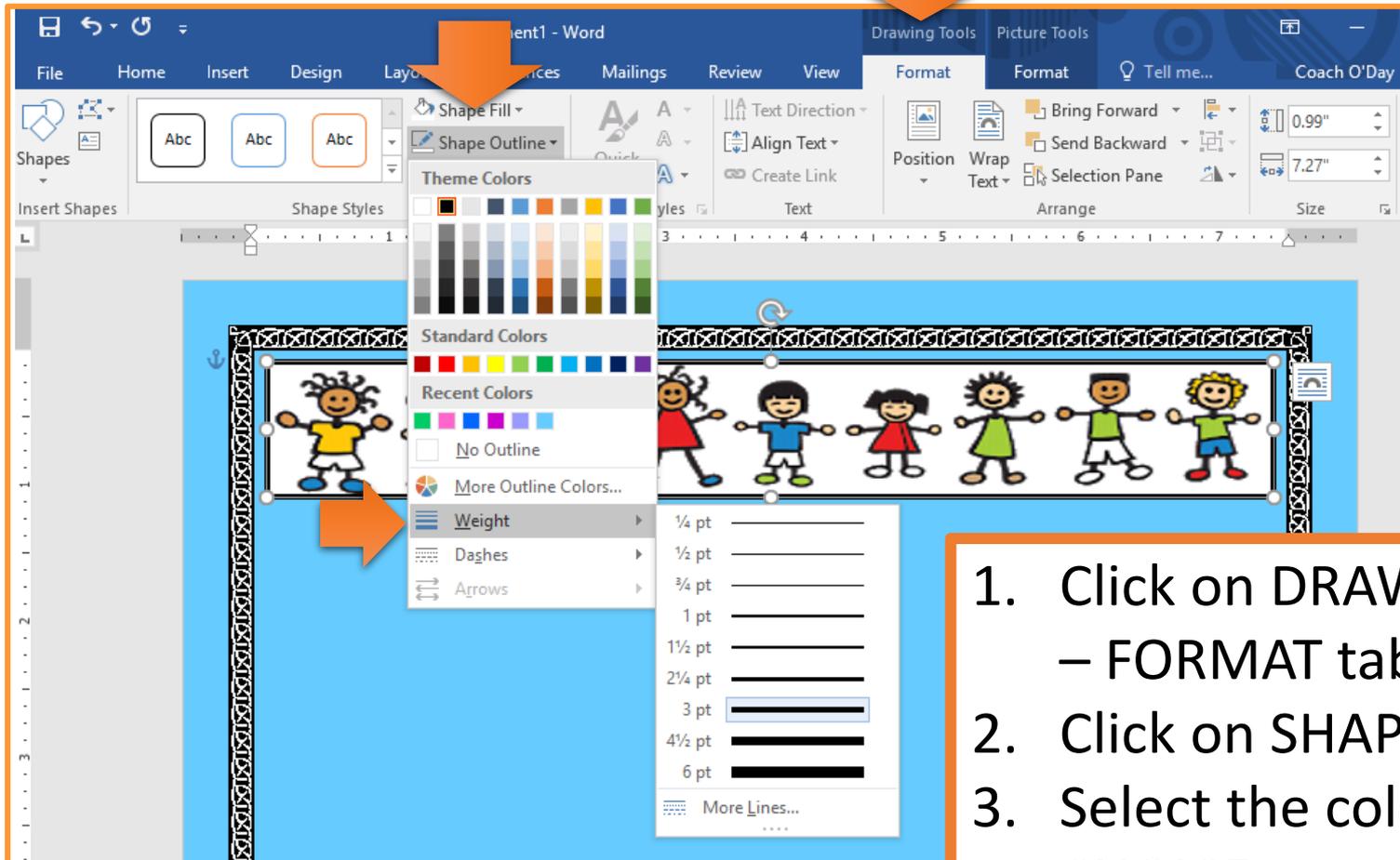
1. Click on the INSERT tab
2. Click on SHAPES
3. Select a RECTANGLE
 - Straight or rounded
4. Draw the rectangle at the TOP of the page UNDERNEATH the border

BANNER FORMATTING 1



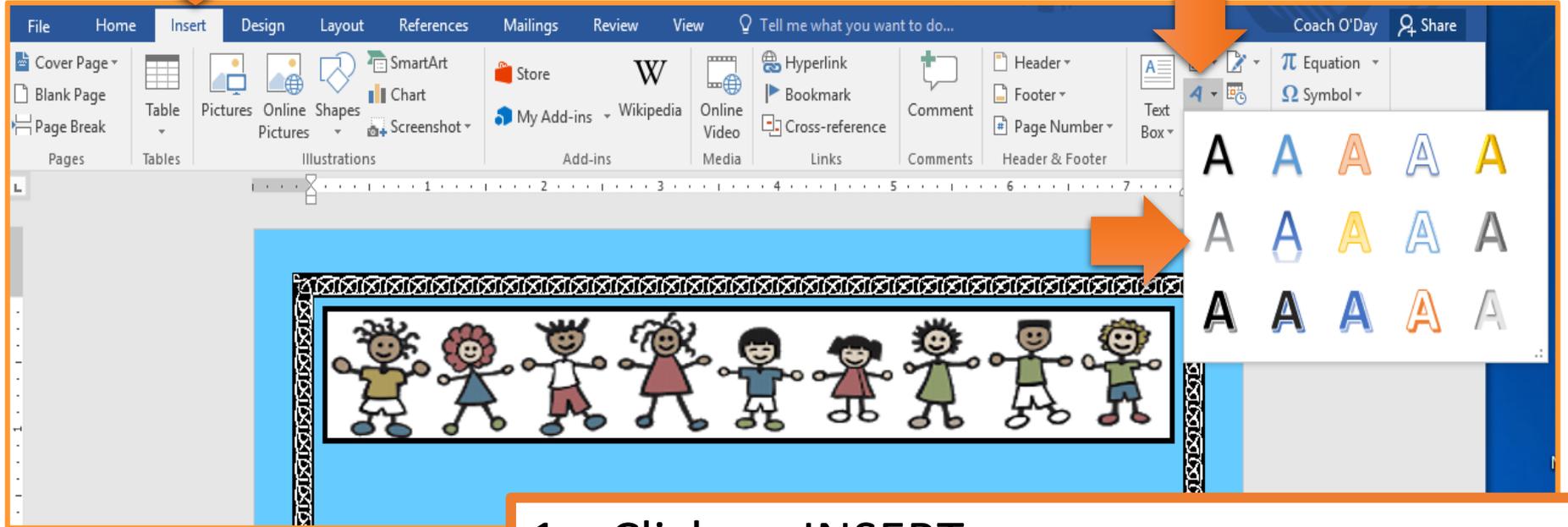
1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE FILL
3. Select fill YOUR CHOICE.
 - Solid Color
 - Gradient – Choose color & variation
 - Picture – Search for image & insert.

