# <u>Imagination Lesson – 1AB</u>

This lesson is going to allow you to use Microsoft Word and your imagination. You will go to Mr. Hoffman's web page and then Technology Resource page, scroll down and click on **(SMART BOARD).** Next you will choose the button **(Animation Special Effects).** Scroll down the page until you come to the link **(Presentation Resources for Students & Teachers).**

## Directions:

1. Open up Microsoft Word – Hit your enter key 4 times to create a buffer. ==**Use the 4<sup>th</sup> Key from the top left to jump between web page and paper  F3.**==
2. Click on the area of the website called **Photo Frames**.
3. Choose a frame you wish to author with your imagination.
4. Copy and paste your frame to the word document ==Windows== Control C -- Copy – Control V – Paste. ==Mac== Control mouse Right click to Copy --- Paste Command V Use the ==4<sup>th</sup> Key from the top left F3== to jump between web page and paper. Make sure you use Wrap Text to move your frame.
5. Place your letters above the Frame. Once all letters are there Highlight them and look for Group. Use the handles to adjust the size. Use Text wrap for each or all-together then you are able to move it down once you have wrap text the Frame.
6. Click on the frame and then **wrap text (tight)** this will allow you to move your frame on the page.
7. Grab a corner of the frame and make it large enough to hold your initials.
8. Click back to the web page --**Presentation** and now choose **Letters & Numbers.**

    a. Chose the one that you desire to work with to design /create your presentation
    b. Click on the letter and then choose the smallest one. Right click to copy and paste your letter on your page.
    c. Click on the letter in Microsoft Word and then choose wrap text (**In front of text**). This will allow you to place your letters inside of the frame.
    d. Now that your image is complete you want to **GROUP** all the parts to this picture by clicking on the **Frame** and each **letter** in the frame then right click on the mouse and choose **GROUP**.
    e. To finalize this image, click on the frame and choose the picture style from word you would like. This will be located at the top of the screen. Example below is Shadow.
    f. You need to position your name on this lesson. ==Windows== Go to **Insert Header** choose the first one **Blank** and type in your name and grade. ==Mac== Document Elements – First Header the third one over – contrast.
    g. Change the color of the page Windows Page layout-Page Color. ==Mac==: Layout – Color Pail – Fill Effects - Texture.
    h. Save this lesson in your folder called **WORD** as Imagination Lesson 1B.