

Essential Microsoft® Office Skills for Teachers & Students

*The following
pages contain
sample sections
from the book.*

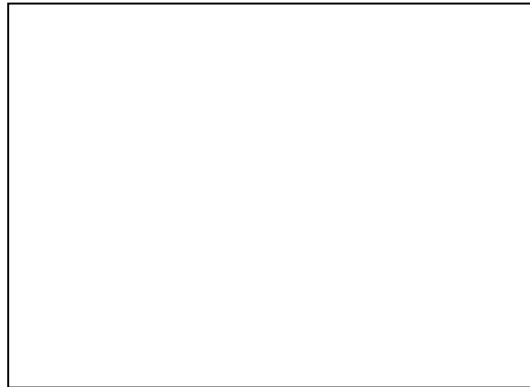
Greeting Cards Drawing Toolbar

Grades 3-8

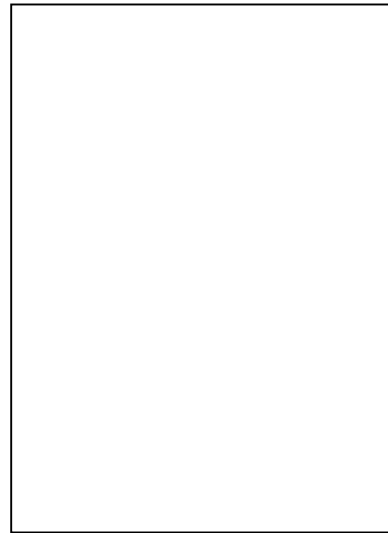
Tip: Creating greeting cards with the vector tools found on the Drawing Toolbar promotes problem solving through the creation of strategies for the proper placement of graphics and text.

Tricks: Greeting Cards

1. Because information on part of the greeting card is upside down, a model should be created first from an 8 ½” x 11” sheet of paper.
2. Determination is made as to the orientation of the greeting card — landscape or portrait.

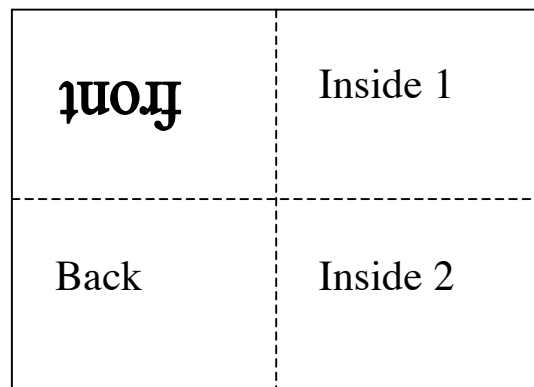


Landscape orientation



Portrait orientation

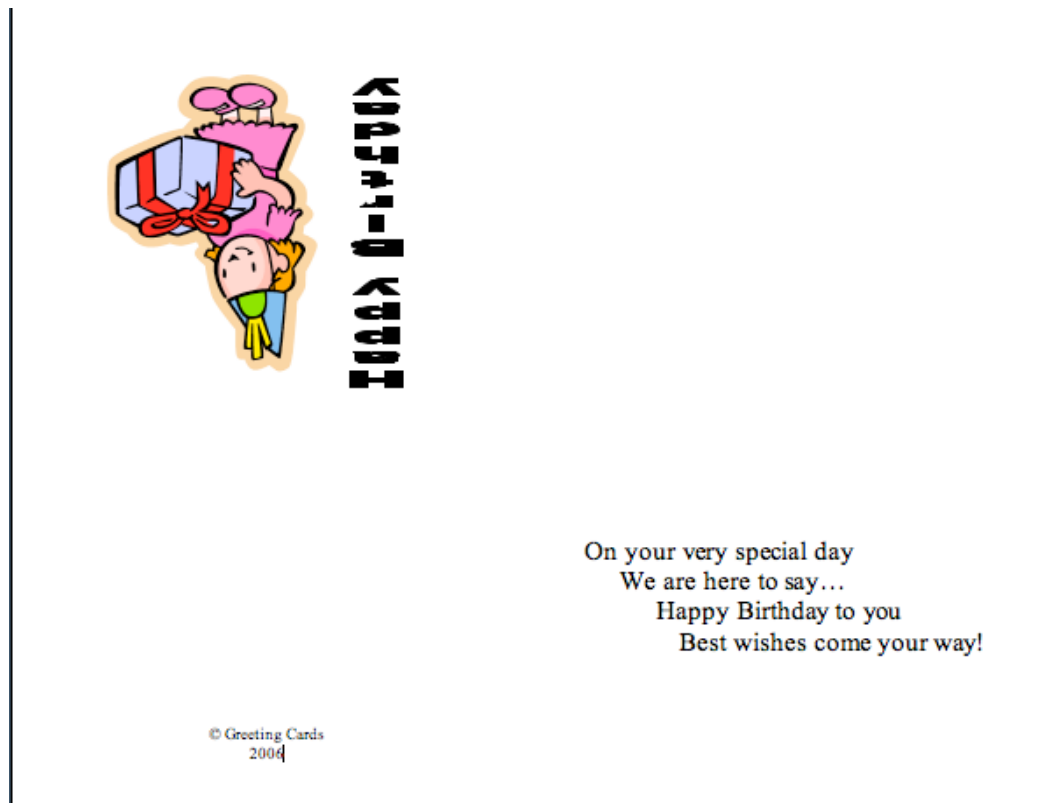
3. Fold the paper in half two times.
4. After determining how the card is viewed, write the words Front, Inside 1, Inside 2, and Back on the respective quarters.
5. In this model, the front of the greeting card must be created 180° to the other three quarters.