Banner Formatting 2



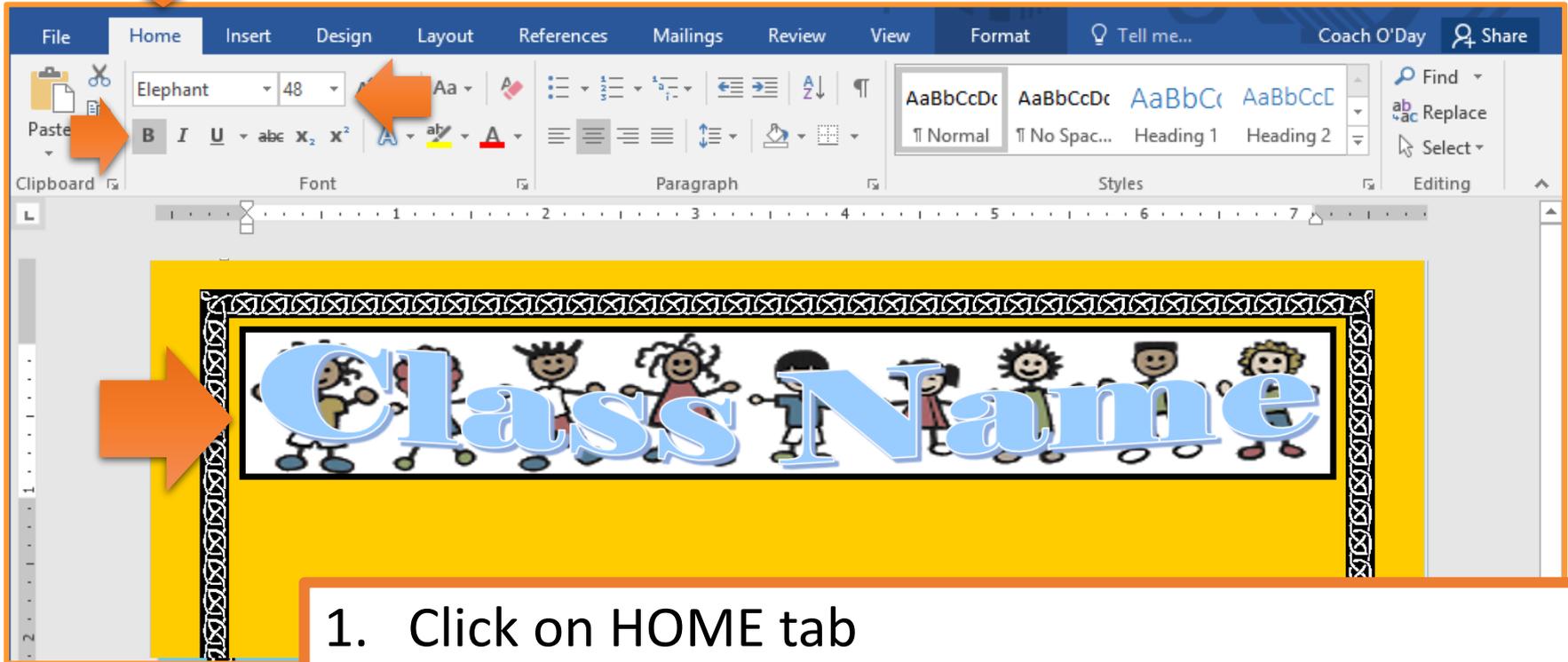
1. Click on DRAWING TOOLS
– FORMAT tab
2. Click on SHAPE OUTLINE
3. Select the color YOUR
CHOICE
4. Click on WEIGHT
5. Select 2 ¼ pt. or 3 pt.

NEWSLETTER TITLE 2



1. Click on INSERT
2. Select WORD ART
3. Choose the style YOUR CHOICE
4. In the textbox, type your newsletter title.
 - **Must be related to your topic!**

