Steps to Create Your Own Desk Name Card

Create a new word document in your grade 4 folder. Name it "Your Name Name Card"
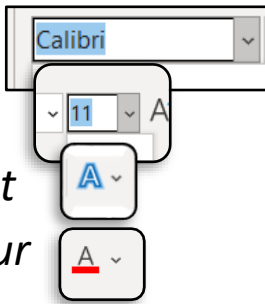
Using the Editing Icon, "Open in desktop app".

Type your first name (be sure to capitalize it).

Centre using the "Centre text"

Change the formatting for EACH letter. Use the settings under *"Font"* in the ribbon. Change:

- *Font*   Calibri
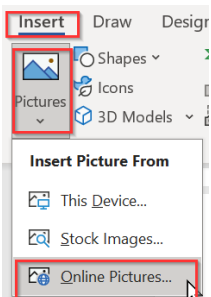- *Size*   11
- *Effect*
- *Colour*

Press "Enter" so you are on a new line.
Type in "I like" and complete the sentence with something you like.

I like pugs.

Insert a picture underneath your sentence that demonstrates what you like. Click on the *"Insert Tab"* and click on *"Pictures".* Use the *"Stock Images"* or *"Online Pictures"* options.

Insert   Draw   Design
Shapes
Icons
Pictures   3D Models

Insert Picture From
This Device...
Stock Images...
Online Pictures...

Resize it so it fits properly on your page. (Click hold and drag the corner of the picture until it's the right size.)
Use the *Layout Options* and Inline options to make sure you can move your picture around.

Click on the image then click on the icon with the blue lines running through it right beside the selected picture. Change to the bottom right this will put your picture in front of text and will let you move it around easier.

Put a border around it. Click on image. Under the *"Picture Tab"* you will see the "*Picture Border"* options.
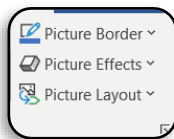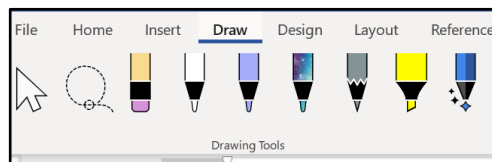
You can even change the *"Picture Style"* by clicking on one of the options located here.
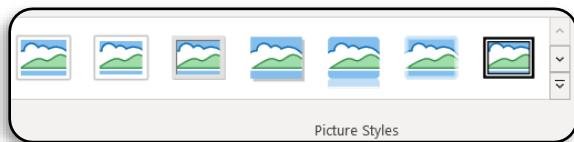
Go to a new line on your page.

Draw a selfie.
Go to the **"Draw Tab"** and use the different pens and colours to draw yourself.

Put a frame around your drawing.
Click on the **"Insert Tab"** and then **"Shapes"** to select your shape. Click and hold the mouse to draw your shape over top of the selfie drawing.

You will now have to make it transparent. Make sure your shape is selected then click on the **"Shape Format Tab"** then **"Shape Fill".** Select *"No Fill"*.

Change the frame colour by selecting the **"Shape Outline".** You can change the colour as well as the line type (just like your picture).

Change the **Text Wrap** type (just like your picture). Click on picture, click on [icon] select one one on bottom right. Reposition and resize frame so in front of selfie.

Create a page border. Click on the
 "Design Tab" select
 "Page Border". Use the different
options to create a border around your
 page. You can change border size,
colour, type and even use art for your border.

EXTENSION ACTIVITY

	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".