

Word Projects: Sequence

graphics and columns

This idea is from <http://www.essdack.org/tips/>

Sequencing Lesson for Teachers and Students

In this activity you will take a file where the story is out of order and use select, cut, copy, and paste to put the story in order. If you were to do this with your students, you may want to give them a copy of the finished story to help them put it in order. You could easily create your own stories like this as well.

Select Text

- | | |
|-----------------|--|
| One Line | Place the mouse to the left side of the paragraph. The mouse will turn into a solid arrow pointing to the right. Point the mouse to the line you wish to select. Click once. |
| Paragraph | Place the mouse to the left side of the paragraph. The mouse will turn into a solid arrow pointing to the right. Point to the paragraph you wish to select. Double-click. |
| Two or More | Place the mouse to the left side of the paragraph. The mouse will turn into a solid arrow pointing to the right. Point to the first line of the paragraph you wish to select. Click and hold the mouse button while dragging downward. Release the mouse button once you have selected the desired paragraphs. |
| Entire Document | Place the mouse to the left side of the paragraph. The mouse will turn into a solid arrow pointing to the right. Triple-click. |

Cut/Copy/Paste

To Copy:

Select the text to be copied.

Click once on the COPY button on the standard toolbar.

To Cut (Move):

Select the text to be cut or moved.

Click once on the CUT button on the standard toolbar.

To Paste:

Place the cursor where you would like the text to be placed.

Click once on the PASTE button on the standard toolbar.

Format Text

Use the formatting toolbar: font, size, **B**, *I*, U, justification, and A at the end of the toolbar to change the format of the text.

Or from the menu, choose FORMAT, FONTS. Make the necessary changes. Then Click OK.

Word Projects: Making a Card

graphics and columns

This idea is from <http://www.essdack.org/tips/>

Word can be used to create greeting cards and tri-fold brochures. Students can create cards to send home, travel brochures, and greetings to be sent out into the community.

Change the page layout to landscape. Change the margins to .5 inches.

Page Setup

- From the menu bar, choose File then Page Setup.
- Click on the desired tab and make necessary changes.
- Click on OK.

Paper Size: Allows you to change the size of the paper, change the orientation to either portrait or landscape, and whether or not to apply it to the “whole document” or from “this point forward”.

Divide the page into 3 equal columns.

Columns

- From the menu bar, choose Format then Columns.
- Choose how many columns. Set your own margins for the columns, or use the Word default settings.
- Click on OK.
- Or click on the Columns button on the toolbar, choose the desired number of columns.



Go down the page 6 inches. Draw a line across the page. We'll use this to trim the card.

Add text and graphics.

Add Clip Art

- From the menu, choose Insert, Picture, Clip Art.
- Click on the desired clip art.
- Click on Insert.

Format Picture

- Make sure the clip art is selected.
- From the menu, choose Format, Picture.
- If desired, change Colors and Lines, Size, Position, and Wrapping.

Display Picture Toolbar

- Click once on the picture.
- From the menu, choose View, Toolbars, Picture.
- This toolbar includes Insert Picture, Image Control, More Contrast, Less Contrast, More Brightness, Less Brightness, Crop, Line Style, Text Wrapping, Format Picture, Set Transparent Color and Reset Picture.

Insert a column break.

To force the cursor to go to the next column:

- From the menu bar, choose Insert then Break.
- Click on Column break.
- Click on OK.

Word Projects: Making a Card cont. graphics and columns

Text Box

Optional

- From the menu choose Insert, Text Box.
- “Draw” the text box in the document.
- Type in the text. Click outside the text box to accept the entered text.

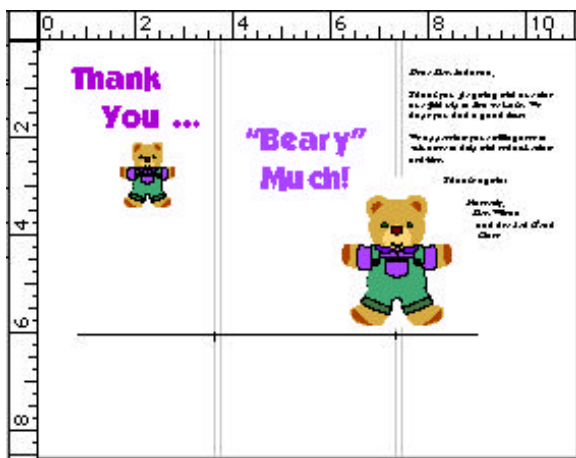
Add Word Art

Optional

- From the menu, choose Insert, Picture, WordArt.
- Click once on the desired clip art.
- Type in the text. Click on OK.
- The toolbar can be used to edit the WordArt.