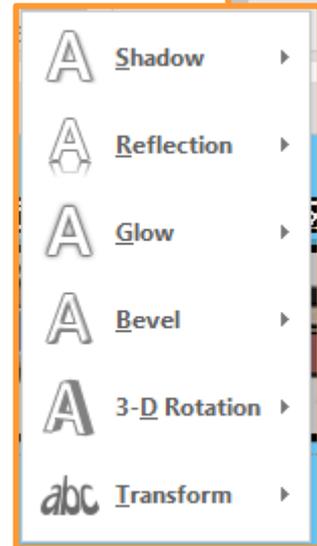
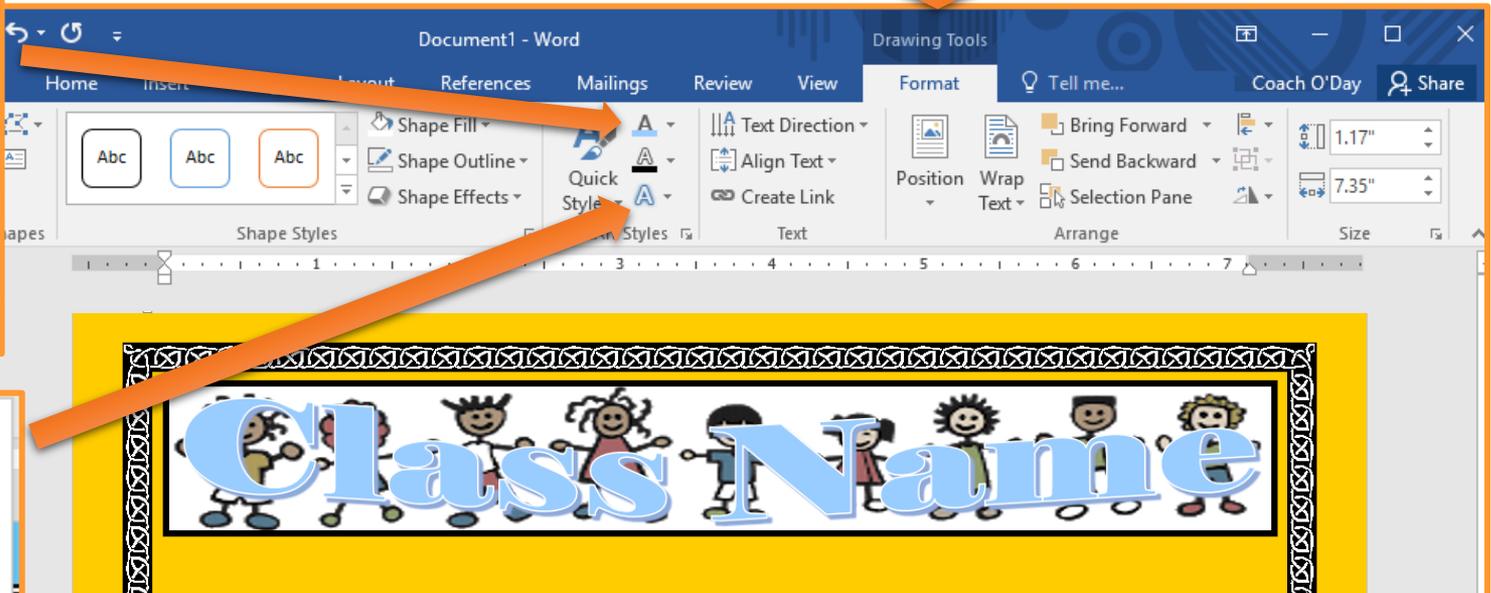
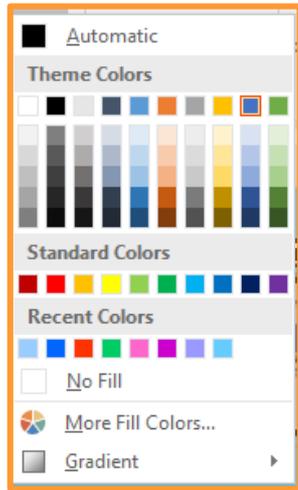
NEWSLETTER TITLE 1



1. Click on HOME tab
2. Select the title text.
3. Change the font to YOUR CHOICE
4. Change the text size to YOUR CHOICE
5. Change the font style to YOUR CHOICE

***** Must to easily readable*****

NEWSLETTER TITLE 3

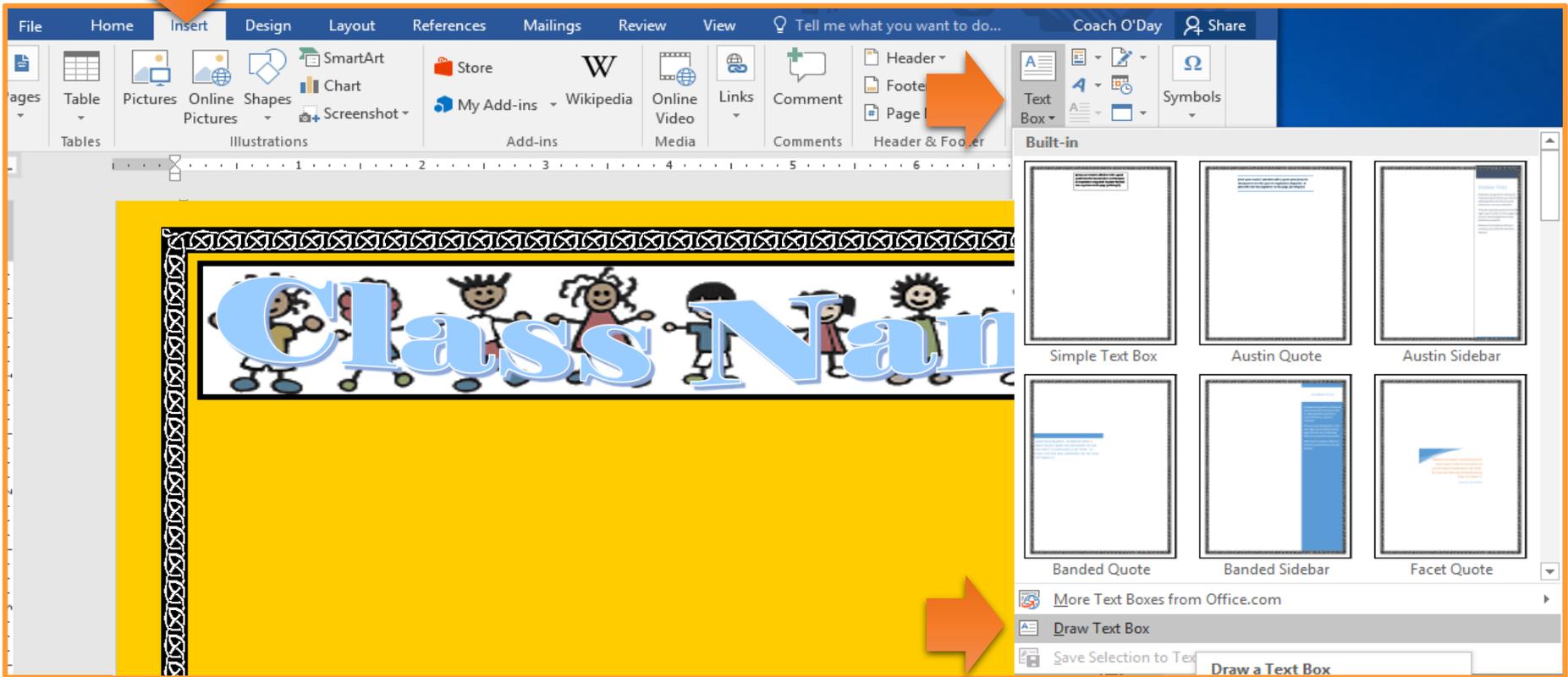


1. Click on DRAWING TOOLS – FORMAT tab
2. Select the title text
3. Click on TEXT FILL
4. Select the color YOUR CHOICE
5. Click on TEXT EFFECT
6. Select the effect YOUR CHOICE
7. Resize the textbox if necessary



