

LESSON ON CREATING A MUSEUM HEADER USING WORD

In this lesson you are provided with detail directions on this sheet that is accompanied with a video. In watching the video and reading the instructions, you will be provided with enough direction to create your own Museum. This may be done in Word or in Power Point. Basically this method may be done in both mediums almost 100% the same. You are the author use your imagination.

Creating your walls for the Museum (Save often)

1. Open up word and tap your enter key **5** times to create a buffer then bring the cursor back up.
2. Click on Insert and then shapes then **rectangle** and create approximately a **3** inch high rectangle with about **2** inches wide.
3. Click on Insert again and then shapes and find the **trapezoid** and move it so the large section is equal to the length of the rectangle wall. Click on the small green circle this will allow you to turn the walls of the trapezoid.
4. Click on the rectangle wall and **Ctrl D** to duplicate and move it to the right to represent the back wall. Adjust the size accordingly.
5. Click on the **rectangle** wall and **Ctrl D** to duplicate and move this to the far right wall.
6. Click on the **trapezoid** and **Ctrl D** to duplicate and move this so the larger section is equal to the length of the right rectangle wall.

Coloring the walls (Save often)

1. You may hold down your shift key and click on all the walls to make the all the same color.
2. You are the one who will decide the color of each wall. Don't get carried away but do use your imagination. You may wish to go to google and download a wall pattern if you like.
3. In the video I used gradient this allowed me to adjust the how light or how dark the walls should be using the transparency slider.

Placing Pictures on the museum wall (Save often)

1. You may go to google and find the photos you wish to place on the wall relative to your topic.
2. Copy the photo and paste it below the Museum walls. Reduce the size of the photos by clicking on the handles and pulling the handles in. Click on the photo and then go to **TEXT WRAP** and then choose at the bottom of the pull down window **IN FRONT OF TEXT**. This will allow you to place the picture on top of the wall and also move it if necessary.
3. You will see **PICTURE STYLES** displayed while the picture is highlighted. Choose the one you want and then you may adjust the picture border or any other effects you feel are necessary.
4. Picture in the trapezoid! It will be necessary to create this shape first and then while it is highlighted you may now paste the photo inside. The reason for this is because this shape is odd and the shape and photo must be placed on the trapezoid wall.
 - a. If the trapezoid is on the left wall prior to turning this shape to the right you must turn the photo inside the opposite way to the left. This will allow the picture to be correct when your turn the trapezoid right while placing it on the wall. Repeat this procedure for the trapezoid on the right wall only opposite.
5. If you wish to place a **TEXT** make sure you go to insert and text box. You may wish to choose text effects if you like. Click on the line next and then right click on the box (Line) Choose **FORMAT SHAPE**.
6. Choose **No fill** and **No line**. This will present a clean text for you.
7. If you are creating this for a grade in computer class make sure you go to Insert Header and choose the first one and place your name in the header. Save to a **WORD FOLDER** and convert to PDF if you wish to print in color.