

# Ms. Tasha's 4th Grade Newsletter

May 24-28

Dear Parents,

Wow! What a fabulous year we've had! I am very proud of each of my students. We have had a very successful year. I am proud of them and proud to have been their teacher.

My prayer for each of them is to most importantly continue to grow closer to Jesus. Then that they have a super fun and safe summer. I will miss each of them, but am looking forward to seeing them next year!

Please mark your calendars, so we can see you this week at our fun events!

Once again, I say thank you to each of you for making this year a great year. Have a wonderful summer.

In Christ's love,

Ms. Tasha



## This week's schedule is as follows:

**Monday:** This is a regular working day except for those who have made it for the 100 point club. The 100 AR point club has a swimming party from 10:30-12:30.

**Tuesday:** This is a regular working day

**Wednesday:** Talent show at 9:00. 4<sup>th</sup> grade will be having an international food day for lunch. Please let us know what yummy food you can send in!

**Thursday:** Our class End of the Year Party at Vanessa's house. Kids should come in shorts & t shirts and bring swimwear and towels.

**Friday:** Awards 10:00-11:30 (4<sup>th</sup>-8<sup>th</sup>)

*CCA Vision Statement: Using Biblical principles to produce excellence in every area of life*

In Christ's love,

Ms. Tasha

## **SIDEBAR ARTICLES**

This sidebar article was created with a text box. You can use a sidebar article for any information you want to keep separate from other articles or information that highlights an article next to it. These could include a list of contributors, addresses or contact information, a smaller self-contained story, a preview of the next issue, or a calendar of schedule. The example below shows a Calendar of Events.

## **CALENDAR OF EVENTS**

### **SPECIAL EVENT**

PLACE

TIME

Type a description of your event here.

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## MORE WAYS TO CUSTOMIZE THIS TEMPLATE

### FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

### INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

### BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

### QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

## Inserting and Editing Pictures

*Type your sub-heading here*

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

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*Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.*

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change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