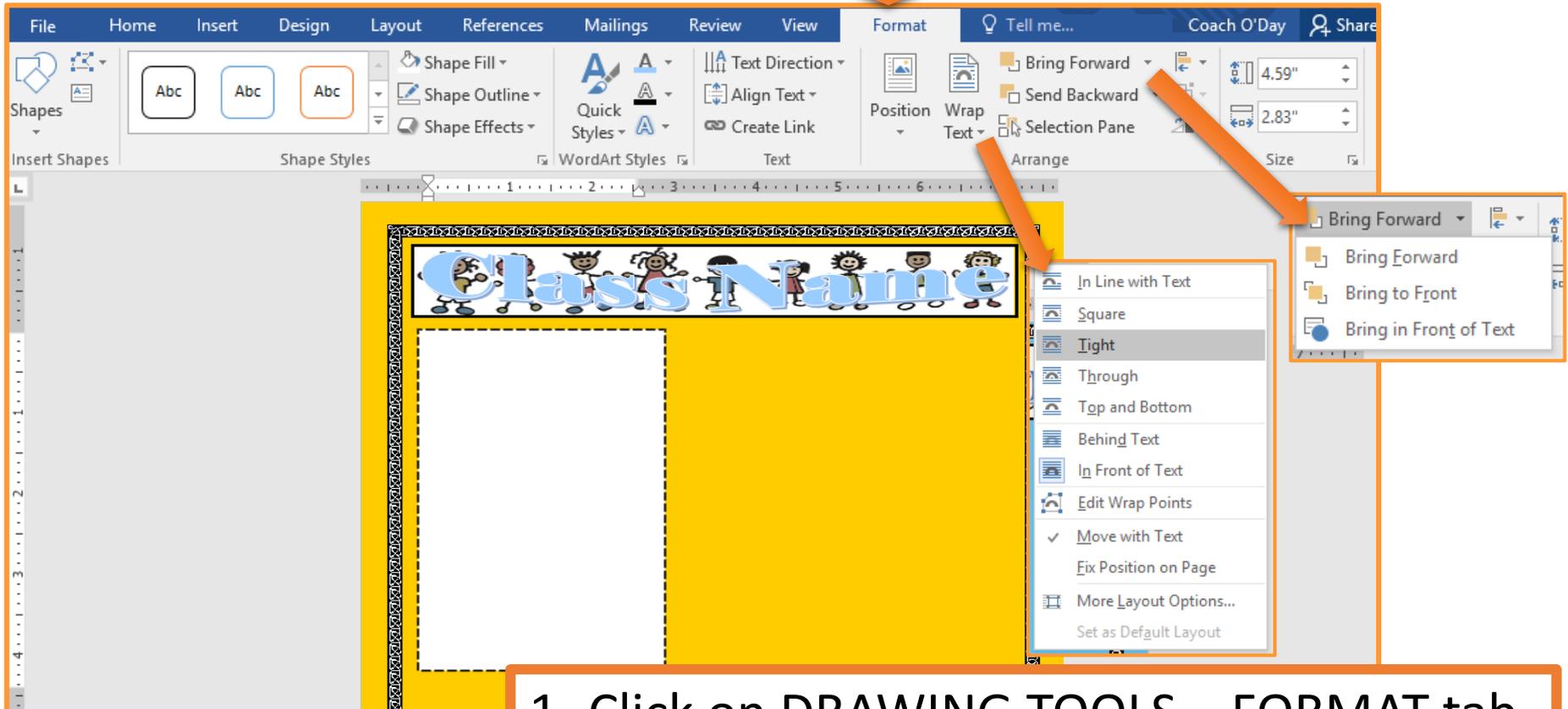
Class Description Textbox

CLASS TEXTBOX



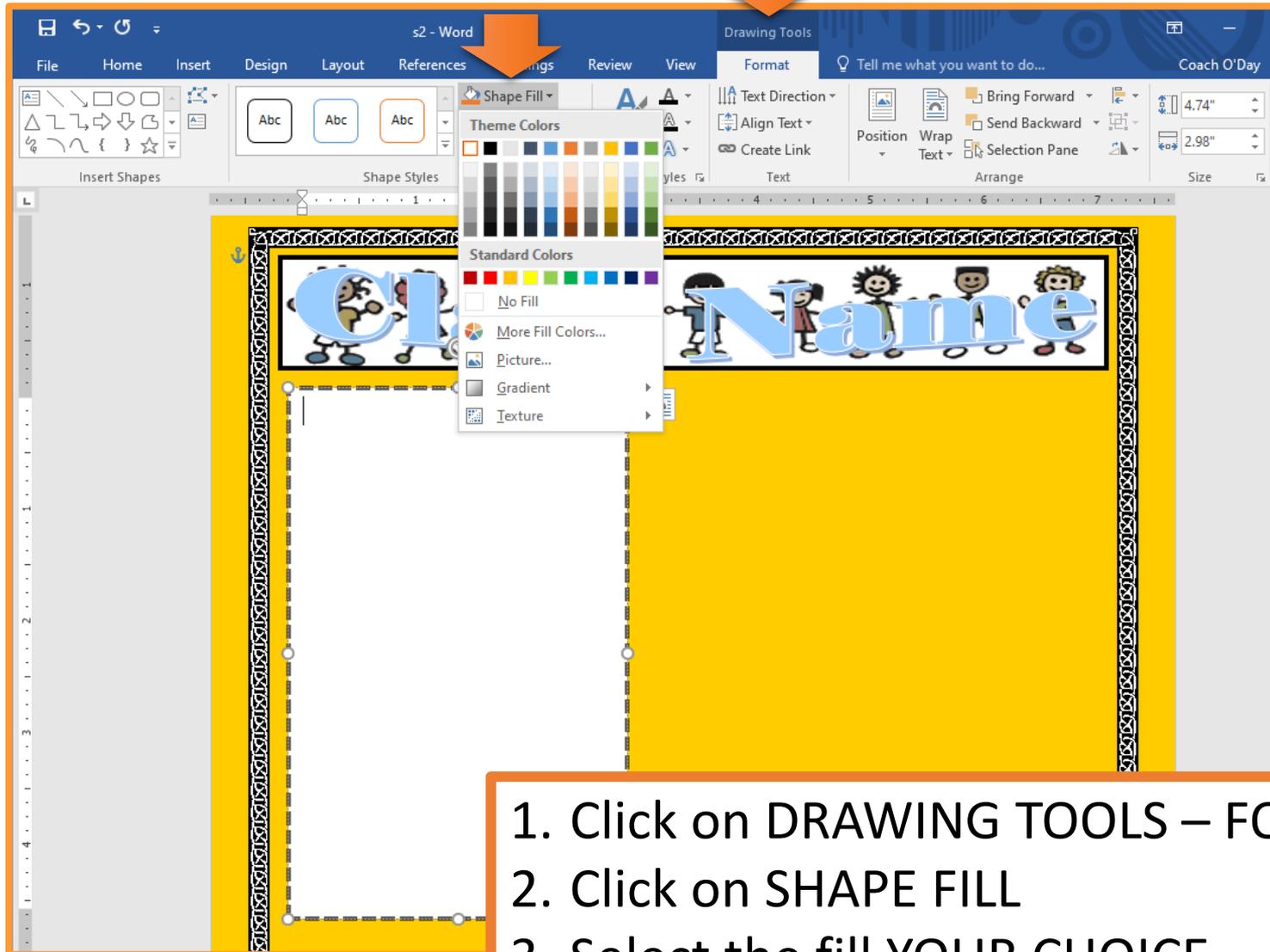
1. Click on the INSERT tab
2. Click on TEXT BOX
3. Select DRAW TEXT BOX
4. Draw the text box on your page
 - **You decide PLACEMENT & SIZING**

FORMAT CLASS TEXTBOX 1



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on WRAP TEXT
3. Select TIGHT
4. Click on BRING FORWARD
5. Select BRING TO FRONT

FORMAT CLASS TEXTBOX 2



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE FILL
3. Select the fill YOUR CHOICE

FORMAT CLASS TEXTBOX 3

The screenshot shows the Microsoft Word interface with the Drawing Tools - Format tab active. The Shape Outline menu is open, showing various color and line options. A yellow text box with a decorative border is selected on the page. Three orange arrows point to the 'Format' tab, the 'Shape Outline' menu, and the 'Dashes' option.

1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE OUTLINE
3. Select the color YOUR CHOICE
4. Click on WEIGHT & select YOUR CHOICE
5. Click on DASHES & select YOUR CHOICE

CLASS TEXTBOX CONTENT

File Home Insert Design Layout Reference Mailings Review View Tell me... Coach O'... Share

Clipboard Font Paragraph Styles Editing

Class Name

Write a 4-5 sentence describing the subject area you chose. Pretend that I know nothing about your subject. What do you need to tell me?

Possible Questions:

- What is it?
- What will students do in the class?
- What supplies are needed?