Optional for the activity:

To make a pop-up graphic for your card, place a large, symmetrical graphic so that it is centered on the second column divider.



Finish the Card.

- Print and fold the card in thirds.
- Cut off the bottom at the 6” line.
- If you decided to make a pop-up graphic, cut around the outline of the top half of your large graphic. Fold so that the graphic pops forward when the card is opened.

Applications:

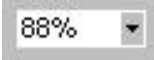
Word Projects: Poster

graphics and borders

Setup your page (File, Page Setup) to see the whole page.

View the Whole Page

- From the menu, choose View, Page Layout.
- From the top toolbar, click on the xx% pull down menu and choose the appropriate option.



Write your text – with at least 24-pt font for the important text.

Add graphics as needed.

Borders & Shading

Borders

- From the menu, choose Format, Borders & Shading.
 - Click on the Page Border tab, if necessary.
 - Choose the desired border, then click OK.
- ✦ You could also have a border around a specific paragraph. Place the cursor in the paragraph. Click on the Borders tab, make the necessary changes, and click on OK.

Insert Symbols or Special Characters

- Click on Insert, choose Symbol.
- Click on the Symbols or Special Characters tab.
- Click on the desired symbol.
- Click on Insert.

Shading

- Place the cursor in the paragraph that has the shading.
- From the menu, choose Format, Borders & Shading.
- Click on the Shading tab, if necessary.
- Make the necessary changes and click on OK.

Print.

Applications: Create a sign advertising something or a happening at school; supporting or opposing a historical issue or current event issue; giving weather information; about a health or science issue . . . What can you add?

My Notes:

Word Projects: Newsletter

graphics and columns

Layout Ideas for Newsletters

- Most newsletters have a masthead, which is the top bar of a newsletter or newspaper that is always the same except for the date.
- In addition, newsletters are usually arranged with two columns and some combination of text boxes and graphics to add variety. Text boxes can be used with interesting borders to set off important information. You can also get the same effect using paragraph borders and shading.
- Quick text for formatting: If you need some text to work with for this activity, cut and paste information from old newsletters off of the Classroom Resources web page: <http://www.remc11.k12.mi.us/bcisd/classres> or copy text from www.hersheys.com.

Another type of layout is shown in the graphic. After creating the two columns and inserting the information, use the Continuous Section Break to get the same effect.

Insert A Continuous Section Break

To force the cursor to a new section on the same page:

- From the menu, choose Insert, then Break.
- Click on Continuous.
- Click on OK.



NOTE: To get a blank line between the new sections, press Enter until the cursor is one or two lines past the longest column.

Turn Off Columns

- Choose Format on the menu bar and click on Columns.
- Click on One under the Presets option.
- Click on the down triangle for “Apply to”.
- Click on This Point Forward.
- Click on OK.

Insert Page Break

- Click on INSERT on the menu bar and choose BREAK.
- Make sure PAGE BREAK is selected.
- Click on OK.

Drop Caps

Spice up your newsletter.

- Place the cursor in the paragraph where the Drop Cap will be placed.
- Click on Format on the menu bar and choose Drop Cap.
- Make the necessary changes.
- Click on OK

Insert a Chart from Excel

- Open the worksheet in Excel that contains your chart.
- Click along the edge of the chart to select it, choose Edit, Copy from the menu.
- Use the Taskbar or Alt+Tab to switch to Word.
- Place the cursor where you want the chart to be.
- Choose Edit, Paste from the menu.

- You may need to select the way words will wrap around it. Click on the chart, then choose Format, Object.
- Click the Wrapping tab at the top of the dialog box. Choose the type of wrapping you desire.
- Drag the chart for final positioning.

Application Ideas: class newsletter,
school newsletter, issue-related newsletter...

Class Newspaper Checklist: from Tammy's web site mentioned on page 1.

My partner and I have:

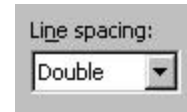
- ✓ Created a title for the newspaper.
- ✓ Added the date and class name to the title.
- ✓ Placed the articles where we want them to be.
- ✓ Justified all articles.
- ✓ Added headlines to each article.
- ✓ Changed the font and size of each headline.
- ✓ Centered the headlines.
- ✓ Added pictures.
- ✓ Added clip art.
- ✓ Added borders.
- ✓ Proofread for errors.
- ✓ Checked spelling

Word Projects: Acrostic

In this project you will make an acrostic with your thoughts on using the computer in your classroom.

Instructions :

1. Open a new word processing document and set the page for double spacing.
 - On the menu, choose Format, then Paragraph.
 - Click on the Indents and Spacing tab, if necessary.
 - Under Line Spacing, choose Double from the drop-down menu.
 - Click OK.



