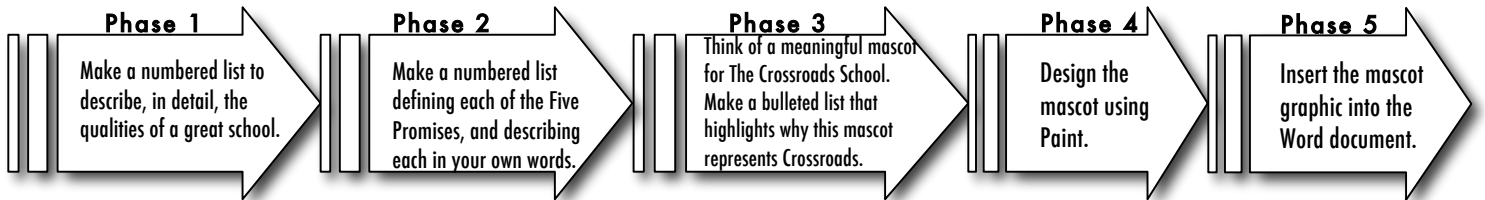


# Designing Crossroads


## Learning Targets:

- I can create a numbered list/outline using the Numbering tool, and a bulleted list.
- 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 five 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 – **Designing Crossroads**. Center the title. Press Return twice to skip a line.
4. Type the subtitle: Qualities of A Great School. Underline the subtitle. Press Return once to go to the next line.
5. Click the NUMBERING button on the toolbar. 
6. Type a detailed list of each quality of a great school. After each step press the Enter key to create the next item number on the list.
7. Save as *crossroads\_yourname.doc* in your folder.

## Phase 2

1. Underneath your first list, create a second list entitled – The Five Promises. Underline the subtitle.
2. List the Five Promises as items 1, 2, 3, 4, and 5.
3. Under each of the promises, write the (a) dictionary definition of each of the words, and (b) “What this means to me is...” *To do this, place the cursor at the end of the promise, press return once, then press the tab key once to move to indent level 2. Pressing return will create another item (b) at the level 2 indent.*  
Use the  button to move between outline indent levels.
4. Click the numbering button on the toolbar (again) and create the list.

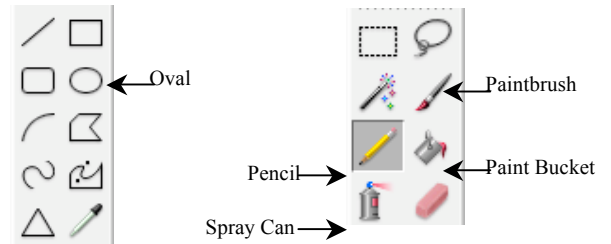
## Phase 3

1. Underneath your second list, create a third list entitled – The Crossroads School Mascot: (Mascot Name). Underline the subtitle.
2. Beneath the title, make a bulleted list that highlights why this mascot represents Crossroads.  
*To do this, press the  button. Press return to add another bullet.*  
Use the  button to move between outline indent levels.

## Phase 4

1. Open the Appleworks Painting application. [Dock > Appleworks > Painting]
2. Experiment with the different tools as you design your Crossroads mascot logo. Hold your mouse over each tool to learn more about each tool. Here are some suggested tools to use...

- a. Oval
- b. Spray Can
- c. Paint Bucket - fills closed shapes
- d. Paintbrush - thick lines
- e. Pencil - thin lines
- f. Color & Patterns -



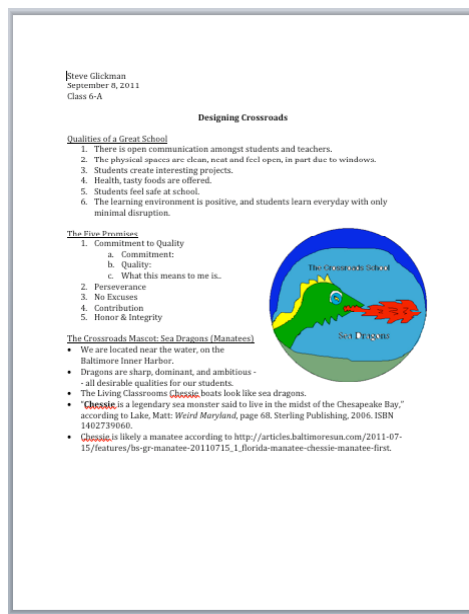
1) Select what *attribute* you want to format:

