

**JANE SWIFT**

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June 11, 2016

Phillip Smith  
Department of English  
ABC College  
1 Industry Plaza  
Anytown, NY 12906

Dear Mr. Smith,

I was very excited to learn of your need for **Adjunct Faculty** in both **Reading** and **Elementary Education**. Having spent all of my professional life in Education, both as a teacher and my own continuing professional development, I realize the number of resumes you must receive on a daily basis. However, from my experience on selection committees, I know how valuable a few always turned out to be.

The purpose of this communication is to introduce myself and then to meet with you about an adjunct teaching position in your department. I'm well aware that in today's job market you will find people with more college teaching experience than I've had, though **you won't find anyone willing to work harder**.

Here are some of the highlights of my career so far:

- M. S. Elementary Education – Elm College
- Sub. Teacher K-High School
- Kappa Delta Honor Society
- Student Teacher – JFK School
- State Teaching Certification
- Workshop Presenter

I am confident that my experience and skills would provide your students with the background to successfully “hit the ground running” when they enter their own classrooms in the future. I would appreciate the opportunity to meet with you, share ideas, and discuss ways in which my expertise would be an excellent addition to your college's teacher preparation program. I will call you over the next several days to schedule an appointment. In the interim, thank you for your consideration, attention, and forthcoming response.

Sincerely,

Jane Swift

# My Newsletter

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.



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## Section 2

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

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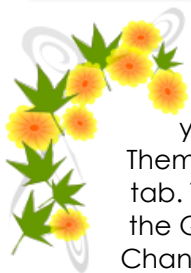
Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

## Section 3



To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change

Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

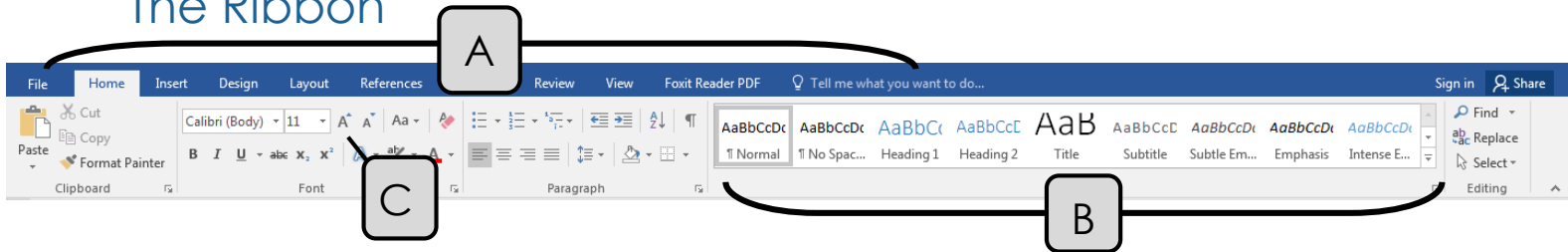


## Section 1

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# Microsoft Word 2016 – Part 2

## The Ribbon

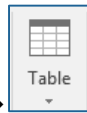


- A. **Tabs** – Provides access to commands and functions of Word
- B. **Group** – Within each tab, there are subtasks, organized by group.
- C. **Command Buttons** – Each group contains several buttons, for carrying out commands or displaying menus.

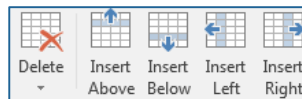
## Columns and Tables

People often use columns when they really need a table. Columns are only used for continuous text. Tables are beneficial for anything that needs rows and columns to convey information effectively. If you would like to be able to type in the second column without filling the first, you need to use a table.

### Tables



- Go to **Insert → Tables** →
  - Move your mouse over the squares to choose the desired number of rows and columns. To type in the number of rows and columns, choose **Insert Table**.
  - Once a table is inserted, two new tabs appear: Table Tools **Layout** and **Design**. Use these tabs to customize your table by removing borders, add banded rows, etc.



