Word Task 3

*Edit your Task 2 document to look like the text below (use the second page hints for help):*

Welcome Back!

I hope you had an enjoyable summer vacation and are ready for a new beginning. This year is going to be an exciting year for all of us at the school. We have another chance to make our students successful and we will succeed!

As you are making your final plans for the upcoming year, I would like to share some of the top characteristics of a successful teacher. Every teacher, whether experienced or brand new to the profession, can benefit from contemplating these important points. Success in teaching, as in every other area of life, depends on your attitude and your approach.

* **Sense of Humor** – a sense of humor can help relieve tense classroom situations before they become serious. A sense of humor will allow you to remember the joy in life and make you a happier person as you progress through this sometimes stressful career.
* **High Expectations** – A successful teacher has high expectations for their students AND themselves. You should project an attitude that says you know they can achieve up to the highest standards. Your expectations will be one of the many factors that motivate your students to learn and achieve.
* **Be Flexible** – the most important characteristic of all! Everything is in a constant state of change and a successful teacher “rolls with” interruptions and disruptions. Students expect you to take control during any situation with a flexible can-do attitude.

These ideas are intended to aid our goal of continuous improvement. I trust they will do just that. It is a good beginning.

If one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with a success unexpected in common hours – Henry David Thoreau

As always, I look forward to working and learning with you and our children throughout the school year!

Sincerely,

Principal Jones

Change this text to a Title (in the Styles group under the Home tab)

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Change this block of text to “emphasis” in the Styles group

Add Bold accent to this text (in the Font group under the Home tab)

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Change this block of text to “Intense quote” in the Styles group

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Insert a “Draft” watermark under Page Layout Tab and Page Background Group

As always, I look forward to working and learning with you and our children throughout the school year!

Sincerely,

Add the Portsmouth Public Schools logo and format the picture under the Picture Styles group.

Principal Jones

Add a Footer with date under Insert tab and Header Footer Group.