- Fill
- Pen
- Text Color

2) Select the *value* (choice):

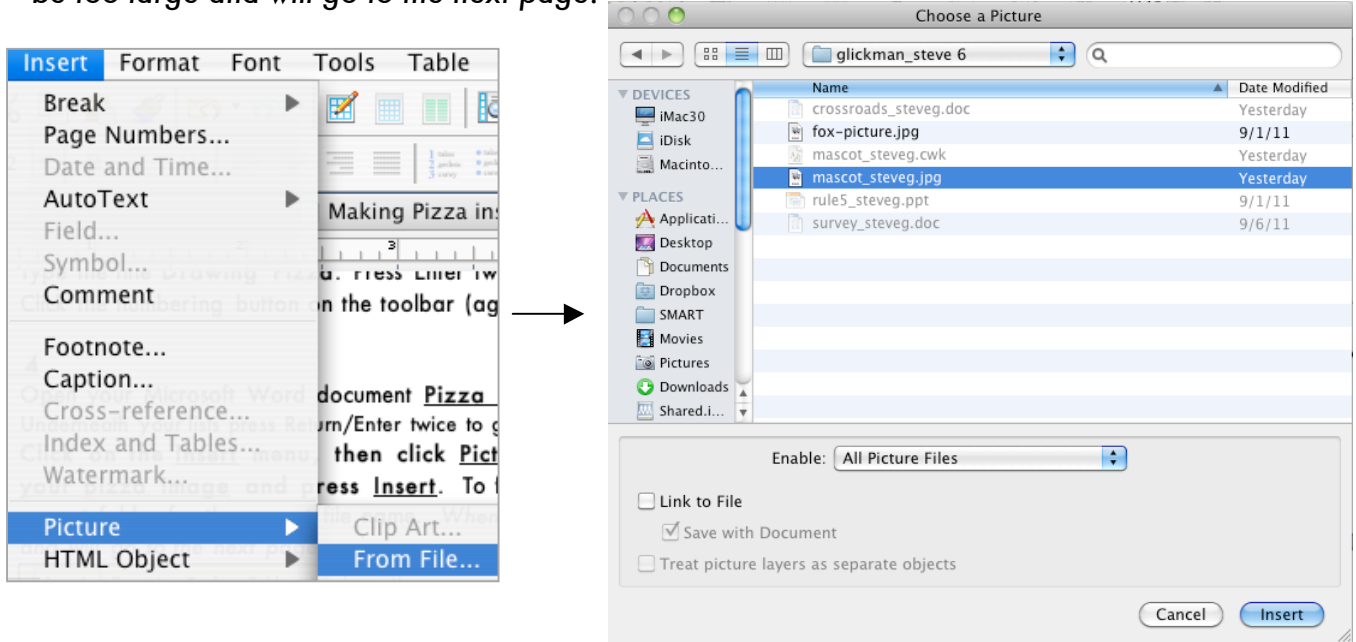
- Color
- Pattern
- Wallpaper
- Gradient

3. Save as ***mascot\_yourname.cwk*** in your folder. [File > Save as > use the file format **Appleworks** (. cwk)]  
This file cannot be inserted into the Word document.
4. Save as ***mascot\_yourname.jpg*** in your folder. [File > Save as > use the **JPG** format (. jpg)]  
This file will be inserted into the Word document.

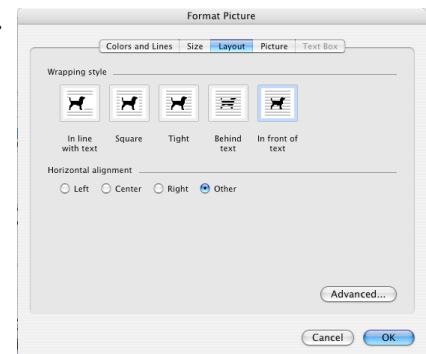


## Phase 5

1. Open your Microsoft Word document: **crossroads\_yourname.doc**.
2. Underneath your lists press Return/Enter twice to get your cursor out of the automatic Bullets mode.
3. Click on the **Insert** menu, then click **Picture**, then click **From File**. Find and choose your **mascot\_yourname.jpg** file 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.

