

## Exercise | 52

# Skills Covered

- About Desktop Publishing
- Create Newsletter Columns
- Set Column Width
- Insert Column Breaks
- Balance Columns
- About Layout and Design

**Software Skills** Word's desktop publishing features let you design and publish eye-catching documents such as newsletters using your desktop computer and printer. Designing a document with columns lets you present more information on a page, as well as create a visually interesting page. Newsletter-style columns are useful for creating documents such as newsletters, pamphlets, articles, or brochures.

**Application Skills** Michigan Avenue Athletic Club wants to reach out to members who have expressed an interest in cultivating a healthy lifestyle. In this exercise, you will create a newsletter to send to these members.

### TERMS

**Desktop publishing** The process of designing and printing a document using a desktop computer and printer.

**Publish** Output a document so it can be distributed to readers.

**Commercial printer** A business that provides printing, copying, and publishing services.

**Newsletter-style columns** Columns in which text flows from the bottom of one column to the top of the next column.

**Gutter** The space between column margins.

**Page layout** The way text, graphics, and space are organized on a document page.

**Contrast** A basic principle of design that describes the visual weight of objects on a page and the way the objects are arranged in relation to each other. Also, the degree of separation of color values within a picture.

**Balance** A basic principle of design that describes the visual weight of objects on a page and the way the objects are arranged in relation to each other.

**Consistency** The use of repetition to create a uniform and predictable design or layout.



## NOTES

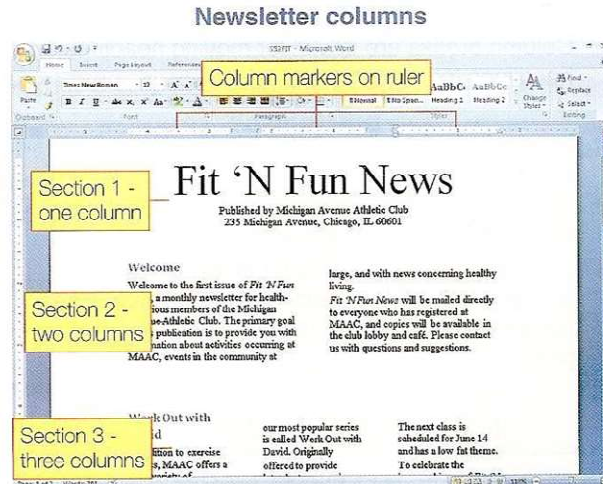
### About Desktop Publishing

- **Desktop publishing** refers to designing and producing printed documents using a desktop computer.
- Some common documents you can create with desktop publishing include reports, newsletters, brochures, booklets, manuals, and business cards.
- Most word-processing programs, such as Microsoft Office Word 2007, include desktop publishing features that are sufficient for producing many types of published documents.
- Some programs, such as Microsoft Office Publisher 2007, are designed exclusively for desktop publishing applications. These programs offer more sophisticated features for designing documents for publication.
- Many documents can be **published** using the computer, printer, and software that you already have at home, work, or school.
- If you have complex publishing requirements such as color matching or binding, you may be able to design the document on your own equipment, but you may need to use a **commercial printer** to produce the final product.
- A third alternative for publishing a document is to create a file, then print it or e-mail it to a copy shop for reproduction.


### Create Newsletter Columns

- By default, a Word document has one column, the width of the page from the left margin to the right margin.
- Use Word's Columns feature to divide a document into more than one **newsletter-style column**.
  - ✓ Use tables to create side-by-side columns; use the Columns feature to create newsletter-style columns; use tabs to align data along a single line in a document.
- You can apply column formatting to an entire document or to the current section.
- By dividing a document into sections using section breaks, you can combine different numbers of columns within a single document.
- Multiple columns are not displayed in Draft view. Switch to Print Layout view or Print Preview to see the column formatting in a document.

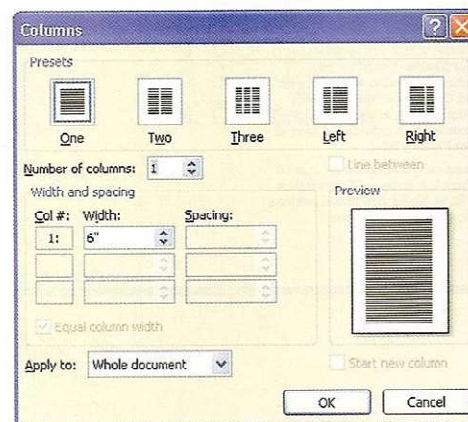
- You can apply column formatting to existing text or you can set column formatting before typing new text.



