Student Desk Name Card

Use the instructions from the OneDrive lesson to navigate to OneDrive to create and name a new document.

By creating this name card, students will practice various functions in word: adding font; formatting font; inserting picture/shape; formatting picture/shape, adding a border. This document can be projected and completed as a class or students can download it to use it as a step by step set of instructions.

*NOTE: In order to access all the features using the online version, the ribbon needs to be changed from "Simple" to "Classic". This is done by clicking on the inverted arrow on the far-right hand side of the ribbon. This will display a drop-down menu -> Select "**Classic Ribbon**".*

*Also have the students open the document in the **desktop app** by clicking on "Editing icon" top right and selecting "Open in desktop app".*

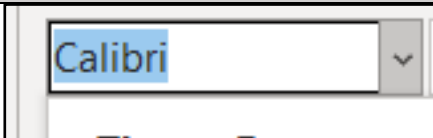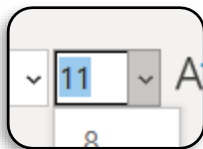| Steps to Create Your Own Desk Name Card	
Sally	Type in your first name Be sure to use a capital for the first letter by pressing and holding the shift key and tapping first letter on the keyboard.
	Centre your name Highlight your name by clicking on it two times. Click on the **CENTRE TEXT** icon at the top of the screen in the Home Tab.
*The next few steps with changing the font must be done while the text is selected. The idea is to change the formatting for **each letter** to create interest.*	
	Change the font. Highlight a letter in your name. Click on the drop-down arrow beside the font name -> change to your own choice FOR EACH LETTER.
	Change font size. Click on the drop-down arrow beside "11" -> change to various sizes for each letter.
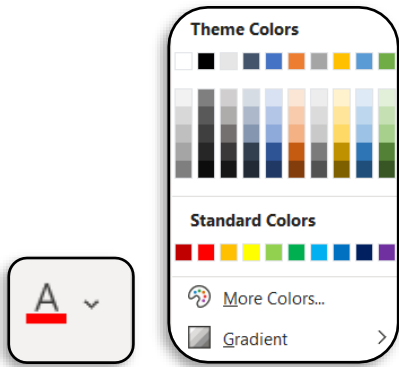
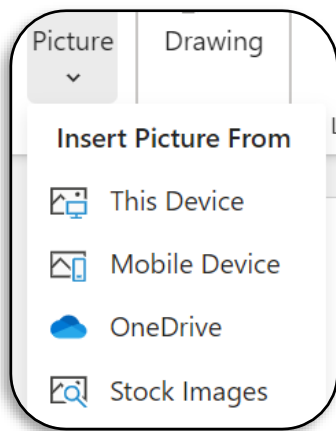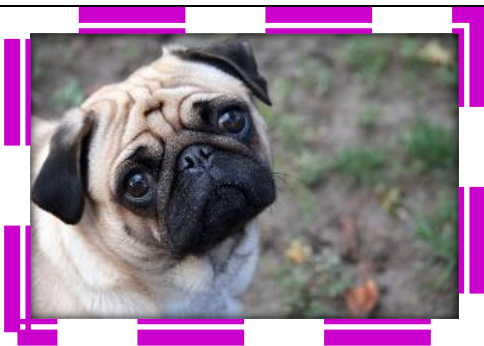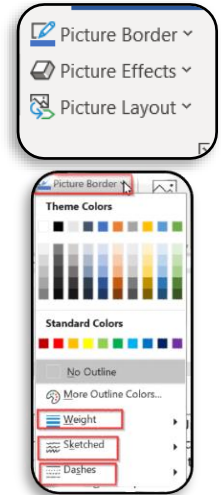|	
	Change font colour. Click on drop-down arrow beside "A with red underline". Choose "More colours" for more options. Click on the "Custom" tab for customizing colours. Once they have the colour of choice -> **OK.** **Change colour for each letter.** Sally
I like	Press **ENTER** so you are typing on a new line. **Type in: "I like "** Complete the sentence. Press **ENTER** when the sentence is complete.
	Insert a picture. Find a picture that represents your "I like" statement. Place cursor where you'd like the picture to be. *Go to the Insert Tab ->* Click on drop-down arrow beside "Pictures" -> Select "Online Pictures". In the search bar type in the item you would like to put in your name card. -> press **ENTER.** *(Great teaching opportunity now – "Creative Commons" -> Using pictures that we have permission to use. Just because it's on the internet DOESN'T mean we can always use it.)* Select picture by clicking on it (it will have a blue frame around it AND a little check box in the top right.) -> Click **Insert.** *Resize the picture by clicking & dragging on one of the corner handles until it is the correct size.*
