

# Print, Cut and Fold

Creative Technology Projects  
for Secondary Students  
– Years 7–12

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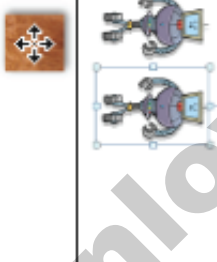


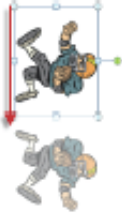
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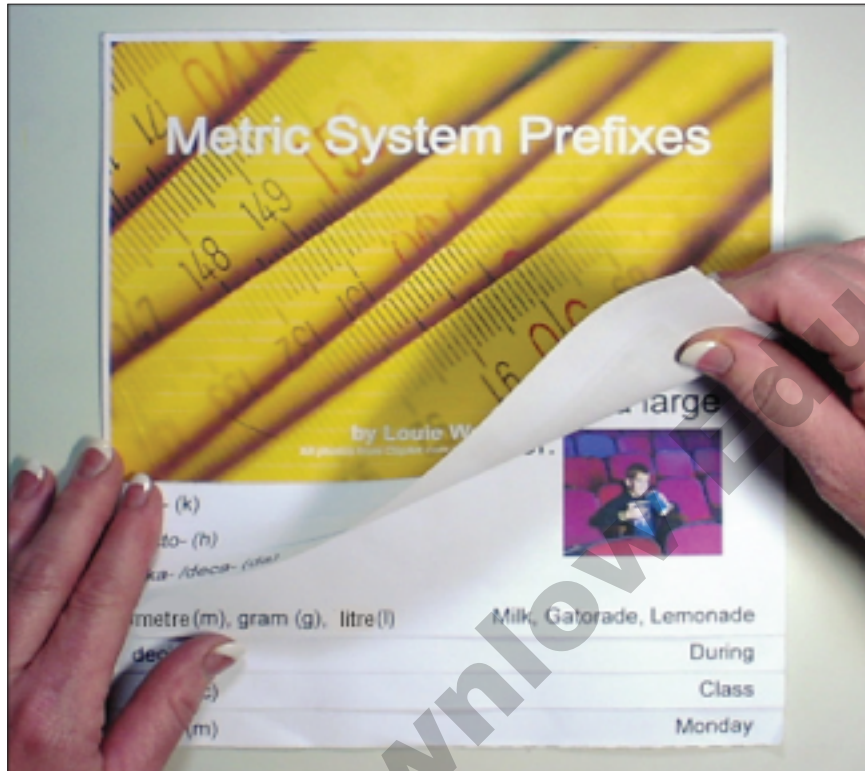
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<h3>Resize Graphic</h3> <ol style="list-style-type: none"> <li>1. Click on the graphic</li> <li>2. Click on a corner handle</li> </ol>  <ol style="list-style-type: none"> <li>3. With the mouse button pressed, drag the corner inward to make the graphic smaller (outward to make it larger)</li> </ol>	<h3>Rotate Graphics</h3> <ol style="list-style-type: none"> <li>1. Click on the graphic</li> <li>2. Move the cursor over the green handle</li> <li>3. Hold the button down while moving the mouse in a circular direction.</li> <li>4. Release the mouse button when the graphic is in the desired position.</li> </ol> 
<h3>Insert Clip Art</h3>  <ol style="list-style-type: none"> <li>1. Choose Insert → Clip Art</li> <li>2. Enter search term in right pane</li> <li>3. Click on Clip Art to insert it</li> </ol> 	<h3>Move Graphics</h3> <ol style="list-style-type: none"> <li>1. Click in the middle of the graphic</li> <li>2. When the cursor turns to cross-hairs, click and drag to the new location</li> </ol> 
<h2>Manipulating Graphics in Office</h2>  <p>Jim Holland &amp; Gaby Krumm Arlington ISD <a href="http://www.printcutfold.com">www.printcutfold.com</a></p>	<h3>Insert WordArt</h3> <ol style="list-style-type: none"> <li>1. Select the Insert tab</li> <li>2. Click on WordArt</li> <li>3. Select a WordArt style</li> <li>4. Do not press Delete. Simply type the desired text</li> <li>5. WordArt can then be manipulated as any other graphic can (move, resize, etc.)</li> </ol> 
<p>Find more information about Print, Cut, &amp; Fold activities with Microsoft Office at:</p> <p><a href="http://www.printcutfold.com">www.printcutfold.com</a></p> <p>Permission granted to individual classroom teacher use. © 2002</p>	<h3>Flip Graphics</h3> <ol style="list-style-type: none"> <li>1. Click on the graphic</li> <li>2. Click on a corner handle</li> <li>3. Drag the handle straight across, all the way past the opposite corner handle</li> <li>4. Once the cursor passes the opposite corner handle, the graphic will flip</li> <li>5. Release the mouse button</li> </ol> 

