

## **IN MICROSOFT WORD**

1. Type up your letter – spell carefully
  2. ALT 132 = ä, 129 ü, 148 ö, 225 ß
  3. **Save** to your STUDENT ACCOUNT as **lastname\_germanletter**
  4. **PRINT YOUR LETTER and GIVE IT TO ME WHEN DONE**
  5. **Once I have your letter in my hand, you may add design to it – colors, backgrounds, fonts, images**
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### **I. Click on FORMAT or PAGE LAYOUT (Windows 7)**

- A. **Backgrounds** – add a color or try FILL EFFECTS, you can even add a background picture like some mountain scenery or a castle
- B. **Font** – change sizes, colors and styles. Try some of the EFFECTS

### **II. TO ADD PICTURES - Click INSERT**

#### **A. INSERT – Picture From File (do NOT try to OPEN the files)**

To find images go to

- a. My Computer - **STUDENT** directory
- b. then **GERMAN**
- c. then **PICTURES**
- d. Preview any photos you wish to use.
- e. Move the files around as needed, center them, etc.

III. **TABLES** – Insert Table (try 3 rows and three columns)  
(useful for adding pictures and spacing them)

IV. You may use **WORD ART** to make a title but **not** CLIP ART

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## **RULES**

1. You will **not** surf the web looking for pictures. Ask me.
2. No ClipArt other than the ClipArt images I have saved for you
3. Preview as many pictures as possible