

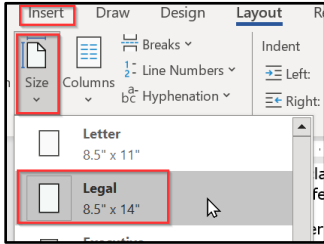
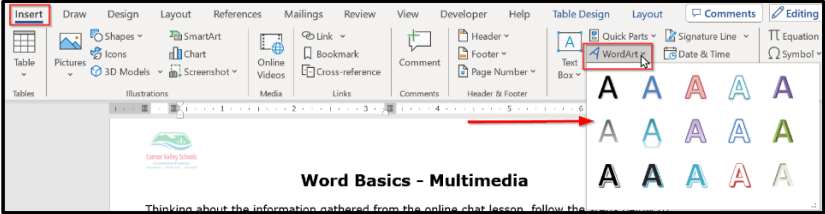
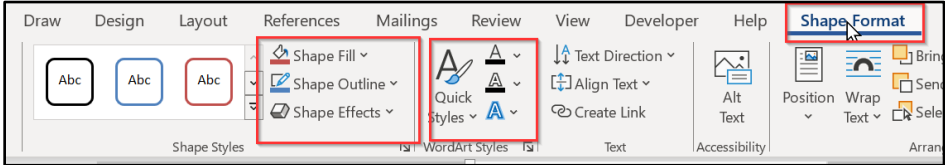
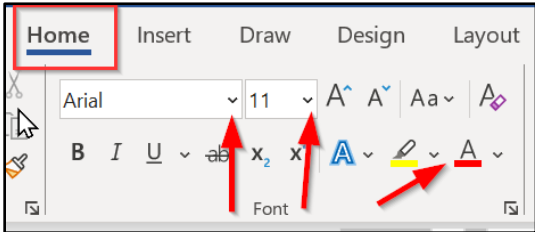
Word Basics – Multimedia – Class Netiquette Goals

Thinking about the information gathered from the online chat lesson, follow the steps below to create a class set of posters for “Class Netiquette”. Use the desktop version so have full access to all the features.

This poster should include multimedia elements such as:

- Text
- (Word Art)
- Images
- Icons
- Shapes
- Borders
- Page Colour
- Video

Creating the Word Document

<p>1</p> <p>Create new word document -> save as “Name-Netiquette Poster” Open in Desktop App. Resize paper to 8 ½ x 14 (Legal size). Layout -> Size -> Legal</p>	<p>(See instructions from Word Basics lesson)</p> 
<p>2</p> <p>Insert the title as a Word Art. Insert tab -> Word Art</p> <p>Format Word Art changing colour; effects and font.</p> <p>Shape Format Tab -> Shape Styles OR WordArt Styles.</p> <p>Home Tab-> Font (colour, size font)</p>	  

3

Start creating the content with the “goals” generated from the class discussion on Mindful Messaging.

Insert “headings” and “explanations” as text.

Triple clicking on the sentence will select the whole sentence to change the formatting.

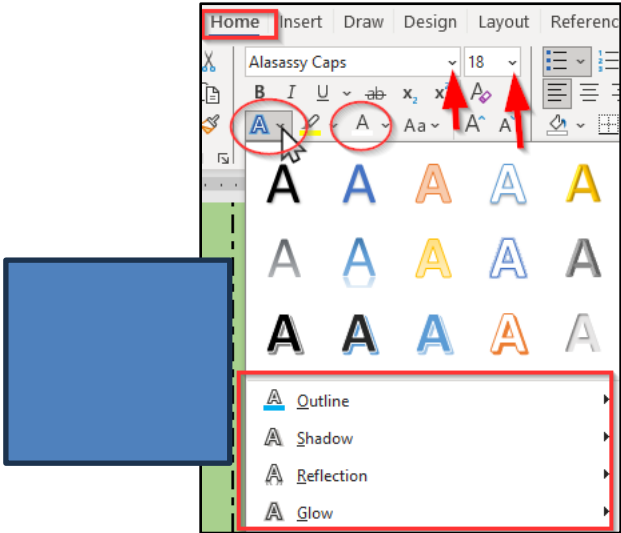
Use the **Font** section of the **Home** ribbon to edit the text.

Home -> Font

Change font, size, colour, and effects (shadow, outline, reflection)

Pause Before Sharing

- Think before responding back to negative messages.
- Think before posting pictures online.



It is helpful to insert all of the typed content first. THEN highlighting each heading or sentence to change the formatting. Text can be moved around to “fit” once all the formatting is done THEN add pictures.

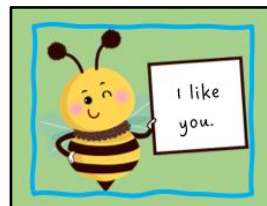
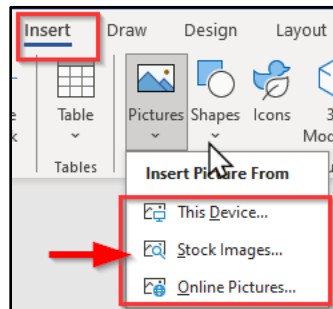
4

Insert pictures to accompany the text.

The Stock Images contains icons, stickers and cartoons.

Resize to appropriate size. Change border / style if want to. Click on image -> drag corner handles to resize.