- Why is it important?
- Should the class be for 6th, 7th, or 8th grade? Why?

Write a 4-5 sentence describing the subject area you chose. Pretend that I know nothing about your subject. What do you need to tell me?

Possible Questions:

What is it?

What will students do in the class?

What supplies are needed?

Why is it important?

Should the class be for 6th, 7th, or 8th grade? Why?



1ST Reason Textbox

REASON 1 TEXTBOX

The screenshot shows the Microsoft Word interface with the **Insert** tab selected. The **Text Box** gallery is open, showing several built-in styles. A yellow text box is drawn on the page, containing the following text:

Write a 4-5 sentence describing the subject area you chose. Pretend that I know nothing about your subject. What do you need to tell me?

Possible Questions:

- What is it?
- What will students do in the class?
- What supplies are needed?
- Why is it important?
- Should the class be for 6th, 7th, or 8th grade? Why?

1. Click on the INSERT tab
2. Click on TEXT BOX
3. Select DRAW TEXT BOX
4. Draw the text box on your page
 - **You decide PLACEMENT & SIZING**

REASON 1 TEXTBOX 1

The screenshot shows the Microsoft Word interface with the Drawing Tools ribbon selected. The 'Format' tab is active, and the 'Wrap Text' dropdown menu is open, showing the 'Tight' option selected. The 'Bring Forward' dropdown menu is also open, showing the 'Bring to Front' option selected. The text box contains a decorative header 'Class Name' and a paragraph of text.