6. Create a new word processing document. From the View menu bar, select Ruler so that there is a ruler on the top and left side of the document.
7. Set margins to .5" all around.
8. Microsoft Word cannot rotate regular text 180°; therefore, whatever is placed on the front of the greeting card must be a graphic object. Graphic objects, including Word Art and clip art, can be rotated 180°.

Note: If the graphic object is created with Word Art and contains words, the object cannot be Flipped Vertically as the words will be a mirror image of the original. The graphic object must be rotated.

9. Sample:



Holiday Decorations

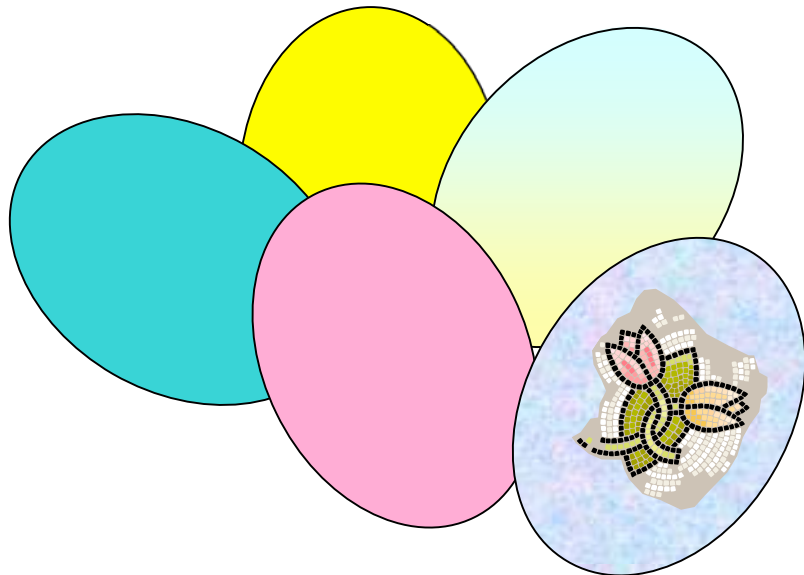
Drawing Toolbar

Grades K-2

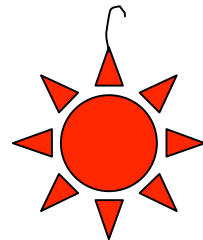
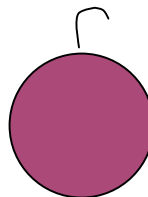
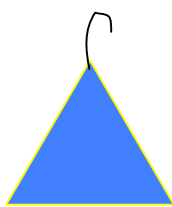
Tip: Holidays provide opportunities to use the vector tools. Students can decorate different symbols of holidays, such as eggs and ornaments, or create snowmen or flowers.

Tricks: Decorating Holiday Objects

1. Easter Eggs
 - a. Draw large ovals with the Oval tool. Copy and paste the oval several times. Students will decorate the eggs with the vector tools. They can be Free Rotated to create a group of eggs.
 - b. Fill with patterns, gradients, freehand and clip art.




2. Holiday Ornaments
 - a. Draw a variety of shapes with the Rectangle, Oval, or Basic Shapes tools.
 - b. Decorate by filling with color.

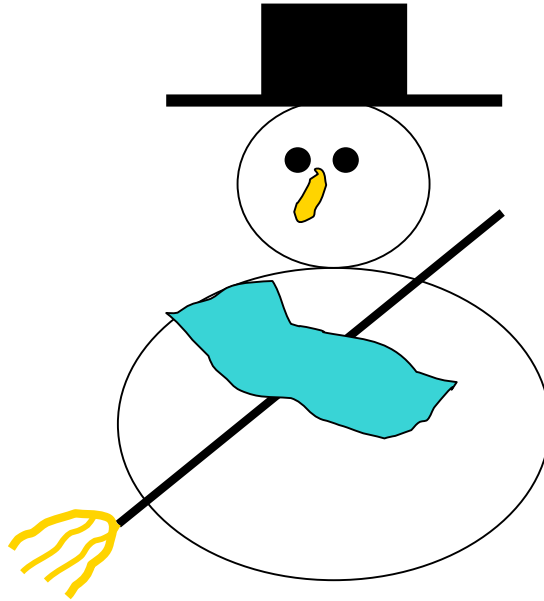


3. Snowman

- a. With the Oval tool, draw a snowman head, body, and eyes. With the Rectangle and Line tools, draw his hat.

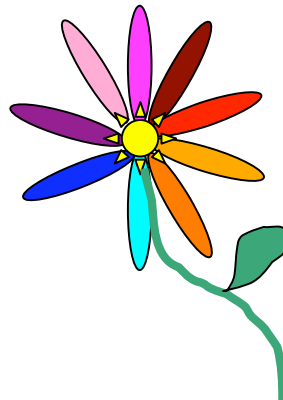
- b. Use the Freeform tool  to draw the scarf and nose.

- c. Use the Scribble tool  to draw the end of the broom.



4. May Flowers

- a. With the Oval tool, draw petals of the flower.
- b. Use the Free Rotate tool to move the petals to create the flower.



Hint:

- Hold the Alt/Option key with the arrows on the keyboard to nudge the objects when moving them.
- Double click on the Drawing tool to keep the tool selected until another tool is chosen.
- Select multiple objects and Group into one object.