



Writing "Cyclical Poetry" Using MS Word

Learning Target: I can use a word processor to create and format a page containing text and image.

Students will write poetry, and insert a clip art graphic relating to the poem.

1. Open a blank Word document [Dock >  Word].
2. Type your heading (Name, Date, and Class) on the top left of the page.
3. Type your title. Center using Align Center tool. (skip 1 line above and below title)
4. Create a "cyclical" poem. Use the following format.
 - a. Your 1st line will begin with the word 'Snow' or some other word given by teacher. [Possible starter words: School, Promises, Pain, I/You/We, Quality, Perseverance, Honor, Integrity, Water, Time, etc.]
 - b. Your 2nd line will begin with the last word in the 1st line.
 - c. Each line will begin with the last word from the previous line.
 - d. The last line must end with the word that the poem began with - 'snow.'
 - e. The poem must be at least 10 lines in length.
 - f. The poem should follow the same theme throughout the entire poem. This means that every line should somehow relate to the main idea of the poem 'Snow.'
5. After you are finished, think of a good title. **BOLD** and **CENTER** the title.
[Select the title > press the Bold button and the Center button]
6. Center your entire poem. [Select the text > click Center button]
7. Choose a legible font. Legible means easy to read. [Select the text you want to format > choose the font]
8. Insert an image (clip art or from WWW) relating to the theme of the poem.
[Insert > Picture > Clip Art > search Clip Art gallery > click graphic to Insert] or
[Search web > right-click > save image as > Word > Insert > Picture > From File > Browse > Insert].
9. Format the Clip Art graphic so that you are able to control how it affects the text.
[Double-click picture > Layout tab > "Square" or "In Front of Text"]
10. Resize and place the graphic anywhere on the page. Do not cover any text.
11. General Formatting: Create a layout design that shows **commitment to quality** and is easy to read and understand.
12. Save file as **poem1_studentname.doc**.

For the Snow



Snow flakes fall on my chapped face
Face the wind blowing up my nose
Nose running beyond a snuffle
Snuffle and snuffle, but cannot stop the flow
Flow me some green to buy some tissue
Tissue in aisle three
Three boxes for the price of one
One tissue should do the trick for now
Now outside the blue sky has turned white
White snow makes me feel gray
Gray skies and ten days in a box called home
Home has become unwelcoming for the snow.