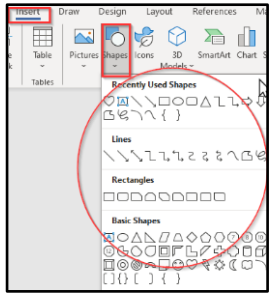
Insert -> Picture-> Stock Images



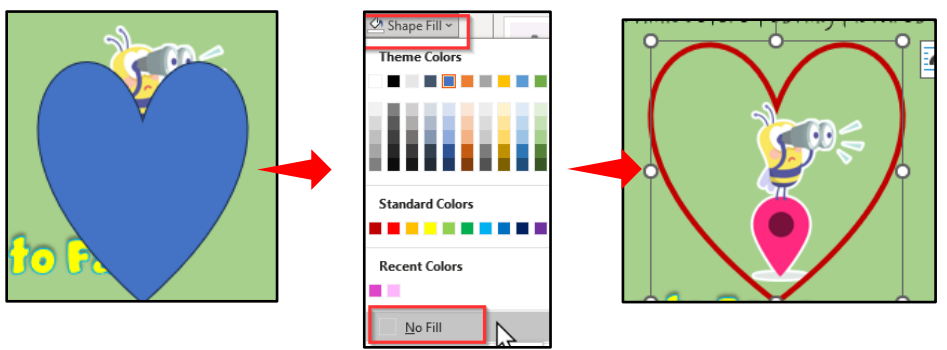
Note: When the picture is first inserted, it's in a "format" that makes it very difficult to move. To change this so that the image is always in front of the text, click on the image, click on the formatting icon located top right, select "in front of text".



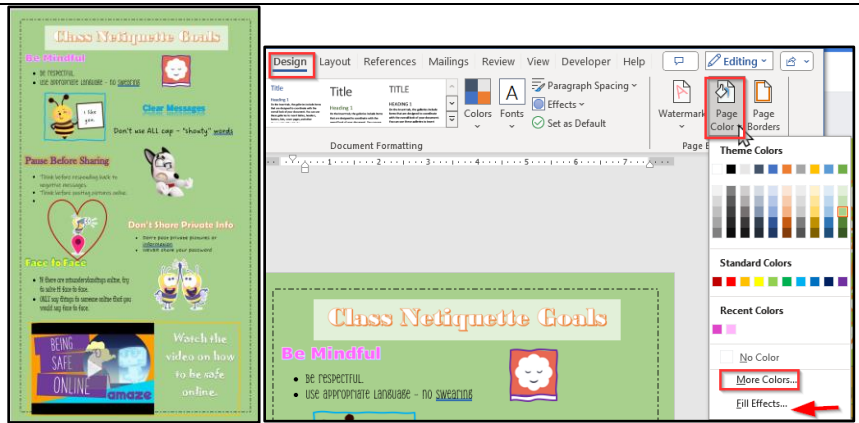
5 **Insert shapes.**
Select the shape from the list. Click hold and drag the mouse until the desired shape is drawn.
Insert -> Shape



6 To create frame from the shape, make sure fill is "no fill" – it needs to be transparent. Adjust the Shape Outline size and colour.
Shape Format -> Shape Fill -> No Fill
Shape Format -> Shape -> Outline

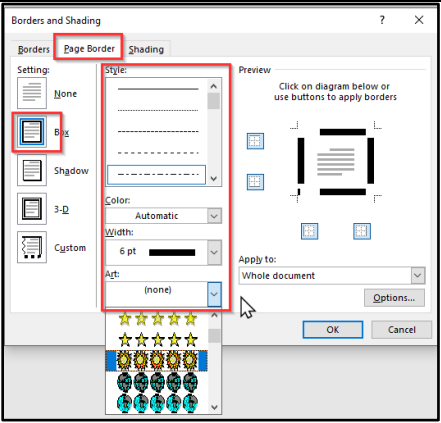


7 **Change the background colour of the page.**
Design -> Page Color
For more options choose: "More Colors" or "Fill Effects".



8 Create a border for the whole page.
Design -> Page Border
Select the "Page Border" Tab, "Box" setting and use

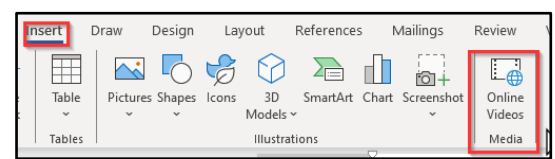
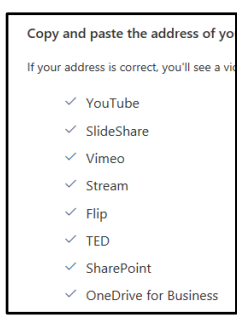
the rest of the options to customize it. Border art can even be added.



The next step is purely optional. If the posters are going to be printed, the videos won't play. If they are going to be posted, it's a great addition to the poster.

Insert an Online Video.

- Do an internet search from the supported online sites.
- Copy the URL.
- Go to Insert -> Online Videos.
- Paste the copied URL.
- Resize the inserted video just like a picture or shape.
- Insert -> Online Videos**



9

This file can now be shared/handed-in for classroom sharing OR printed to be posted in the classroom. (If printed, remove the colour background to save ink.)

QR codes can even be created so it can be scanned and viewed digitally.

[Creating QR Code from Sharable Links in Word](#)