

# Newsletter: Trimester Report

You will create a trimester reflection newsletter, including articles about how you have grown, what you have learned, important people and events in your life, etc.

## Learning Target:



I have created a newsletter that uses written content, images and formatting to communicate my ideas to my audience.

## Requirements:

- **Program:** Microsoft Publisher, Appleworks, or Microsoft Word.
- **Content:** Several reflection articles written by you about you (3<sup>rd</sup> person).
- **Include:** Newsletter title, article titles, articles, images, various appropriate font sizes and styles, appropriate lines, borders, and shading, and anything else that helps to communicate your ideas to the reader
- **Length:** 1, 2, 3, or 4 pages. (Each page must be complete)



## Publisher Instructions:

1. Open Publisher [Start > Programs > Microsoft Office > Microsoft Office Publisher 2003]
2. On the “New from a design” menu, select “Publications for Print,” then “Newsletters.”
3. Choose a template.
4. Replace template content with your content.
5. Before finishing, do a Print Preview to ensure that all template content has been replaced, and that your page(s) is complete.