# CASCADING FLIP BOOK



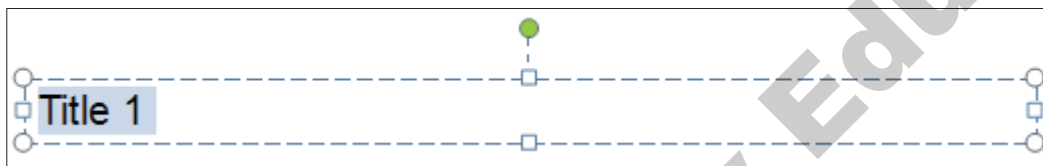
- Students create a stack of slides – the slides grow in size sequentially so that when printed and stapled, the topics are displayed in a cascading style.
- Used for presenting multiple facets of a central topic, steps in a process, logical sequences, etc.
- Multiple slide project – template contains enough slides to create a title page and ten additional pages. Unused slides can be deleted before printing.
- Great way to display a PowerPoint presentation in print – printed page sizes can be altered by printing two or more slides per page.
- Materials: scissors, stapler, staples.

# Cascading Flip Book

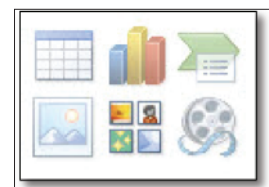
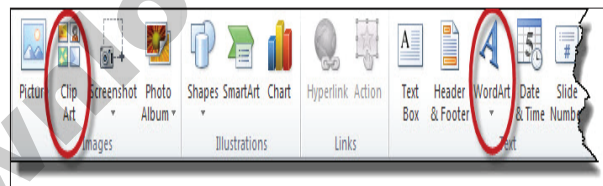
(Student Instructions for Office 2010)



1. Open the CascadingFlipBookTemplate.pptx file according to your teacher's instructions.
2. Note: The template contains enough slides for nine pages of the flip book (one for the cover and eight for content). You will delete the unused slides before printing the project.
3. Create the cover page by inserting clip art, WordArt and text as needed. Be sure to add your name by replacing the existing text.



4. Add titles to each slide by replacing the text in the text boxes at the bottom of each slide. To do this, triple-click on the phrase you want to replace. This will highlight the whole phrase. **Do not press the delete key!** Once the text is highlighted, simply start typing and whatever you type will replace the highlighted text.

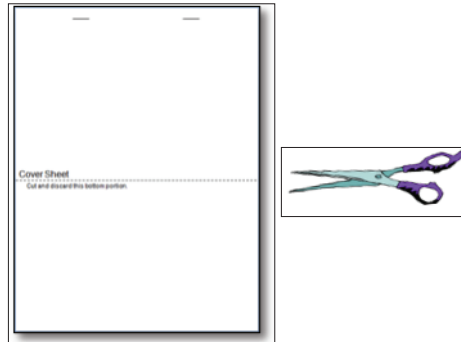


5. On each slide, enter appropriate text and graphics using your planning sheet as a guide. To enter text, simply click into the slide and enter text. To enter clip art, use the Insert tab or simply click on the insert clip art button on the placeholder as shown.
6. The text may run completely out of the text area if too much text is added. It may be necessary to reduce the size of the font or use fewer words in your descriptions.
7. Once completed, print the slides.

