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Introduction

This book is designed to help you use *Microsoft Word* in the classroom with your students. It contains English, mathematics, social studies and science projects that incorporate the use of *Microsoft Word*.

Microsoft Word is a word processing program designed to help you produce letters, memos, reports, newsletters, brochures and many other types of documents. Although *Microsoft Word* was originally designed for use in the business world, you will soon discover how well it can be applied to the field of education. If you are not familiar with the basics of using *Microsoft Word*, I recommend that you purchase and work through the lessons in *Microsoft Word for Terrified Teachers* first (also published by Hawker Brownlow Education). *Microsoft Word for Terrified Teachers* provides you with step-by-step instructions for learning *Microsoft Word*. It also includes some great project ideas.

Software Used for This Book

All the *Microsoft Word* files and templates in this book were created using *Microsoft Word 2000* for Windows. Therefore, the screen shots and menus might look a little different if you are using a different version or platform. However, you should have no difficulty if you are using a Macintosh computer or a different version of *Word*. The files and templates can be used in *Microsoft Word 95*, *Microsoft Word 97–98* or *Microsoft Word 2000*.

About the Projects

In this book you will find 22 projects. Each project contains a brief description followed by:

Hardware and Software

In this section you are provided information about the hardware and software you will need to complete the project. Sometimes optional hardware and software are also listed, allowing you to choose the method you prefer.

Materials

In this section all the materials and supplies you need to complete the project are listed, including those that apply to alternative methods.

CD-ROM Files

In this section you are provided with a list of the teacher resource files, student activity sheets, template files and presentation files that correspond to the projects. The list includes the filename of each piece so you can readily retrieve it from the CD-ROM.

Introducing the Project

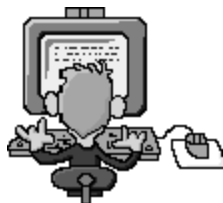
Here you are provided with ideas for preparing your students for the project.

Iconic Story Writing

In this activity, students select



graphics from the *Microsoft Clip Gallery*. Students



their short stories, making sure they incorporate the selected graphics.

Students



their stories to share with others.

Hardware and Software

You will need your computer and *Microsoft Word*.

Materials

Although students will be using the Microsoft Clip Gallery, you may want to gather other clip art CD-ROMs for them to use as an alternative.

CD-ROM Files

Name	Description	Filename
<i>The Little Lost Kitten</i>	Iconic story sample	lostkitn.doc
<i>Iconic Story Template</i>	Iconic story template	icontemp.doc

Introducing the Project

Explain to students that an icon is a picture or image that represents something. For example, the wastepaper basket on the computer screen represents the recycling bin. Discuss other icons that the students see in the classroom or in their everyday lives and what these icons represent.









If you choose, show students the iconic story *The Lost Little Kitten*, which is shown on the following page. *The Lost Little Kitten* is also available on the CD-ROM (*lostkitn.doc*).







The Little Lost Kitten





By
Sarah Jean



Once upon a time there was a little . The little  loved to play in the  and sleep in the warm .




One day the little  got lost. He cried and cried. ‘Meow! Meow! Meow! Where is my ?’


A wise old  heard him crying. The wise old  asked, ‘What is wrong, little ? Are you okay?’





‘No!’ the little  answered sadly. ‘I am lost!’

The wise old  said, ‘Follow your , little . It will lead you home to your .

‘I will try my best’, said the little . ‘I will follow my .

Little  closed his eyes and thought about his . He could feel so much love for her in his  that he almost started crying again.

‘No more tears’, the little  said to himself.

‘I must be brave!’
Then little  scampered in the direction his  told him to go. Soon he saw his . This made little  very, very happy!

