

Lab 7-2: Creating a Newsletter with a SmartArt Graphic and an Article on File

Note: Chromebook users will need to open the blog from the remote server to download the necessary files. Students using the desktop computers in the classroom will access the files by navigating to the DATADISK.

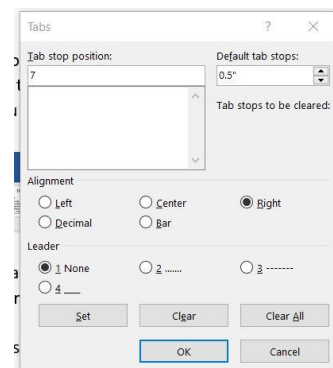
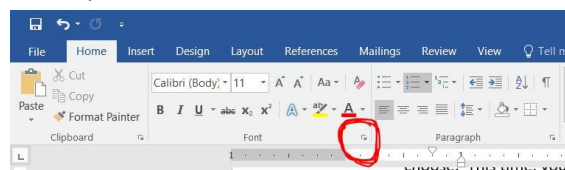
Problem: You are responsible for the monthly preparation of the newsletter called *Health Check*. The next edition discusses technology-related repetitive strain injuries. This article has already been prepared for you. You need to create the nameplate, the SmartArt graphic, and the section at the bottom of the newsletter.

Perform the following tasks:

1. Open a new Word document. Save it as your LastNameHealthCheck.
2. Turn on the **Show/Hide** button.
3. Change the margins to .75 inches. Do **not** change the gutter.
4. Change the document theme to **Droplet**. (In the past, you were given the opportunity to choose. This time, you will need to select Droplet as it is not only indicates the colors, but the font as well.)



5. Name Plate:
 - a. Insert a WordArt box of any style. It will not have any impact on your end result.
 - b. Change the text wrapping to **Top and Bottom**.
 - c. Set the size of the WordArt box to **7"** wide and approximately **1.76"** high. You may need to make it taller.
 - d. Enter the Health Check text. Font: 72-point bold Arial Rounded MT Bold. Select your own colors.
 - e. Place your cursor at the end of the Health Check line, press **enter**.
 - f. For the issue information line, type Monthly Newsletter. Click the **Paragraph Dialogue Box** launcher on the **Home Tab**. Click **Tabs** on the bottom, left-hand corner.
 - g. Enter **7"** in the tab stop position. Click **Right** in the Alignment section. Click ok.
 - h. Press **Tab**. Type **Issue 58**.
 - i. Apply a bottom border of your choice.
 - j. Insert the Check image. Change the wrapping to **In Front of Text**. See the example for placement. Make sure it does not cover the text or other elements when they are placed later.
6. To create the newsletter: click directly **below** the WordArt/Health Check box.
7. On the **Insert Tab**, click the drop down menu next to **Object**. Click **Text from File**. Navigate to and insert **the Lab 7-2: Health Risks for Technology Users Article**. (See the note above if you need help.)



8. Click to the left of the T in the in the first paragraph. Set the section to **two columns**. Set the column width to **3.33"** with a spacing of **0.35"**. Place a **vertical rule** between the columns.
9. Use Word's **automatic hyphenation** feature to hyphenate the document.
10. **Justify** all paragraphs.
11. Insert and place the premade SmartArt graphic (located on the blog or on the DATADISK as Lab 7-2 Hand Exercises). Change the text wrapping to **Tight**.
12. At the bottom of the page, the columns have been changed to one. Enter the text shown at the bottom of the example newsletter.
13. Click on the Upcoming Health Fairs title. Apply a **Top Border** of your choice. Change the spacing **before** to **18**.
14. Technology Related Repetitive Strain Injuries: **Heading 1**
15. Repetitive Strain Injuries: **Heading 2**
16. Preventing Technology Related Tendonitis or CTS: **Heading 3**
17. Upcoming Health Fairs: **Heading 2**
18. **All colors** are your **choice**.
19. Apply a **page border** of your **choice**. All content should fit on one page.
20. **CHECK YOUR WORK**. Did you do ALL of the things listed above? Does it look like the picture?
21. **Save** and **submit** to turnitin.com.

Health Check



Monthly Newsletter



Issue 58

Technology-Related Repetitive Strain Injuries.....Section Break (Continuous).....

The widespread use of technology and related devices has led to important user health concerns. For example, prolonged or improper computer and mobile device use can lead to injuries or disorders of the hands, wrists, and elbows. You should be proactive and minimize your chance of technology-related risk.

Repetitive Strain Injuries

A repetitive strain injury (RSI) is an injury or disorder of the muscles, nerves, tendons, ligaments, and joints. RSIs related to the use of technology include tendonitis and carpal tunnel syndrome.

- Tendonitis is inflammation of a tendon due to repeated motion or stress on that tendon.
- Carpal tunnel syndrome (CTS) is inflammation of the nerve that connects the forearm to the palm of the wrist.

Repeated or forceful bending of the wrist can cause tendonitis of the wrist or CTS. Symptoms of tendonitis of the wrist include extreme pain that extends from the forearm to the hand, along with tingling in the fingers. Symptoms of CTS include burning pain when the nerve is compressed, along with numbness and tingling in the thumb and first two fingers.

Long-term computer work can lead to tendonitis or CTS. Factors that cause these disorders include prolonged typing sessions, prolonged mouse usage, or continual shifting between a mouse and keyboard. If untreated, it is possible for these disorders to lead to permanent physical damage.

Hand Exercises

Spread fingers apart for several seconds while keeping wrists straight.

Gently push back fingers and then thumb.

Dangle arms loosely at sides and then shake arms and hands.

Preventing Technology-Related Tendonitis or CTS

Follow these precautions to help prevent tendonitis or CTS related to technology use:

- Take frequent breaks to exercise your hands and arms.
- Do not rest your wrists on the edge of a desk. Instead, place a wrist rest between the edge of your desk and the keyboard.
- Place the mouse at least six inches from the edge of the desk. In this position, your wrist is flat on the desk.
- Minimize the frequency with which you switch between using the mouse and the keyboard.
- Keep your forearm and wrists level so that your wrists do not bend.
- Avoid using the heel of your hand as a pivot point while typing or using the mouse.
- Keep your shoulders, arms, hands, and wrists relaxed while you work.
- Be sure to maintain proper posture.
- Stop working if you experience fatigue or pain.
- Seek advice from a health professional if you notice the onset of symptoms of tendonitis or CTS.

Upcoming Health Fairs

- Friday, October 6, from 9:00 a.m. to 5:00 p.m. at the VFW on Wicker Park Boulevard in **Dillon**.
- Saturday, October 7, from 10:00 a.m. to 4:00 p.m. at Rosewood Community Center in **Harrist**.
- Tuesday, October 10, from 8:00 a.m. to 1:00 p.m. at the public library in Tipton.