### The Layout Tab

- **Inserting or Deleting Rows and Columns** →
  - Make sure you know where your cursor is located in the Table. Both Insert and Delete rely on the cursor.



- **Adjusting Table Size** →
  - Or, move your mouse pointer over the border of a row or column, until the pointer changes (↔), then click and drag to change the width or height of the Table.

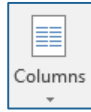
### Converting to and from a Table

- To Convert Text to a Table (this works with data separated by paragraphs, tabs, or commas.
  - Go to **Insert → Table → Convert Text to Table**
- To Convert a Table to Text
  - Go to **Table Tools → Layout → Data → Convert to Text**

### The Table Tools Design Tab

- Use **Styles** to add color to your table
- Customize the table styles using
  - **Table Style Options** – add or remove emphasis to the Header Row, Total Row, First and Last Column. Also add or remove banding.
  - **Shading and Borders** – customize the look of your table. You may also remove shading and borders completely to achieve an invisible table. First, select the entire table. Then go to **Shading → No Color**, and **Borders → No Border**.

### Columns



- Go to **Layout → Page Setup** → then select the number of columns
- To adjust the number of columns to a *section* of your document, first highlight the text, then follow the above instructions.

## Text Effects, WordArt and Text Boxes

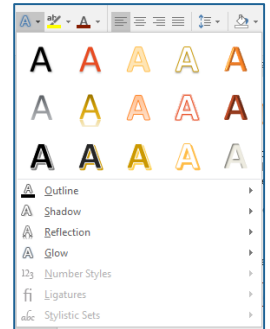
Text Boxes, WordArt, Shapes, Smart Art, Screenshots, and Pictures are collectively referred to as Objects.

**Text Effects** and **WordArt** have similar functions – they both add color and dimension to text. A **Text Box** allows you to add additional text, such as a caption or a sidebar, to a document. While Text Effects are inserted into the body of the text, WordArt and Text Boxes are inserted as objects. The advantage of an object is maneuverability. Objects can be moved anywhere on the page, even outside margins and between columns.

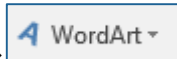
### Text Effects



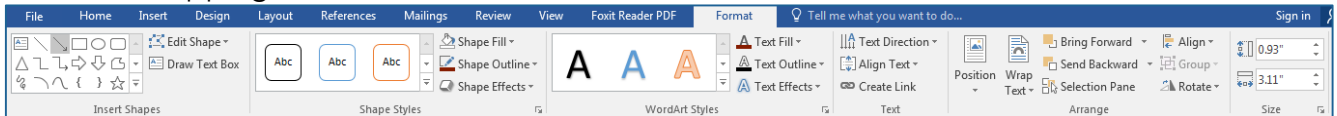
- Go to **Home → Font** → . Choose a preset, or
- Customize Text Effects by selecting Outline, Shadow, Reflection or Glow



### WordArt

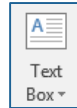


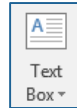
- Go to **Insert → Text** →
  - Once WordArt is inserted, click on the text you have made WordArt and a new tab appears: **Drawing Tools Format**. Use this tab to change the color, text direction, text wrapping, etc.



- To make changes to the text of the WordArt, choose from the *WordArt Styles* group.
- To make changes to the text box, or the area surrounding the text, choose from the *Shape Styles* group.

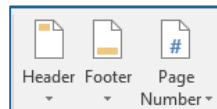
## Text Boxes



- Go to **Insert → Text →** . For the most basic text box, choose *Simple Text Box*. You may also select from the more colorful layouts Word has available. Customization choices are available from Drawing Tools **Format**.

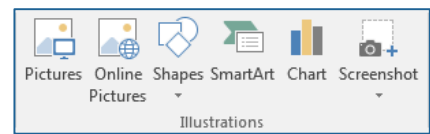
## Headers and Footers

The header of a document shows the same text on the top of each page. The footer shows text on the bottom of the page and is usually used for page numbers and date and time stamps.