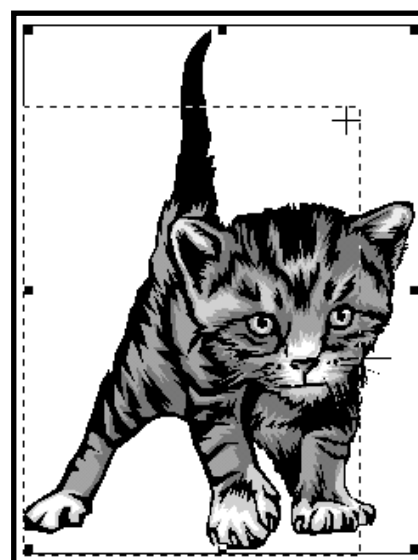
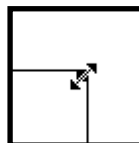
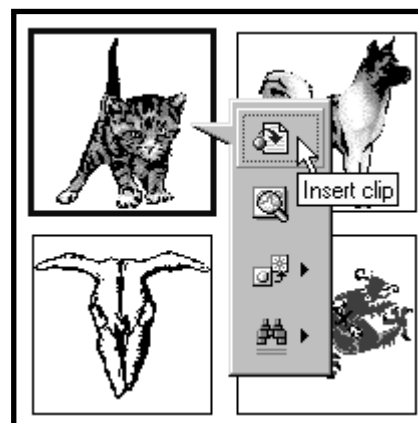
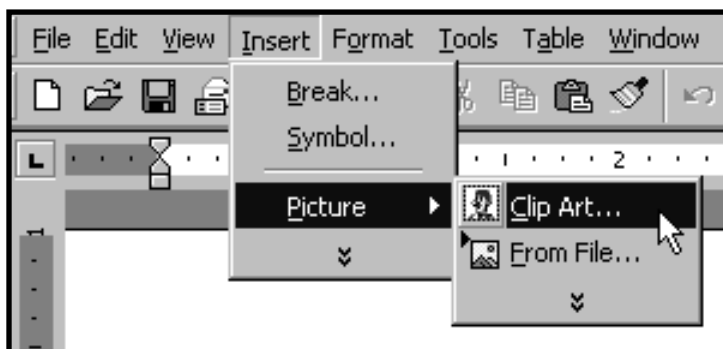
Iconic Story Writing *(cont.)*

Producing the Project

Have students launch *Microsoft Word* and insert five graphics across the tops of their pages.

Here's How:

- Click on the **INSERT** menu, pull down to **Picture** and select **Clip Art**.
- At the **Insert Clip Art** window, navigate through the categories until you find an image you like.
- Click on the image and then the **Insert** button.
- Close or minimise the **Insert Clip Art** window to return to your *Microsoft Word* document.
- Click on the graphic to select it. Frame and re-size buttons should appear around the graphic.
- Move your cursor over one of the re-size buttons. When you do, your cursor will change from an insertion line to a two-headed re-size arrow.
- Click, hold and drag the re-size arrow, which turns into a crosshair, to make the image smaller.
- Release when the image is approximately 2.5 centimetres wide. (Remember you have to get five images across the top of the page!)
- Click to the right of the image to de-select it.
- Press the space bar on your keyboard one or two times to allow just a bit of space before entering the next image.
- Repeat this process, inserting four more images. You may need to re-size the images several times to fit all five across the top of the page. You may also need to adjust the spacing between the images so that they are evenly spaced.



Once the images are in place, have students press **Enter** or **Return** a few times and begin writing the short stories using the selected graphics. Allow students to include other graphic images whenever possible.

Note: Students can copy and paste the in-text images from those at the top rather than returning to the *Microsoft Clip Gallery*. This means they will not have to reduce the size of the images each time. If the same images need to be used again, have the students copy and paste from already existing in-text images.

Iconic Story Writing *(cont.)*

Producing the Project *(cont.)*

When students have finished writing, have them return to the tops of their pages and insert appropriate titles and by-lines. Students should centre their titles and by-lines. They can also make them bold and adjust the font sizes.

Show students how and where you would like them to save their stories. Allow students to print their stories and revise them as necessary.

Note: To eliminate the need for formatting, there is an *Iconic Story Template* available on the CD-ROM for you to use with your students (*icontemp.doc*). It has spaces marked for students to insert their graphics, titles, by-lines and text.

Presenting the Project

- Have students share their iconic stories with each other or with another class. The stories can be read aloud by their authors or by peers.
- Post the iconic stories to your classroom web site.
- Let students email their iconic stories to family members and friends.
- Hang the iconic stories on a bulletin board or wall in your classroom.
- Display the iconic stories in the hallway outside of your classroom for others to read and enjoy.

Additional Project Ideas

- Make holiday cards with iconic greetings, poems and messages.
- For a change of pace, have students write their weekly spelling sentences using graphic images.

Additional Resources

- If your students are having difficulty finding just the right images in the Microsoft Clip Gallery on your computer, open your web browser and have them click on **Clips Online** within the **Insert Clip Art** window. They will automatically be taken to the Microsoft Design Gallery web site. This site has over 120 000 graphic images and sounds from which they can choose. Students simply type in a search word, such as *cats*, and click on the **Go** button. Associated images will appear. Students can scroll through the images and select some for downloading. When downloaded, the images will automatically be placed in your computer system's Microsoft Clip Gallery. For direct access, the site address is:

<http://dgl.microsoft.com/>