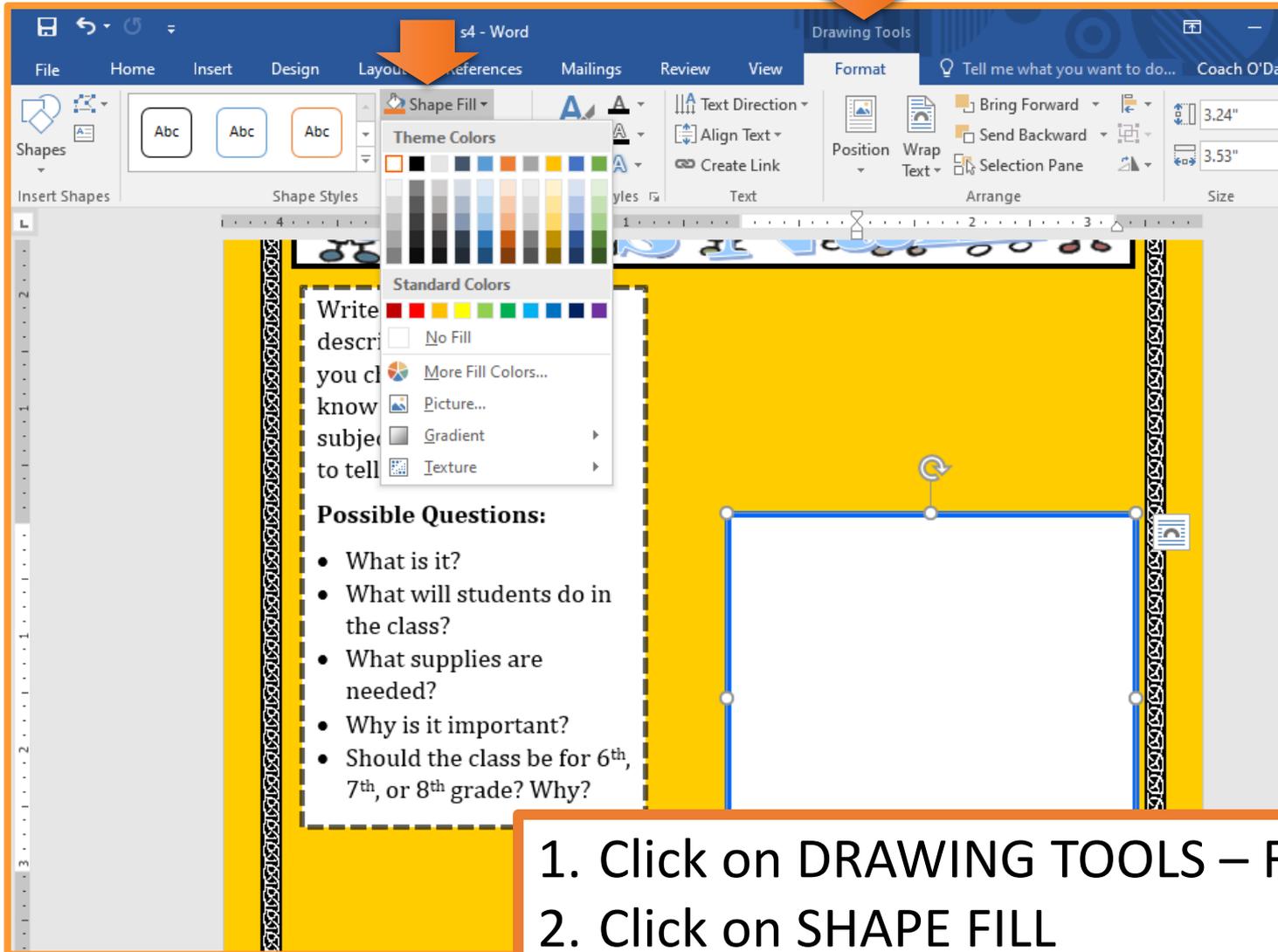
Write a 4-5 sentence describing the subject area you chose. Pretend that I know nothing about your subject. What do you need to tell me?

Possible Questions:

- What is it?
- What will students do in the class?
- What supplies are needed?
- Why is it important?
- Should the class be 7th, or 8th grade? Why?

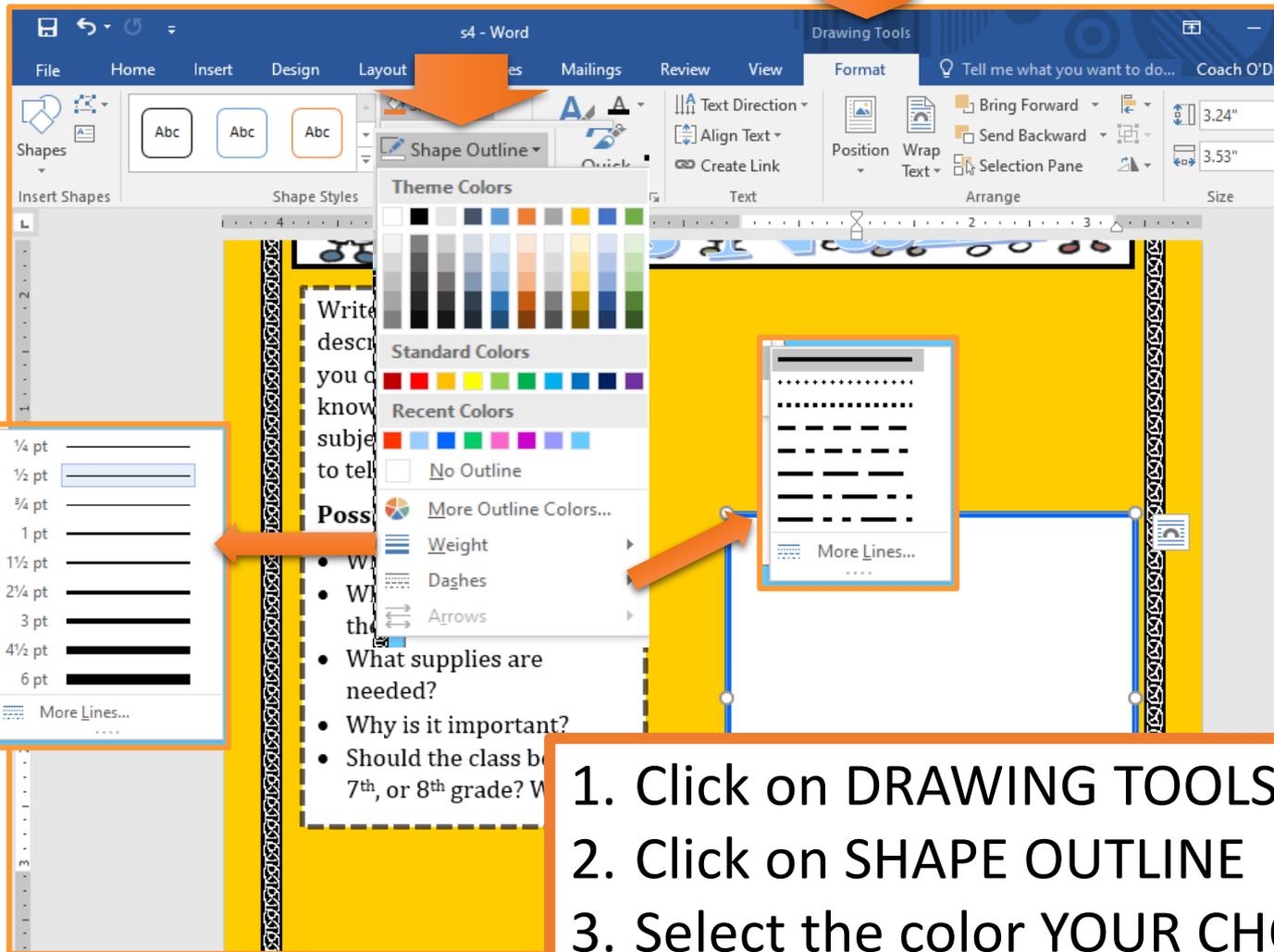
1. Click on DRAWING TOOLS – FORMAT tab
2. Click on WRAP TEXT
3. Select TIGHT
4. Click on BRING FORWARD
5. Select BRING TO FRONT

REASON 1 TEXTBOX 2



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE FILL
3. Select the fill YOUR CHOICE

REASON 1 TEXTBOX 3



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE OUTLINE
3. Select the color YOUR CHOICE
4. Click on WEIGHT & select YOUR CHOICE
5. Click on DASHES & select YOUR CHOICE

REASON 1 TEXTBOX CONTENT

Write a 4-5 sentence describing the subject area you chose. Pretend that I know nothing about your subject. What do you need to tell me?

Possible Questions:

- What is it?
- What will students do in the class?
- What supplies are needed?
- Why is it important?
- Should the class be for 6th, 7th, or 8th grade? Why?

Write a 5-6 sentences explaining your 1st reason for wanting this class.

- What evidence to you have to support why you feel that way?
 - Should have at least 2-3 pieces of supporting evidence.

Write a 5-6 sentences explaining your 1st reason for wanting this class.

- What evidence to you have to support why you feel that way?
 - Should have at least 2-3 pieces of supporting evidence.



2nd Reason Textbox

REASON 2 TEXTBOX

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Text Box' gallery is open, displaying various text box styles. A yellow text box is drawn on the page, containing the text 'Class Name' in a decorative font. The text box has a dashed border and is set against a yellow background. An orange arrow points from the 'Text Box' button in the ribbon to the gallery, and another orange arrow points from the gallery to the yellow text box on the page.

1. Click on the INSERT tab
2. Click on TEXT BOX
3. Select DRAW TEXT BOX
4. Draw the text box on your page
 - **You decide PLACEMENT & SIZING**

REASON 2 TEXTBOX 1

to tell me?

Possible Questions:

- What is it?
- What will students do in the class?
- What supplies are needed?
- Why is it important?
- Should the class be for 6th, 7th, or 8th grade? Why?

Write a 5-6 sentence explaining your 1st wanting this class.

- What evidence have to support feel that way?
 - Should have 2-3 pieces supporting

1. Click on DRAWING TOOLS – FORMAT tab
2. Click on WRAP TEXT
3. Select TIGHT
4. Click on BRING FORWARD
5. Select BRING TO FRONT

