

Name:

Bell:

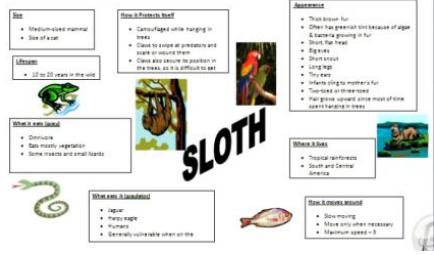
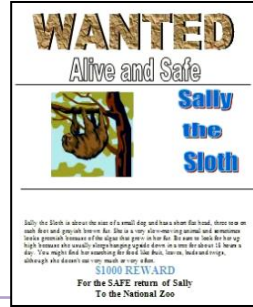
Word Processing: Microsoft Word 2007 – **Escape from the Rainforest**

Description: The National Zoo needs your help! All the animals from the rainforest exhibit have escaped. It is up to you to research information about the missing animals and prepare a WANTED poster to ensure the safe return of all the animals. You will begin by recording and organizing information about your animal in a Word document. Then you'll create a poster in another Word document, using drawing and text tools.

Instructions: Students will need Microsoft Word and Internet Explorer open on their computer. You can quickly switch between programs using "Alt" and "Tab" on your keyboard. You will watch short movie tutorials to walk you through completing the project. You may press pause on your movie to complete steps in your Word document.

Getting to the Project: Project Website - http://www.atomiclearning.com/k12/la_escape_wrd07

Click on **Log-In**, Username: **greateaks** Password: **techno**

<p>To: Do – Complete the items below and <u>check the box</u> when it is complete. </p> <p>Checkpoints – Students must have checkpoints completed by a teacher in order to earn a grade for the work completed.</p>	<p>Sample Image</p>	<p>Teacher Signature Date Complete</p>
<p><input type="checkbox"/> What the example project looks like video</p> <p>Section A – Getting Started</p> <p><input type="checkbox"/> Setting up the document</p> <p><input type="checkbox"/> Opening the drawing/formatting toolbar</p> <p>Section B – Creating the Graphic Organizer</p> <p><input type="checkbox"/> Inserting & formatting WordArt (match sample)</p> <p><input type="checkbox"/> Moving & resizing WordArt</p> <p><input type="checkbox"/> Adding text boxes</p> <p><input type="checkbox"/> Moving & resizing textboxes</p> <p><input type="checkbox"/> Inserting clip art (locate similar image)</p> <p><input type="checkbox"/> Formatting clip art</p> <p><input type="checkbox"/> Adding content (use sample on website for typing)</p> <p><input type="checkbox"/> Saving the file– save with filename Organizer.</p> <p><input type="checkbox"/> Checkpoint #1 – Show your Teacher your work on your computer screen and get your paper signed.</p>	 <p>Word Art – Wrap: In Front of Text</p> <p>Text Boxes – 8, Match Sample</p> <p>Title Text – Bold, Underline, 14</p> <p>Clip art – 6 Appropriate</p> <p>Content - Bullets</p>	<p>Otter ←</p>
<p>Section C – Creating the Wanted Poster</p> <p><input type="checkbox"/> Adding a page border</p> <p><input type="checkbox"/> Inserting & resizing WordArt (match sample)</p> <p><input type="checkbox"/> Duplicating WordArt</p> <p><input type="checkbox"/> Inserting clip art</p> <p><input type="checkbox"/> Resizing & positioning clip art</p> <p><input type="checkbox"/> Drawing lines</p> <p><input type="checkbox"/> Adding & formatting a text box</p> <p><input type="checkbox"/> Entering & formatting text in text boxes</p> <p><input type="checkbox"/> Saving the file– save with filename Wanted.</p> <p><input type="checkbox"/> Checkpoint #2 – Show your Teacher your work on your computer screen and get your paper signed.</p>	 <p>Page Border – Border of choice</p> <p>Clip art - In Front of Text</p> <p>Drawing Tools – Added Lines</p> <p>Text Boxes – No Fill/line</p>	

Turn in your completed form (with teacher signatures) to the correct bell tray in the classroom.