

50 Quick & Easy Reading & Writing Computer Activities

*The following
pages contain
example activities
from the book.*



Grade Level:

- K-2
- 3-5
- 6-8

Overview:

In this activity, students and teachers will learn tips for creating, editing, and manipulating text boxes and WordArt in PowerPoint.

Software / Equipment:

- Microsoft PowerPoint

The Teacher's Role:

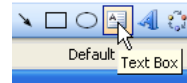
1. The teacher will learn and use the tips on the following page to become more efficient in using text boxes and WordArt in PowerPoint.
2. The teacher will demonstrate some of the tips on the following page to the students.



Text Box Tips:

Creating a Text Box:

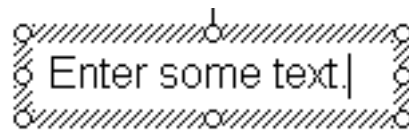
1. Open a new blank PowerPoint document or open a presentation you've already created.
2. Use one of these options to create a text box:
 - a. Click the Text Box tool in the drawing toolbar, or
 - b. Pull down the Insert menu to Text Box.
3. Click and drag to the right to establish the width of your text box.
4. Enter some text into the text box.
Note - if no text is entered into a text box, it will disappear when you click away from it.



Editing a Text Box:

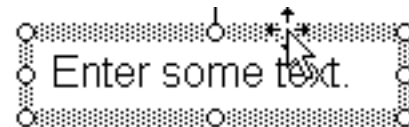
Text Mode:

1. Click the center of the text box to enter the text mode.
When you see *diagonal (slash) lines* around the border of the text box, you'll know you are in the text mode.
2. In the text mode, you can:
 - delete letters and words
 - edit the text
 - copy / paste text
 - change fonts, sizes, colors, etc.



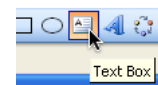
Graphics Mode:

1. Click the border of the text box.
When you see *dots* around the border, you'll know you are in the graphics mode.
2. In the graphics mode, you can:
 - click and drag a handlepoint to resize the text box
 - use the arrow keys on your keyboard to nudge the text box
 - delete the entire text box (press the Delete key on your keyboard)
 - change fonts, sizes, colors, etc.
 - copy the entire text box



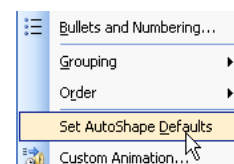
Creating Multiple Text Boxes:

1. If you want to add multiple text boxes to a slide, double-click the text box tool in the drawing toolbar.
2. Press the Escape key on your keyboard to deselect the text box tool.



Retaining Text Properties for Additional Text Boxes:

1. Create a text box and enter some text.
2. Change the fonts, sizes, styles, colors, etc., as desired.
3. Right-click the text box (Control-Click for Macintosh) and choose "Set AutoShape Defaults".
4. Now when you create additional text boxes, they will have the same fonts, sizes, etc. as the first one.



Student Activity

Exploring Points of View:



Grade Level:

- K- 2 (with teacher help)
- 3 - 5
- 6 - 8

CD-ROM Files:

- 37PointOfView.isf

Overview:

In this activity, students will choose a concept and then will define that concept from five or six different points of view.

Software / Equipment:

- Inspiration or Kidspiration
- Printer (optional)

The Teacher's Role:

1. The teacher will provide a list of concepts or will help the students to brainstorm their own list of items such as love, happiness, anger, pride, freedom, jealousy, resentment, patience, fear, sadness, humility, greed, envy, pity.
2. The teacher will assist the students as they choose a concept and then think of that concept from five or six different points of view.
3. The teacher will show students how to enter their information using the Inspiration program.
4. The teacher will print and display the students' webs (optional).



Student Instructions:

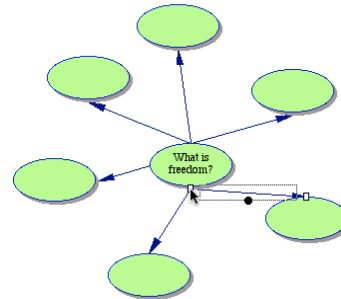
Getting Ready:

1. Choose a concept, such as “Freedom”.
Note - substitute your concept for “freedom” in the following instructions.
2. Open a new Inspiration or Kidspiration document.
3. In the center bubble, enter “What is freedom?”.



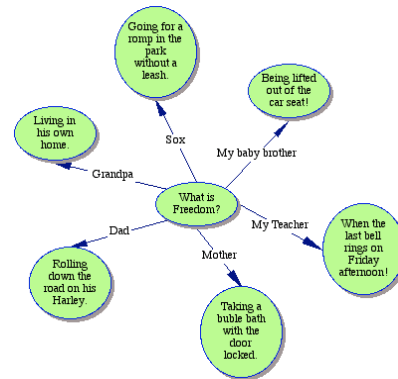
Adding Symbols:

1. Click to select the “What is freedom” bubble.
2. Click the Create button at the top of the screen to add a linked bubble.
3. Repeat steps 1 and 2 until you have five or six bubbles linked to the “What is freedom?” bubble.
4. Click and drag the center of each bubble to move it to the desired location.
5. To move a link:
 - a. Click the link to select it.
 - b. Click the handlepoint at one end and move it to the desired location.



Adding Information:

1. Click the center of a link. This will give you a small text box.
2. Enter the name of a person, animal, or object.
3. Click the center of the bubble.
4. Enter what freedom would mean to that person, animal, or object.
5. Repeat steps 1-4 for each remaining link / bubble.



Fancying It Up:

- Use the tools at the bottom of the screen to change fonts, sizes, styles, and colors.
- Use the symbol palette at the left to change shapes:
 - a. Click the bubble you wish to change.
 - b. In the symbol palette, click the desired shape or image.
- Add clip art to the screen from the symbol palette:
 - a. Make sure none of your bubbles are selected.
 - b. Find the desired image.
 - c. Click and drag it to the desired location on the screen.
- Copy and paste clip art from the Internet or other sources.