2. Type the acrostic poem, leaving a space between the 1st letter of each line and the rest of the line.
3. From the menu, choose Edit, Select All.
4. Use the size menu to change the font to 18 pt.
5. Set a left tab at about 1.75 on the ruler. Make sure that all the text is still selected.
6. Select the first letter of the first word. Change the font to 36 pt **Bold**.
7. Press your right arrow to deselect the 1st letter and move to the beginning of the 2nd letter.
8. Press tab.
9. Repeat these instructions for each of the letters.

Optional: Use the rectangle or rounded rectangle tool as we did in the poster project to make a border around your acrostic.

Tabs

To add a tab

- Select the type of tab to be placed.
- Place the mouse on the ruler bar where the new tab is to be placed.
- Click once.

To delete a tab





- Place the mouse **ON** the tab marker that will be deleted.
- Click and **HOLD**. A dotted line will appear down from the tab marker that is selected.
- Drag the mouse downward and the tab marker will follow.
- Once the tab marker is off of the ruler line, let go of the clicker.

To set tabs back to the default:

- Click on Format on the menu bar and choose Tabs.
- Click on the Clear All button.
- Make sure the "Default tab stops" is set to .5"
- Click on OK.

Tabs

Click on the Tabs button in the upper left corner of the document to cycle through the tab options.

- Left alignment
- Center alignment
- Right alignment
- Right aligned at center

Word Projects: Acrostic (cont.)

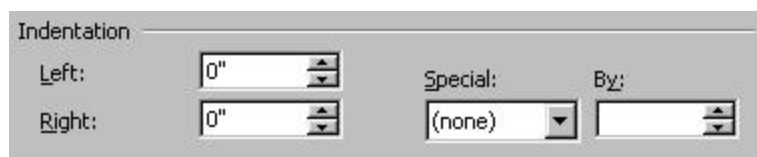
To set "dot" leader tabslike this!

- Click on Format on the menu bar and choose Tabs.
- Type in the "Tab stop position".
- Click on the desired tab Alignment.
- Click on the desired tab Leader.
- Click on Set.
- Repeat the above steps for additional tab settings.
- Click on OK to accept the new settings.

Indents

Left & Right Indent:

- Click on Format on the menu bar and choose Paragraph.
- Click on the "Indents & Spacing" tab, if necessary.
- Place the mouse on the UP triangle for the Left Indentation.
- Click one at a time to reach the desired number.
- Place the mouse on the UP triangle for the Right Indentation.
- Click one at a time to reach the desired number.
- Click on OK.



First Line or Hanging Indent:

- Click on Format on the menu bar and choose Paragraph.
- Click on the "Indents & Spacing" tab, if necessary.
- Place the mouse on the DOWN triangle for the Special Indentation.
- Click and choose either First Line or Hanging.
- Click on OK.

Bullets or Numbering

- Select the text that will be effected by the bullet or numbering style.
- From the menu, choose Format, Bullets and Numbering.
- Click on either the Bulleted, Numbered, Outlined Numbered tabs.
- Click on the desired style.
- Click on OK.

Word Projects: Computer Journal

columns

In this project, you will write in a journal about the projects you've learned so far. You will include the Project Title, Project Applications, and Your Thoughts on the Project.

Instructions:

Open a new document and set it up to for three columns.

- From the menu, choose Format, Columns.
- Choose three columns and set their width. The first should be 1.5", turn off "equal Column Width" and set the spacing to 0.2".

Give your journal a title.

- Create a text box at the top of the screen.
- From the menu, choose Insert, Text Box.
- Use the crosshairs to draw a box for your title.
- Click in the box to begin typing.

Begin Journal

- Click at the top of the first column.
- Press Enter a couple of times. Your text box will follow your text down-drag back to the top of the page.
- Type the title for the first column.
- Press Enter and change to left alignment and plain text.
- From the Format menu, choose Insert Break, Column Break.
-OR-
Shift-Ctrl-Enter
- Press return a few times.
- Type a title for the second column.
- Repeat for the third column, and make it bold, centered, and 14 pt.

Word Activities

These activities are easily modified for any level or classroom. Some are from 61 Cooperative Learning Activities for Computer Classrooms by Rachel Anderson and Keith Humphrey.

Advertisements

Have student groups design and create classified ad like those that are found in magazines or comic books. They'll need the essential information: what, where, who, when, and how.

Extra! Extra!

What does it take to create a newspaper? Divide students into different newspaper publishers and have them create a weekly or biweekly newspaper covering your class or school. Each group member should have a job: editor, reporters, typesetter, etc.

When You Care Enough...

Make your classroom into a greeting card company. Divide groups of students into company divisions such as greeting, love, sympathy, etc. and have them design original cards to sell for a fundraiser or distribute for fun.