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Microsoft word e- newsletter templates

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Open Word and select New. In the Search text box, type Certificate to filter by certificate templates. Select a template, and then choose Create. The certificate opens as a new document. To add a custom border, select the Design tab and select Page Borders in the Page Background group. In the Borders and Shading dialog box, select the Page Border tab. In the Option section, select Custom, and select an edge. Select OK to apply the template border you selected. To change the certificate colors, select a different theme. On the Design tab, in the Document Formatting group, select Colors. Hover over a theme to display it in your document, and then select the color theme you want to use. Save your changes. The text of the certificate can be fully edited. Edit the text to say what you want, and then edit the font, color, and spacing of the text. Double-click the sample text in the Word document to select it. Select the Home tab. Select a font and font size in the group Select Bold, Italic, or Underline if desired. Select the Font Color drop-down arrow and select a color to apply to the text. Text. the custom text you want to use. Repeat the process with each section of the text on the certificate, and then save the file. You don't need to use a template to create a certificate. By default, Microsoft opens an 8.5 x 11 vertically oriented sheet, but most certificates are made in landscape orientation, so you make this change to get started. To create a certificate from scratch: Open a new Word document. Select the Layout tab. In the Page Setup group, select Orientation, and then choose Landscape. Select the Design tab. On the Page Border tab, select either a style or graphic, assign a size and color, and then select the Box icon. Select OK to see the result. To adjust the margins, select Options, and then enter new values. Add text boxes to your document and customize the appearance of styles, sizes, and colors as needed. Save the changes to the custom template. Go back to school with Office templates. Download the templates now Update your fans and attract new readers with a stylish newsletter template Do you want to put together a newsletter – or make yours more interesting? Try a template for the Newsletter from Microsoft. These free newsletter templates, visually appealing and highly customizable, enhance your correspondence whether you reach customers or family members. Templates for newsletters are available to specific services and organizations, including newsletter templates for software ventures, repair companies, fashion design, financial services, schools, and non-profits. Include a newsletter template in your monthly or biannual marketing plan to stay connected to past and current customers. With family and friends located all over the country or the world, newsletter templates are also great for personal use to keep everyone in the loop about your latest challenges and adventures. Word newsletter templates are very user friendly, with space for articles, photos and more. Choose a newsletter template for an easy upgrade to increase your readership month after month. Looking for free newsletter templates for Microsoft Word? Newsletters are a great way to provide information of interest and share upcoming events for your organization. Newsletters can be used for business branding or for personal use to communicate with friends and family. Whether you want to create a newsletter for your classroom, club, family, business or church, they are a fun and memorable way to share information and they can also be a great marketing strategy. These free templates are to be used for printed newsletters and are simple to customize and make your own. 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