### Set Column Width

- By default, Word creates columns of equal width, but you can change the width of any column.
- Click the Columns button  to select from Word's five preset column width arrangements or to open the Columns dialog box.
- In the Columns dialog box, you can select a preset column width, set precise columns widths, or adjust the amount of space in the **gutter** between columns.
- You can also drag the column margins to adjust column widths and gutter spacing.

#### Columns dialog box





## Insert Column Breaks

- By default, text flows to the top of the next column when the current column is filled.
- Use a column break to force text to flow to the top of the next column before the current column is filled.
- Column breaks are useful for moving headings or headlines to the top of a column.

## Balance Columns

- If there is not enough text to fill the last column in a document, the columns will appear uneven.
- You can balance the amount of text in multiple columns on a page by inserting a continuous section break at the end of the last column on the page.

### Unbalanced columns

## Fit 'N Fun News

Published by Michigan Avenue Athletic Club  
235 Michigan Avenue, Chicago, IL 60601

### Welcome

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*Fit 'N Fun News* will be mailed directly to everyone who has registered at MAAC, and copies will be available in the club lobby and café. Please contact us with questions and suggestions. We will do our best to address your comments in future issues.

### Work Out with David

In addition to exercise classes, MAAC offers a wide variety of specialized instruction to help you maintain a healthy lifestyle. One of our most popular series is called *Work Out with David*. Originally offered to provide introductory exercise classes, the program has been expanded to cover all facets of healthy living.

The next class is scheduled for June 14 and has a low fat theme. Topics include Low fat vs. No fat, how to read nutrition labels, and low fat dining out.

To celebrate the inaugural issue of *Fit 'N Fun News*, we are offering our readers early registration. Bring this issue to the front desk before May 30 to guarantee your place. Call 312-555-3521 for more information.

## About Layout and Design

- The way you set up a page affects the way the reader sees and interprets the textual information.
- Effective **page layout** uses the basic principles of design, including **contrast**, **balance**, and **consistency** to highlight the text and capture the reader's attention.
- In addition to newsletter columns, you can use features such as tables, borders, font formatting, lists, alignment, pictures, and spacing to create interesting and informative documents.

### Balanced columns

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## PROCEDURES

### Create Columns of Equal Width



#### To select preset column widths:

1. Click the **Page Layout** tab ..... (Alt)+P  

2. Click the **Columns** button  ..... J
3. Click the number of columns to create ..... (↓)/(↑), +Enter


#### To set precise column widths:

1. Click the **Page Layout** tab ..... (Alt)+P  

2. Click the **Columns** button  ..... J
3. Click **More Columns** ..... C
4. Click **Number of columns** box ..... (Alt)+N
5. Type the number of columns to create.  
**OR**  
 Click the increment arrows to enter the number of columns.
6. If necessary, click to select the **Equal column width** checkbox ..... (Alt)+E
7. Click in Column 1 **Width** box ..... (Alt)+I
8. Type column width in inches.  
*✓ You may click the increment arrows to enter the width.*
9. Click in Column 1 **Spacing** box ..... (Alt)+S
10. Type gutter width in inches  
*✓ You may click the increment arrows to enter the width.*
11. Click **OK** ..... +Enter

### Create Columns of Unequal Width

1. Click the **Page Layout** tab ..... (Alt)+P  

2. Click the **Columns** button  ..... J
3. Click **More Columns** ..... C
4. Click **Number of columns** box ..... (Alt)+N
5. Type the number of columns to create.  
**OR**  
 Click the increment arrows to enter the number of columns.
6. For column 1, do the following:
  - a. Click in Column 1 **Width** box ..... (Alt)+I
  - b. Type column width in inches.  
*✓ You may click the increment arrows to enter the width.*
  - c. Click in Column 1 **Spacing** box ..... (Alt)+S
  - d. Type gutter width in inches.  
*✓ You may click the increment arrows to enter the width.*
7. Click to deselect the **Equal column width** check box ..... (Alt)+E
8. Repeat step 6 to set column and gutter widths for additional columns.
9. Click **OK** ..... +Enter



### Adjust Column Widths and Gutter Spacing with the Mouse

1. Create columns.
2. Position mouse pointer on column margin marker on the Ruler.  
*✓ When positioned correctly, the mouse pointer changes to a horizontal resize pointer  and the ScreenTip displays either Left Margin or Right Margin.*



3. Drag left or right.

*✓ Press and hold (Alt) while you drag to see the current width of all columns and gutters.*