**Don't forget: "Save early. Save often."**

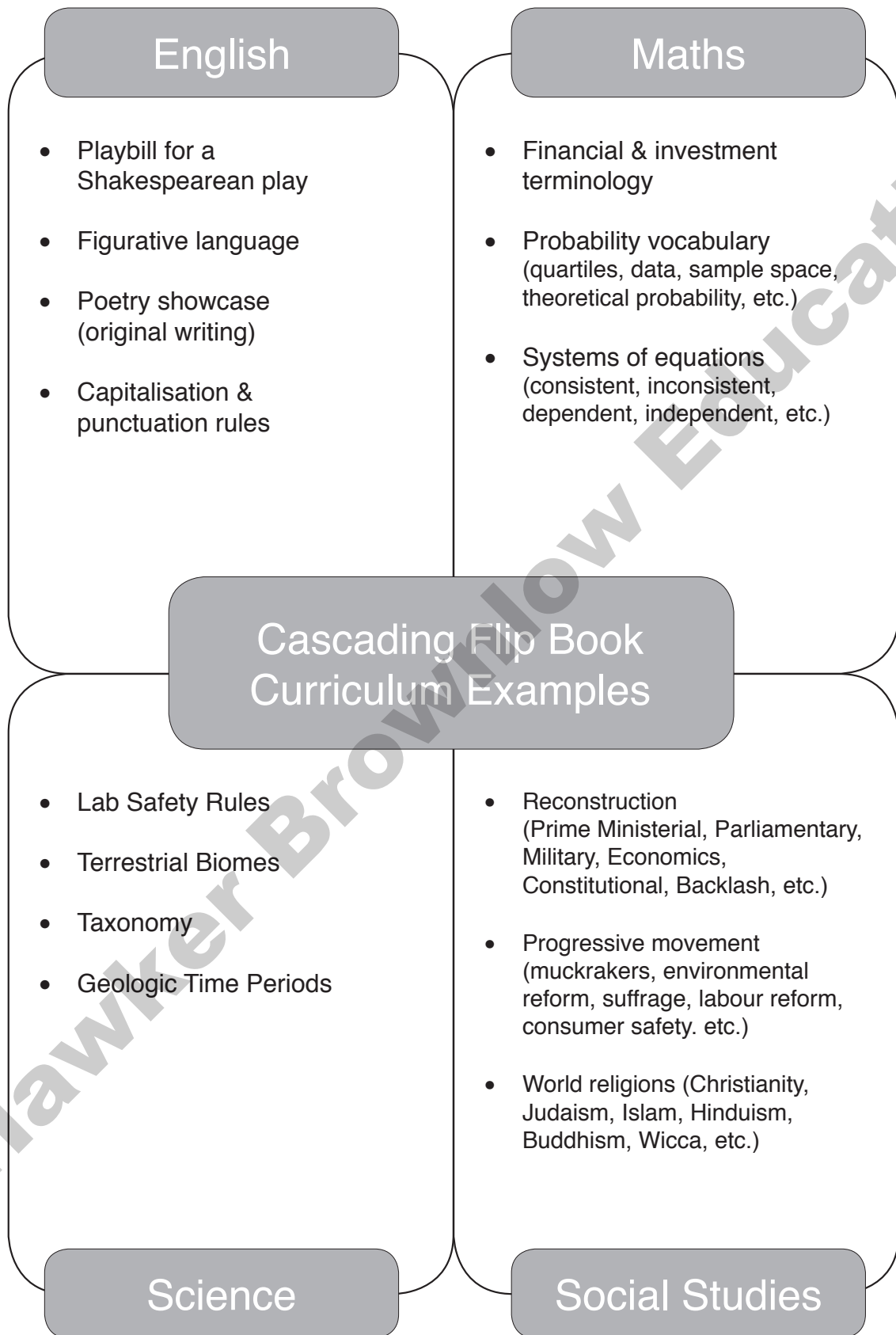
## Assembly Instructions

1. Cut off the bottom portion of each page as indicated.



2. Stack all the sheets in order so that each page added to the stack is slightly longer than the previous page. The title of each slide should be visible at the bottom of each sheet.
3. Staple the stack at the marks indicated at the top of the top sheet in the stack.

<b>SCIENTIFIC METHOD</b>
State the Problem
Form a Hypothesis
Conduct the Experiment
Collect the Data
State the Conclusion





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**Cascading Flip Book Planning Sheet**

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

You will create a multi-page flip book where each page is slightly longer than the previous one. Each page will have a title of the page along the bottom of the page. On the main block of the slide, you will insert appropriate text and clip art.

**Planning Page Directions:**

Complete the graphic organiser below according to the topic assigned by your teacher. Write sentences for each page and list clip art search terms that illustrate the topic.

**Cover of Flip Book:**

- Title
- Your Name:
- Date:

**Topic #1:**

- Text:
  
- Clip Art Search Terms:

**Topic #2:**

- Text:
  
- Clip Art Search Terms:

**Topic #3:**

- Text:
  
- Clip Art Search Terms:

**Topic #4:**

- Text:
  
- Clip Art Search Terms: