

“Step Sheet: Creating a Class Book”

Using Microsoft Word Draw Tool

This step sheet will help you create a template you can use to make a class book.

Using Microsoft Word

To create a template for the class book, follow these steps.

➤ Opening Microsoft Word

Step 1

To open Microsoft Word, click the Start menu at the bottom of the screen, point to Programs, then click to select Microsoft Word from the menu.

Step 2

A new document opens with the cursor blinking in the upper left corner of the page, ready for you to begin your letter.

➤ Creating a Title With WordArt

Step 1

From the View menu, point to Toolbars and select Drawing. The Drawing toolbar will appear at the bottom of the page.

Step 2

In the Drawing Toolbar, click the Insert WordArt icon. The WordArt Gallery window opens. Select a style. Click OK.

Step 3

Select font and size and type in text. Click OK. Your title will be placed on your document and you can move it by dragging it like any other image.

➤ Creating a Text Box

Step 1

In the Drawing Toolbar, select the Text Box icon. Draw the box where you would like to create space for text. (See Step Sheet Sample).

Step 2

Click in each text box. Select font size and begin typing.

➤ **Creating Shapes**

Step 1

In the Drawing Toolbar, click Auto Shapes. Choose Basic Shapes, then choose the cylinder shape. Draw the cylinder in the middle of the page. (See Sample Step Sheet.)

Step 2

In the Drawing Toolbar, click Auto Shapes. Choose Basic Shapes, then choose the oval and draw it in the middle of the page. (See Sample Step Sheet.)

Step 3

In the Drawing Toolbar, click the Paint icon (a paint can pouring paint). Click and drag to gray. The shape fills with color.

Step 4

From the File menu, select Save then Print. Make a copy for each student in the class.

Step 5

Create the final page by typing in the text using basic word processing. (See Sample Step Sheet.)

Step 6

Print one copy. This is the final page of the class book.