

# The Inside Scoop Newsletter



## The Inside Scoop

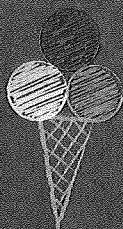
Fundae Sundaes would like to publish a monthly newsletter to keep their customers informed about the people, products, and events that make Fundae Sundaes so special.

After months of deciding on a creative name, Tim and Tara finally approved a layout and design they were happy with. The newsletter will always include the same eye-catching masthead (the banner located at the top of the newsletter) and the content will change monthly.

In this project, you will create the July newsletter that will be mailed to all Fundae Sundaes customers on their mailing list.

### Skills

- Formatting a newsletter
- Formatting columns of unequal width
- Formatting clip art
- Using text wrap
- Formatting paragraph alignment to full justification



## Project 16

# The Inside Scoop Newsletter



Use word processing software to create and format a newsletter.



## Directions

1. Follow the Document Setup instructions provided.
2. Refer to Document Data 16 as you follow the instructions below.
3. In the header of the document, use separate text boxes to key the title, subtitle, and volume/issue text as shown.
4. On line two, format the document into two columns of unequal width. Format the width of column one to 2.5", and the width of column two to 4.5" with a .5" space between columns.
5. In the left column, key the text as shown.
6. Be sure to follow the extra line spacing as indicated by the paragraph symbol.
7. Place the cursor at the end of the last line of text in the left column and insert a column break.
8. In the right column, key the text as shown.

## Setup

**Start Up:**  
Using word processing software, create a NEW document.

**Save the File as:**  
Project 16

**Orientation:**  
Portrait

**Margins:**  
Top 2", Bottom .5", Left .5", Right .5"

**Line Spacing:**  
Single, no additional spacing before and after paragraphs

**Font, Size:**  
Calibri, 12 point  
(unless otherwise noted)



## Formatting

1. Center align the title of the newsletter and format the text using WordArt (or a similar object) of your choice.
2. Change the size of the title so that it is the most prominent element on the page and in proportion to other elements on the page.
3. Change the color of the title so that it coordinates well with the colors in the Fundae Sundaes logo.
4. Change the subtitle of the newsletter to 14 pt., bold, and right aligned below the title. Change the color of the subtitle to another color that coordinates well with the colors in the Fundae Sundaes logo.
5. Below the subtitle, insert a .3" high by 7.5" wide rectangle and fill it with the same color you used in the title of the newsletter. Format the line color of the rectangle with the same color you used in the subtitle of the newsletter.



## Formatting (continued)

6. Center align the volume and issue text and place it in the center of the rectangle.
7. In the left column, change the text "Location," "Hours of Operation," "Flavor of the Month," and "Special Events" to 16 pt., bold, center aligned.
8. Center align the text below "Location," "Hours of Operation," and "Special Events."
9. Change the text "S'mores Galore" to 11 pt., italics, center aligned.
10. Change the alignment of the paragraph text below "S'mores Galore" to full justification.
11. In the right column, change the text "Meet Camille the Cow" and "Scoop Tower Winner Announced" to 16 pt., bold.
12. Change the alignment of the text below "Special Events" and "Scoop Tower Winner Announced" to full justification.
13. Insert a clip art image of a cow similar in size to the 'Clip Art Placeholder' box shown and apply square wrapping style. Apply a 3 pt. black line border around the clip art.
14. Carefully proofread your work for accuracy and format.
15. Resave the file.
16. Print a copy of the document if required by your instructor.

Document Data 16

THE INSIDE SCOOP	Title	Header
Fundae Sundaes Monthly Newsletter	Subtitle	
July 20__	Volume 1 Issue 7	Volume/Issue

¶ Location  
 ¶ 125 Holden Avenue  
 New York, NY 10027  
 (555) FUN-DAES (386-3237)  
 www.fundaesundaes.com  
 ¶ Hours of Operation  
 ¶ Sunday 11 am–8 pm  
 Monday Closed  
 Tuesday 11 am–7 pm  
 Wednesday 11 am–7 pm  
 Thursday 11 am–8 pm  
 Friday 11 am–10 pm  
 Saturday 11 am–10 pm  
 ¶ Flavor of the Month  
 S'mores Galore  
 ¶ S'mores Galore is a unique flavor that makes everyone think of campfires and summer nights. The caramel-based ice cream gives just the right balance of the pockets of graham cracker crumbs, swirls of marshmallow cream and chunks of chocolate. Try this flavor in a cone, a cup, or even a milkshake and receive 20% off your order!  
 ¶ Special Events  
 ¶ 1<sup>st</sup> Annual  
 Freezer Head Ice Cream Eating Contest  
 July 31, 20\_\_  
 1–4 pm

.....Column Break.....

¶ Meet Camille the Cow  
 ¶ What makes our ice cream so udderly delicious? The ingredients of course! Fresh, local milk from cows that are treated like royalty is the secret to Fundae Sundaes' yummy creations. Farmers Adam and Rachel Walsh, owners and operators of Walsh Farms in Tivoli, NY, tell us their star performer is Camille the Cow. Camille is a Guernsey—a small dairy cow which originated from the British Isle of Guernsey. Her milk has the perfect combination of protein and fats for our ice cream.  
 Farmer Adam tells us that Camille is gentle and well natured. She is friendly and loves grazing in the meadow. Like the rest of her herd, Camille loves living on the organic farm, being treated in a humane way and the fact that she never receives antibiotics or growth hormones. For more information about Walsh Farms or to take a tour, visit [www.walshdairy.com](http://www.walshdairy.com).  
 ¶ Scoop Tower Winner Announced  
 ¶ Last month, Fundae Sundaes held the 1<sup>st</sup> Annual Scoop Tower Contest at the shop. Over 200 attended with 20 people competing in the event. Scoops of our delicious ice cream were laid out in front of the contestants who were challenged to build the highest tower in one minute. To qualify, towers had to remain standing for 30 seconds. Joey Zingarelli, from Long Island, was the 1<sup>st</sup> Place winner. He was able to maintain a 17-scoop tower for over two minutes! For his efforts, Joey receives one free scoop a month for one year, a Fundae Sundaes T-shirt and a 20% lifetime discount. All other participants received free coupons for future visits to the shop.

Clip Art Placeholder