	Format the Picture. Click on the Picture Format Tab -> Picture Style section. You can change the border and shape by using one of the pre-configured styles -> clicking on the drop-down menu will provide more options.
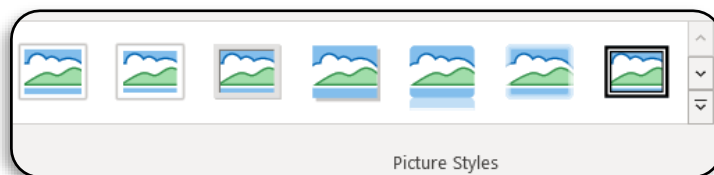
|	
	You can also do this manually. Under the "Picture Format Tab" , by clicking on the "*Picture Border*" drop-down to select a colour AND weight of picture border.
	Draw Selfie. Move cursor to the bottom right of the picture. Press enter to go to a new line. Using the **Draw tab**, click on the different pens to choose pen type AND ink colour. Use the mouse or track pad to move the cursor to draw. *If you have a touch screen laptop, you can use your finger to draw on the screen.*
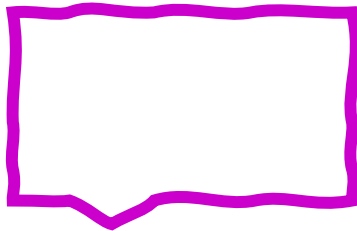
	Draw a Frame for Selfie.
	Click on the "Insert Tab -> Shapes Drop-down". Select a shape the student would like to use to create a frame around their drawing. Select the shape, the click and hold the mouse while drawing the specific dimensions of the shape.
	        (Draw the shape right over top of the selfie).
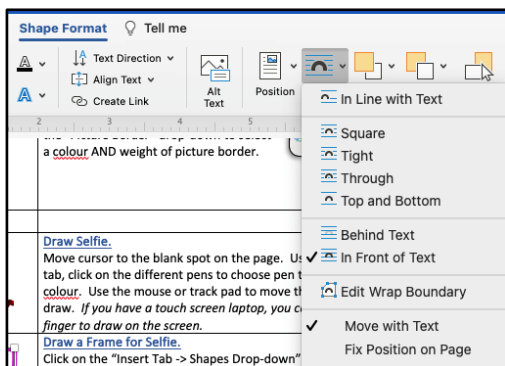	
	Format Frame.
	  *In order to create a frame, the inside (**FILL**) of the shape must not have a colour (transparent).*
	Click on "Shape Format tab -> Shape fill drop-down -> No Fill".
	To change the outline (border)
	Use "Shape Outline drop-down -> Colour/Weight AND Dashes or Sketched" to format the frame itself.
	*In order to place it "in front" of the sketched image, the "text wrap" needs to be changed to **"In Front of Text".***
	Shape Format tab -> click dropdown beside "text wrap".
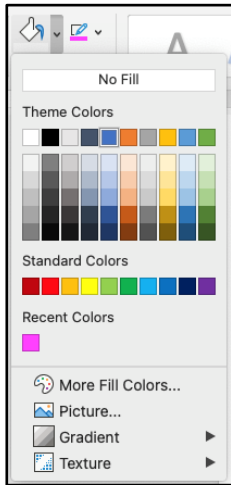
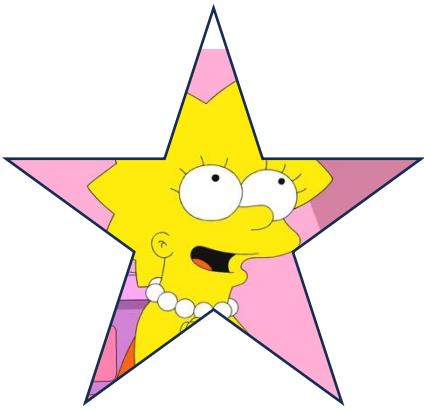|	
	Insert Shape for Self Portrait Use the "insert shape" process to insert the **star shape**. This is to be inserted next to the name. Students will now take a picture of themselves with the camera on the computer and insert it into the shape. **Activate Camera App:** Tap Windows Key -> Scroll app list and click on "Camera". Make sure the icon on the right is selected to the "photo" icon. Frame the self portrait, click on the photo (camera) icon to take the picture. **Insert self portrait as shape fill.** Go back to the word document. Click on the shape to activate the Shape Format ribbon. Select "Shape Fill drop down -> Picture" -> From a File. Navigate to: This PC-> Pictures-> Camera Roll -> select the self portrait -> Insert. The shape can be formatted (as above). Clicking and holding the corner "handle" will resize the shape. Make sure the "text wrap" is "In Front of Text".
	Draw a Page Border. This will create a frame around the whole page. *Using the size slider on the bottom right of the page, decrease the size of the page until the whole document (page) can be viewed.* (~50%) Design tab -> Page Border (on the right of the ribbon). Click on the drop-down arrows beside each selection to make changes for the following: Style Colour Width Art *Note: Before creating a page border, make sure everything fits on one page. This is done by resizing elements so they are smaller.*

Sally

I like . . . **pugs**