

## Imagination Lesson – 1AA

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 link **(Animation Special Effects)**. Scroll down that page until you come to the link **(Presentation Resources for Students & Teachers)**.

### **Directions: Placing your first name on the paper**

1. Open up Microsoft Word – Hit your Enter or Return Key 4 times to create a buffer.
2. Changing to Landscape **Windows** Go to Page Layout –Page Setup changes the layout to Landscape. **Mac** changes to Landscape by going to page setup and then ordination to landscape.
3. **Mac users:** To go to the Website while in Word **Use the 4<sup>th</sup> Key from the top left to jump between web page and paper F3.**
4. Click on the area of the website called **Letters and Numerals**.
5. Choose a form of letter or letters you wish to author for your name using your imagination.
6. Copy and paste your letter 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 letters.
7. Place your letters next to each other and resize. Use the handles to adjust the size. Once all letters are on the page spelling your name. Highlight them and look for **Group**.
8. Click on your name and then **wrap text (tight) if you have not already done so**, this will allow you to move your name around on the page.
  - a. To finalize this image, click on your name and choose the **Picture style** from word menu above that you like. This will be located at the top of the screen. Example below is reflection showing below.
  - b. You need to position your first and last 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.
  - c. Change the color of the page Windows Page layout-Page Color. **Mac:** Layout – Color Pail – Fill Effects - Texture.
  - d. Save this lesson in your folder called **WORD** as Imagination Lesson 1B.



PENNY