Microsoft Office 2010

**Holiday Newsletter Template Step-by-step***Learn more about Office 2010 at* [*makeitgreat.com*](http://www.makeitgreat.com/)

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| **Steps** | **Toolbar Tab and commands** | **Additional info** |
| 1. Customize Photos | Insert > Picture > [choose your pic] | (repeat following steps for each photo) |
| * 1. Photo layout | Format > Wrap Text > In Front of Text | Once photo is set to “In Front of Text” you will be able to drag it location of your choosing on the page. |
| * 1. Crop and resize | Format > Crop > Crop | It is best to use an image of similar proportions as in the template, however you can crop and resize any photo to fit. |
| * 1. Choose your photo effect | Format > Picture Styles (already showing in ribbon) | The template uses the first Picture Styles effect [Simple Frame, White] |
| * 1. Change angle of photos by selecting and “grabbing” the green handle at the top and rotating to the left or right. |  |  |
| * 1. Delete the template photos |  | Click on the photo to delete, hit Delete on keyboard |
| 1. Customize text | Format > WordArt Styles > (Text Effects) | Simply highlight text to change and begin typing. To maintain the template text formats, only delete the formatted portion of the text and then enter your own info.  To change text formatting, on the Format tab use the pre-set WordArt Styles, or use the Text Effects to create your own effect. |
| 1. Print |  | Your printer will need to be able to handle .25in side margins in order for this print correctly – most home office printers should be capable. |