

# CREATING NEWSLETTERS USING MICROSOFT WORD

Highlands Elementary School  
Naperville, Illinois

The Highlands S/F/C Partnership Team formed a subcommittee to expand and build upon business partnerships. The team compiled a questionnaire for the Highlands staff to help assess and examine where additional partnerships between the school and local businesses could benefit the students and staff of Highlands. The survey focused on technology and software use because there have been many changes in the area of technology at Highlands. One result of the survey was the need for application-based software training over and above the offerings from the district.

Fran Bolson, an Action Team member, Highlands parent, and adjunct faculty member at College of DuPage, developed a training class called Creating Newsletters using Microsoft Word 97. The purpose was three-fold: help the staff produce timely classroom communications, familiarize the staff with the features available in Microsoft Word 97, and compliment other district computer course offerings.

The class included two 2-hour, hands-on training sessions and was held in the Learning Resource Center (LRC) of the school. All staff were invited to attend at no cost. The Director of the LRC organized staff participation so that at least one teacher from each graded level attended. Those teachers that participated were able to share what they learned with their grade-level colleagues.

In addition to the class on using Microsoft Word to create newsletters, Ms. Bolson conducted a class on the basics of Windows 95 and an introduction to Microsoft Word. For those staff who could not attend the training classes, Ms. Bolson developed a corresponding web site for on-line training.

Approximately half of the staff attended the training classes and their comments indicated that the training helped them gain a much higher comfort level with creating documents using the new software. One way in which the staff can put their new skills to use is to produce timely parent communications in a newsletter format.

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