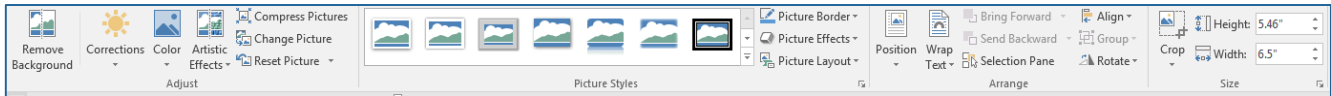
- Go to **Insert → Header & Footer →** 
- To view the Header and Footer of a document, double-click in the top or bottom margin of the page. To get out of Header/Footer view, double-click in the middle of the page.

## Illustrations



- To insert a **Picture** that is saved on your computer:
  - Go to **Insert → Illustrations → Pictures**
  - Browse to the desired picture on your computer.
- To insert an **Image** from the Internet:
  - Go to **Insert → Illustrations → Online Pictures**
  - Type a word or phrase into the search box
  - Click on the desired image and then click Insert.
  - In Office 2016, the Bing search engine is utilized to search for images that are tagged with a Creative Commons license. That means image results can be used without copyright issues. For more information, visit <http://creativecommons.org/licenses/>.
- To insert a **Shape**:
  - Go to **Insert → Illustrations → Shapes**
  - Choose a shape. Click and drag to draw the shape.
  - Once a shape is inserted, click on your shape and a new tab appears: Drawing Tools **Format** tab. Use this tab to change the color, border, text wrapping, etc.
- To insert a **Screenshot**:
  - Go to **Insert → Illustrations → Screenshot**
  - To insert a picture of an entire window, click the desired window.
  - To insert a portion of a window or a portion of the desktop, choose **Screen Clipping**.
    - The screen will then turn grayish. Click and drag to draw a box around the desired portion of the screen. The images of buttons and the ribbon in this document were inserted using Screen Clipping.

## Editing Pictures



When you click on an inserted picture, a new tab appears: Picture Tools **Format**. Note: If you click away from the picture, this tab disappears. The following features are found on the Picture Tools **Format** tab:


### Adjust

- **Corrections** – Adjust the brightness, contrast, and sharpen or soften a picture.
- **Color** – Recolor the picture to black & white, sepia, washout, or tint the entire picture one color.
- **Artistic Effects** – Add fun and interesting effects to your pictures, such as Paintbrush, Film Grain, or Cement.

### Picture Styles

- Use the Presets to add a frame around your image.
- **Picture Border** – change to color, weight, or style of your frame.
- **Picture Effects** – add shadows or reflections, beveling, 3-D and more.

### Arrange

- **Wrap Text** – Change the way the text wraps around a picture. In order to be able to click and drag your picture anywhere on the page, choose Square or Tight.
  - When an image is selected look for  near the border of the image. The same options appear without clicking the Drawing Toolbar first.
- **Bring Forward/Send Backward** – change the order of image layers.
- **Align** – select more than one image by holding the **Shift** key on the keyboard, then click multiple objects. Use align to make the tops, bottoms, or centers line up perfectly.
- **Rotate** – Rotate images by 90°, or flip them horizontally or vertically.

### Size

- **Size** – if you need an exact picture size, change either Shape Height or Shape Width. The other dimension changes automatically to retain proportions.
- **Crop** – Crop a portion of the picture out. You can also change the picture shape using Crop to Shape.

## Format Painter

The Format Painter is a quick way to copy multiple formatting changes from one set of text to another.

- Highlight the text to copy formatting.
- Go to **Home** → **Clipboard** → 
  - If you are going to be copying the formatting to multiple places in the document, double-click the Format Painter button and it will then stay on until you turn it off.
- Highlight the text to receive the formatting change.

IF YOU HAVE QUESTIONS, FEEL FREE TO EMAIL ME.  
[danacomputerclasses@gmail.com](mailto:danacomputerclasses@gmail.com)