

Decorating and Posters in Microsoft Word and Email

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Decorate Email

- Insert emojis, little images
 - Easy to do from smartphone keyboard
 - On PC, Gmail has Smiley Face to get emojis
- Insert text, drawings, video on your photo
 - Easy to do on Windows 10 PC
 - Select photo from photos folder, double-click
 - Menu / Get creative / Paint 3D / T /type words
 - Menu / Save as {name} / OK / close Paint 3D
 - Select and double-click changed photo
 - Photos Menu / Get Creative / 3D effects / balloons

Add a watermark background

- You can type a letter right over a watermark
 - Light grey color does not use much ink
- Open a letter in MS Word.
- On the **Design** tab, in the **Page Background** group, choose **Watermark**.
- **For Word 2010 and 2007** versions, find the Watermark option here:
- On the **Page Layout** tab, in the **Page Background** group, choose **Watermark**.

Add a watermark background 2

- Select **Custom, Picture, Browse** to file with image and **Insert**.
- Can select images from the web, copy and save as a file.
- Best images are simple black and white.
- Or select one of the text images like “DRAFT”.

MS Word makes colorful posters



Fall Flyer



Winter party Flyer



Retail sale Flyer



American flag Flyer



Seasonal event flyer



Seasonal event flyer



Summer event flyer



Seasonal event flyer

Colorful Poster

- MS Windows 10 has many tools to decorate your presentation or poster.
- Decorations usually added to Word, Powerpoint or Excel.
- Open an announcement and decorate or start with a blank page in Word and build up with text in textboxes.

Colorful Poster - background

- MS Word can do some of the effects (no cost) of a publishing program like Photoshop.
- Open a blank document in MSWord 2010.
- Select Page Layout / Margins / Narrow Margins
- Select Insert / Rectangle / Drag mouse to expand
 - Shape Outline / None
 - Shape Fill /Select color / OK / Right click shape
 - Format Shape / Gradient Fill, Type Radical

Colorful Poster – Title Textbox

- Click in middle of poster.
- Insert tab / Textbox / Simple / Delete key to delete all text
- Grab spot on textbox outline and drag to expand
- Right-click on textbox frame / Format Shape
 - Fill / No Fill
 - Line Color / No Line
- Click in textbox, type “Paula and the Mooncats”
- Select all text, right-click
 - Font Jokerman, size 72, Bold, Center, A=Black
- Home tab / Text Effect {Blue A down arrow} /
 - Lower left effect
 - Outline / Yellow, Weight = 3

Colorful Poster – Slanted Textbox

- Click in middle of poster.
- Insert tab / Textbox / Simple / Delete key to delete all text
- Grab spot on textbox outline and drag to left under title
- Grab spot on frame and rotate to tilt angle
- Right-click on textbox frame / Format Shape
 - Fill / No Fill
 - Line Color / No Line
- Click in textbox, type “New!!!”
- Select all text, right-click
 - Font Berlin Sans FB Demi, size 48, Bold, Color 5th column, 2 up

Colorful Poster – Insert Picture

- Create a rectangle and fill with the picture
- Insert tab / Shapes / Rectangle, drag mouse to size the box
- Top menu / Format / Fill / Picture, browse to select it
- The rectangle is now filled with the picture

Colorful Poster – More Textboxes

- Click in middle of poster.
- Insert tab / Textbox / Simple / Delete key to delete all text
- Grab spot on textbox outline, drag to expand and place
- Click in textbox, type “SWING ALL NIGHT!”, select all text
- Home tab / AaBbCcDd No spacing
- Select all text, font size 48, Bold
- A (text effects) / Glow / More colors / Black
 - A (text effects) /Glow / Glow options / Size 26
- A (Font Color) / Yellow
- Right-click on textbox frame / Format Shape
 - Fill / No Fill
 - Line Color / No Line