### Return to One Column Formatting

1. Click the **Page Layout** tab ..... (Alt)+P  

2. Click the **Columns** button  ..... J
3. Click **One** ..... (↓), +Enter

### Insert Column Break

1. Position insertion point where you want the break.
2. Click the **Page Layout** tab ..... (Alt)+P  

3. Click the **Breaks** button  ..... B
4. Click **Column** ..... C

### Balance Columns

1. Position insertion point at end of last column.
2. Click the **Page Layout** tab ..... (Alt)+P  

3. Click the **Breaks** button  ..... B
4. Click **Continuous** ..... O

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## EXERCISE DIRECTIONS

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### Apply Formatting

1. Start Word, if necessary.
2. ~~Open 52FIT.~~
3. Save the file as **52FIT\_xx**.
4. Format the document as follows:
  - a. Center the title and increase the font size to 48 points.
  - b. Center the company name and address (lines 2 and 3).
  - c. Leave 12 points of space after the address (line 3).
  - d. Format the three headlines (**Welcome**, **Work Out with David**, and **Recipe Showcase**) using the Heading 1 style.
  - e. Format the three occurrences of **Fit 'N Fun News** in the body of the newsletter in italic.
  - f. Create a bulleted list out of the three topics listed in the **Work Out with David** article.
  - g. Insert 3 points of space before and 3 points of space after all body text paragraphs in the first two articles (excluding the items in the bulleted list).
  - h. Format the recipe title and serving information (**Ginger Chicken and Corn** and **Yield: Six Servings**) with the Heading 2 style.
  - i. Insert a right tab stop on that line to align the serving information at the 5" mark on the horizontal ruler.
  - j. Apply the Heading 3 style to the text **Ingredients** and **Directions**.  
*✓ To locate the Heading 3 style, display the Styles task pane, and set options to show All Styles.*
  - k. Format the directions as a numbered list.

### Create Columns

1. ~~Format the entire document into three columns of equal width.~~
2. ~~Preview the document.~~
3. ~~Return to one-column formatting.~~
4. Position the insertion point at the beginning of the heading **Welcome** and insert a continuous section break to create two sections in the document.
5. Format the second section (from the headline **Welcome** to the end of the document) into two columns of equal width.
6. Preview the document.
7. Insert another continuous section break before the headline **Recipe Showcase** to create three sections in the document.
8. Insert another continuous section break before the heading **Ingredients** to create four sections in the document.
9. Apply one-column formatting to the third section (the section containing the headline **Recipe Showcase**).
10. Format the fourth section (from the heading **Ingredients** to the end of the document) using the Left Preset arrangement.
11. Decrease the gutter spacing between the columns in the fourth section to .25".
12. Preview the document. It should look similar to the one in Illustration A.
13. Check the spelling and grammar in the document.
14. ~~Print the document.~~
15. Close the document, saving all changes.



## Illustration A

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## Recipe Showcase

### Ginger Chicken and Corn

**Yield: Six Servings**

#### Ingredients

3 ears of corn on the cob  
12 chicken wings  
1" piece of ginger root  
6 tblsp. lemon juice  
4 tsp sunflower oil  
1 tblsp. sugar

#### Directions

1. Peel and grate gingerroot into a bowl.
2. Mix in lemon juice, sunflower oil and sugar.
3. Clean corn and cut each horizontally into 6 pieces.
4. Add corn and chicken to ginger mixture and toss to coat evenly.
5. Thread corn and chicken on to skewers.
6. Cook under broiler or on grill, basting frequently, until corn is golden brown and tender and chicken is cooked through, about 20 minutes.

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## ON YOUR OWN

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1. Research the types of technologies available for desktop publishing. For example, look up information about different software programs, the types of printers that might be appropriate and other equipment that might be useful.
2. Start Word and create a new document.
3. Save the document as **OWD52\_xx**.
4. Create a newsletter.
5. Set up the newsletter so it has a one-column title at the top.
6. Divide the rest of the document into either two or three columns.
7. Write two or three articles for the newsletter, including one that explains what you have learned about desktop publishing technology. The others might include information about your classes, job, movies or television shows you enjoy, or a trip you have taken recently.
8. Try adjusting the widths of the columns.
9. Try changing the number of columns.
10. Insert column breaks as necessary.
11. Balance the columns if necessary.
12. Check the spelling and grammar in the document.
13. Ask a classmate to review the document and make comments or suggestions.
14. Incorporate the suggestions into the document.
15. Print the document.
16. Close the document, saving all changes.
17. As a bonus project, create an instructional manual on a topic of your choice.