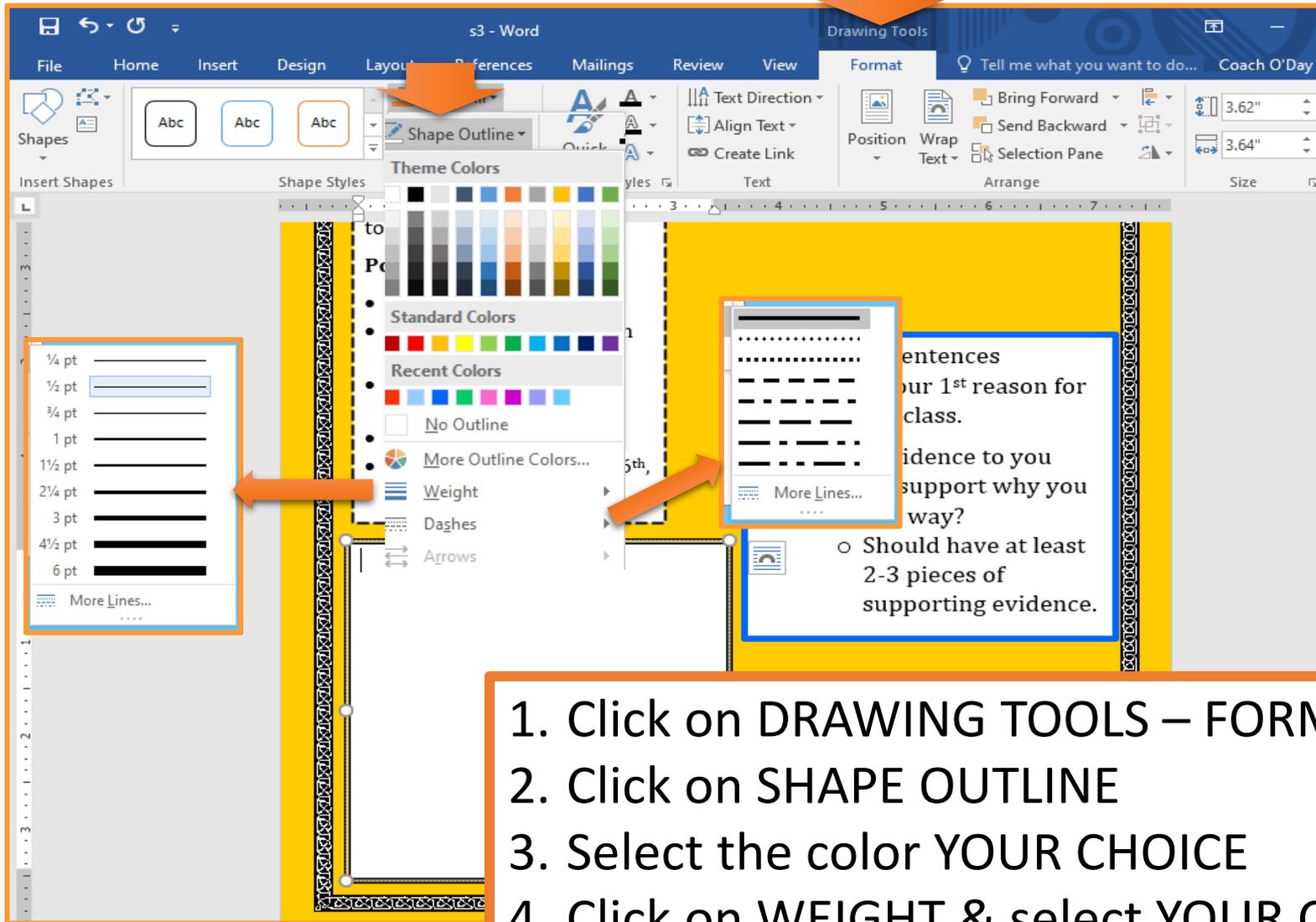
REASON 2 TEXTBOX 2

Write a 5-6 sentences explaining your 1st reason for wanting this class.

- What evidence to you have to support why you feel that way?
 - o Should have at least 2-3 pieces of supporting evidence.

1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE FILL
3. Select the fill YOUR CHOICE

REASON 2 TEXTBOX 3



1. Click on DRAWING TOOLS – FORMAT tab
2. Click on SHAPE OUTLINE
3. Select the color YOUR CHOICE
4. Click on WEIGHT & select YOUR CHOICE
5. Click on DASHES & select YOUR CHOICE

REASON 2 TEXTBOX CONTENT

to tell me?

Possible Questions:

- What is it?
- What will students do in the class?
- What supplies are needed?
- Why is it important?
- Should the class be for 6th, 7th, or 8th grade? Why?

Write a 5-6 sentences explaining your 2nd reason for wanting this class.

- What evidence to you have to support why you feel that way?
 - Should have at least 2-3 pieces of supporting evidence.

Write a 5-6 sentences explaining your 1st reason for wanting this class.

- What evidence to you have to support why you feel that way?
 - Should have at least 2-3 pieces of supporting evidence.

Write a 5-6 sentences explaining your 2nd reason for wanting this class.

- What evidence to you have to support why you feel that way?
 - Should have at least 2-3 pieces of supporting evidence.



Pictures & Graphics

INSERTING PICTURES

The image shows a sequence of steps for inserting a picture into a Microsoft Word document. It starts with the Word interface where the 'Insert' tab is selected. The 'Online Pictures' option is highlighted. A dialog box titled 'Insert Pictures' is open, showing search options for Bing Image Search and OneDrive. A Bing search window is also shown with the search term 'Student clipart' and various cartoon images of students and teachers. An 'Insert' button is visible at the bottom of the search results.

1. Click on INSERT tab
2. Click on ONLINE PICTURES
3. Type in your search term
4. Select the picture and click INSERT

FORMATTING PICTURES 1

6th Grade Newsletter Sample - Word

File Home Insert Design Layout References Mailings Review View **Format** Tell me what you want to do... Coach O'Day

Remove Background Color Artistic Effects Adjust

In Line with Text
Square
Tight
Through
Top and Bottom
Behind Text
In Front of Text
Edit Wrap Points
Move with Text
Fix Position on Page
More Layout Options...
Set as Default Layout

Bring Forward
Send Backward
Selection Pane

Bring Forward
Bring to Front
Bring in Front of Text

Write a 4-5 sentence describing the subject area you chose. Pretend that I know nothing about your subject. What do you need to tell me?

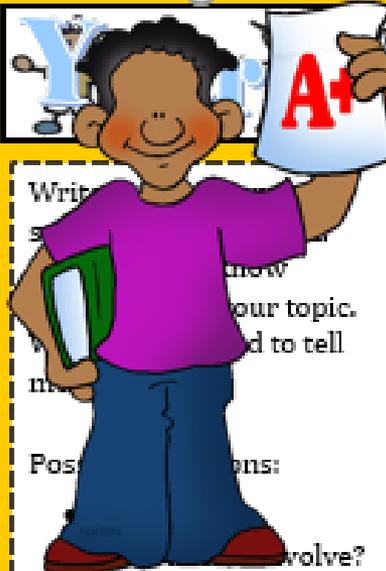
Possible Questions:

- What is it?
- What will students do in the class?
- What supplies are needed?
- Why is it important?
- Should the class...

1. Click on PICTURE TOOLS – FORMAT tab
2. Click on WRAP TEXT & select TIGHT
3. Click on BRING FORWARD & select BRING TO FRONT

FORMATTING PICTURES 2

1. Click on toggles to resize the image.
2. Click on  to rotate image.
3. Click & drag image to desired location.
4. Repeat slides 38 to 40 for additional pictures if you want.



Write a 5-6 sentence paragraph about your topic. Be sure to tell me your position.

Possible Questions:

- Why is it important?
- When does it happen?
- Where does it happen?

Write a 5-6 sentence paragraph about your topic. Be sure to tell me your position that way.

- What is your position?
- Why do you feel that way?
- What evidence do you have to support your position?

Class Name

Write a 4-5 sentence paragraph describing the subject area you chose. Pretend that I know nothing about your subject. What do you need to tell me?

Possible Questions:

- What is it?
- What will students do in the class?
- What supplies are needed?
- Why is it important?
- Should the class be for 6th, 7th, or 8th grade? Why?

Write a 5-6 sentences explaining your 1st reason for wanting this class.

- What evidence do you have to support why you feel that way?
 - Should have at least 2-3 pieces of supporting evidence.

Write a 5-6 sentences explaining your 2nd reason for wanting this class.

- What evidence do you have to support why you feel that way?
 - Should have at least 2-3 pieces of supporting evidence.





Saving Document

SAVING TO ONEDRIVE



Click on DISK ICON to save your document to OneDrive



Turning in Assignment

TURN IN ASSIGNMENT

Conversations Files Class Notebook Assignments

< Back Turn in

Newsletter

Due Date
Thu May 30, 2019 at 11:59 PM

Points
50 points possible

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

Newsletter.docx

+ Add work

1. Verify that your document is under MY WORK.
2. Click on TURN IN.