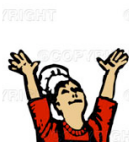


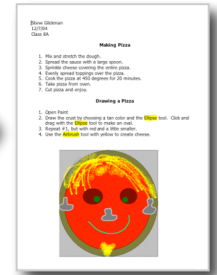
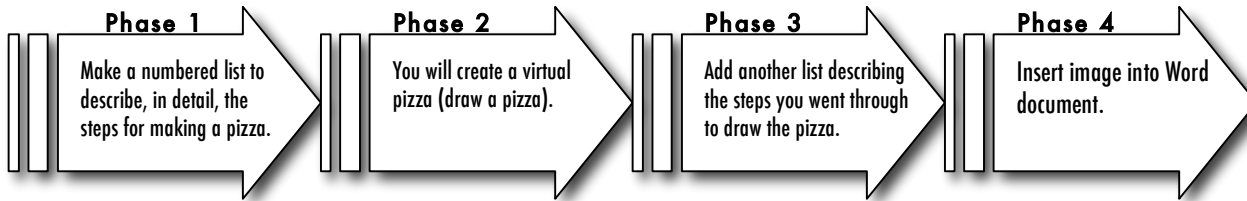
Making Pizza



Learning Targets:

- I can create a numbered list using the Numbering tool.
- I can create an image using a paint/drawing program.
- I can insert the image I created into my word processing document.

This activity will be completed in four phases...



Phase 1

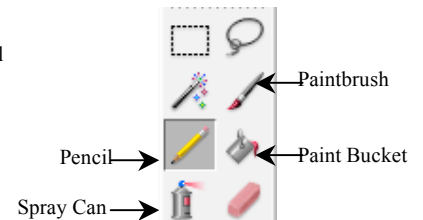
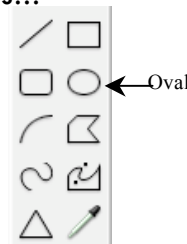
1. Open Microsoft Word. [Dock > Microsoft Word]
2. Type your heading (Name, date, class). Press Enter twice to skip a line.
3. Type the title: **Making Pizza**. Press Enter twice to skip a line.
4. Click the NUMBERING button on the toolbar.
5. Type a detailed description of each step of the pizza making process. After each step press the Enter key to create the next number on the list.
6. Save as Pizza Your Name in your folder.



Phase 2

1. Open the Appleworks Painting application. [Dock > Appleworks > Painting]
2. Experiment with the different tools to create a pizza drawing. Hold your mouse over each tool to learn more about each tool. Here are some suggestions...

- a. Oval – crust and sauce
- b. Spray Can – cheese and sauce
- c. Paint Bucket – fill in crust color
- d. Paintbrush - thick lines for toppings and detail
- e. Pencil - thin lines for toppings and detail



- f. Color & Patterns –

1) Select what *attribute* you want to format:

- Fill
- Pen
- Text Color

2) Select the *value* (choice):

- Color
- Pattern
- Wallpaper
- Gradient

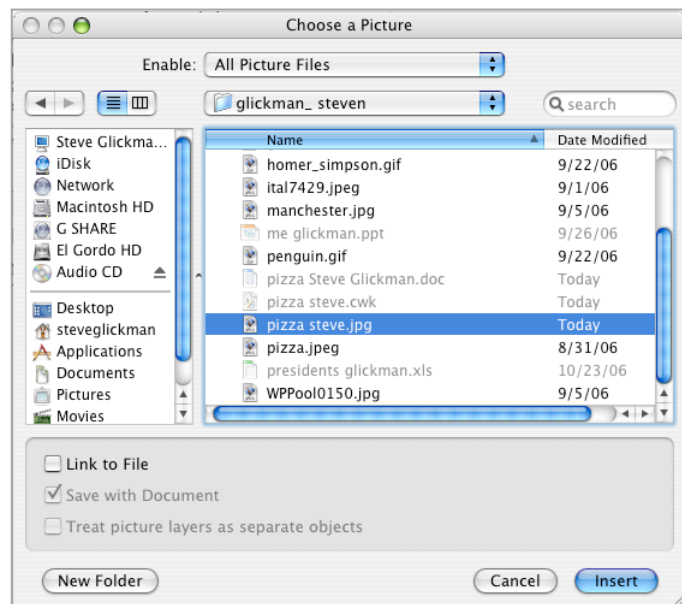
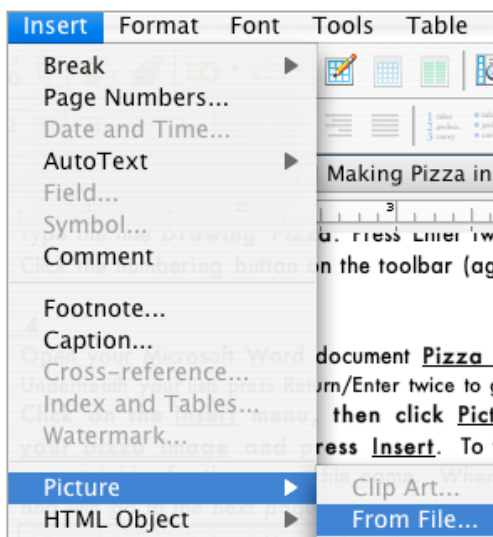
3. Save as Pizza Drawing Your Name in your folder. You will actually need to save more than once.
 - a. Save in Appleworks format [File > Save as > use the file format **Appleworks (. cwk)**]
 - b. Save in a universal image format [File > Save as > use the **JPG** format (. j pg)]

Phase 3

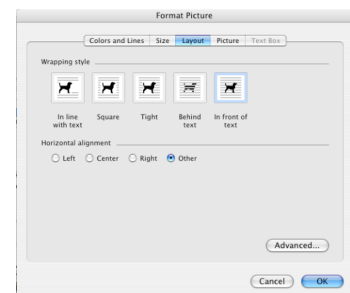
1. Re-open your Microsoft Word document **Pizza Your Name**.
2. Underneath your first list, create a second list describing the steps you took to draw your pizza. Use the specific tool names in your descriptions.
3. Type the title **Drawing Pizza**. Press Enter twice to skip a line.
4. Click the numbering button on the toolbar (again) and create the list.

Phase 4

1. Open your Microsoft Word document **Pizza Your Name**.
2. Underneath your lists press Return/Enter twice to get your cursor out of the automatic numbering mode.
3. Click on the **Insert** menu, then click **Picture**, then click **From File**. Find and choose your pizza image and press **Insert**. To find your picture, make sure you are looking in the correct folder for the correct file name. When your picture is inserted it will probably be too large and will go to the next page.



4. Reduce the size of your picture by placing your cursor (arrow) on the bottom right corner of your picture, clicking, and dragging it in towards the center of your picture. (Your cursor must turn into a black, double-sided arrow for it to change sizes) Make it small enough so that everything fits on one page.
5. Pictures can be difficult to control, so try this last step. Right-click on the picture and choose **Format Picture**. Under the **Layout** tab choose **In Front Of Text**, and click **OK**. Now you will be able to place your picture anywhere you want without disrupting the text.



6. Save your work under the same name. [File > Save]. Remember you may use the save button as a shortcut.

