



WAMEGO TECHNOLOGY CENTER

and ONLINE LEARNING LAB



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MICROSOFT WORD CHRISTMAS LETTERS

How can we add creativity?

- Through creative pictures & poses
- Images from the web [look](#)

Avoid the standard clipart

- Consider the paper color
- Consider the paper size

Try decorative scissors

Envelopes



MICROSOFT WORD CHRISTMAS LETTERS

What is the “vibe” you are going for?

- **Cozy**
- **Modern**
- **Memories**
- **Music**
- **Sports**
- **TV or movies**
- **Reality show**



MICROSOFT WORD CHRISTMAS LETTERS

Tips on how to write an amazing letter:

- Just Do It!
- Share success without bragging
- Write just enough details and not too much
- Include personality
- Hand write a note at the end
- Write in an unexpected way
- Include a photo
- Keep it to 1 page
- Make it skim-able

Look



MICROSOFT WORD CHRISTMAS LETTERS

Keep it readable by...

- **Using only one or two fonts**
- **Don't put boxes around every element**
- **Leave enough white space**
- **Less is more!**



HAVE YOU THOUGHT ABOUT...

- **Starting a free blog site or a website where you can write more about your family than you could ever put into one Christmas letter?**
- **Including a link to a FREE Dropbox account of family pictures**
- **Providing a link to your Facebook page**



MICROSOFT WORD CHRISTMAS LETTERS

How can we keep it easy?

- **Templates**
 - **Free**
 - Borders
 - BHG
 - To purchase



STEPS FOR INSERTING IMAGES

Right click on the image

“Save picture as”

Choose where to save it > desktop is always good!

Open Microsoft Word

Insert picture

Click on “Wrap Text” & choose “in front of text”

Resize as needed

Insert a text box

Click “Arrange” to layer text boxes and pictures



YouTube is a great resource for learning how to insert and manipulate images!

[YouTube](https://www.youtube.com)



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**Feedback is the breakfast
of champions.**

– Ken Blanchard