

WORD BASICS 3

Inserting Clip Art



Level:	All ESL Levels
Materials Needed:	printer paper
Media Needed:	computer / printer

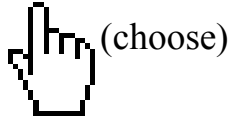
Learn New Words



Do this page at your desk.



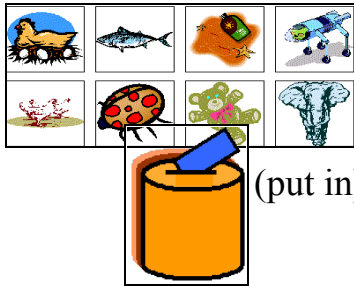
Directions: Write the words.



(choose)

select

select

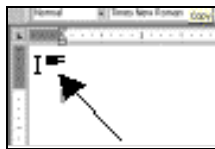


(put in)

clip art

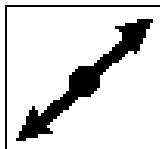
c

insert



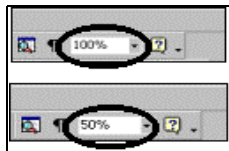
(Move the mouse to see the cursor on the screen.)

cursor



double arrow

d



zoom

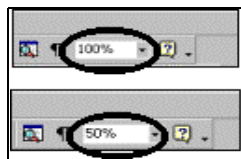
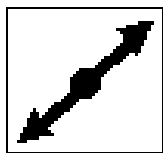
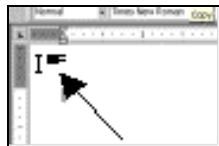
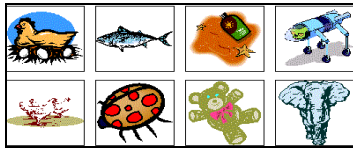
Practice New Words



Do this page at your desk.



Directions: Match the words and the pictures.



double
arrow

cursor

zoom

insert

clip art

select

Choosing Art



Do this page at your desk.

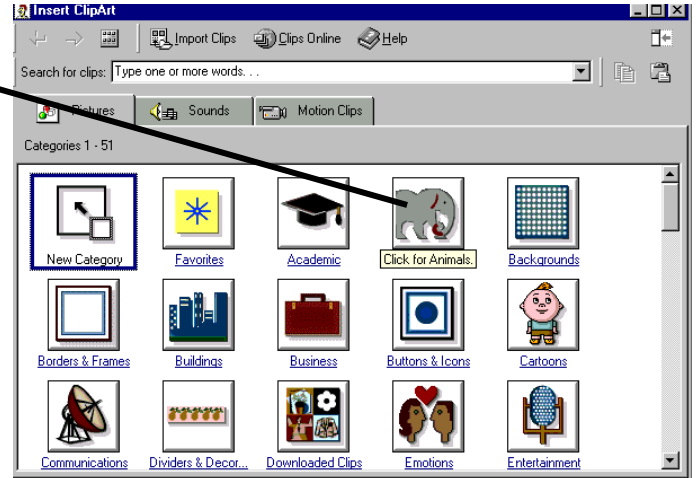


Directions: Draw a line from the sentence to the clip art section.

Dogs are in the Animal section.

Music is in the Entertainment section.

Houses are in the Building section.



Directions: Write the names of the animals. Use the words from the box and answer the question.

bird	dog	frog
chicken	elephant	lion



dog

Which animal can you write about? _____

Write a Paragraph



Do this page at your desk.



You will type this paragraph on a Word document later.

Direction: Read Antonio's story. Write your own paragraph and ask your teacher to look at it.

	<p style="text-align: center;">Frogs <i>by Antonio Moraes</i></p>	
	<p style="text-align: center;">I like frogs. They are interesting animals.</p>	
	<p style="text-align: center;">They live in water and on land.</p>	

	<p style="text-align: center;"><i>I like</i></p>	

Instructor's Signature: _____



NOW GO TO A COMPUTER



Ask a student with experience or your teacher to help you with the next pages.

Note to teacher or tutor:

Depending on the set-up and the version of Windows, the instructions and dialog boxes may vary from the pictures displayed.

Please place MSWord as a shortcut on the desktop or lead the students to choose Start/Programs/MS Office/Word/New document.

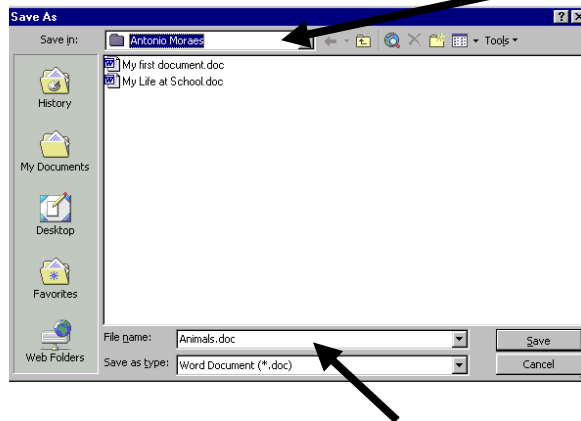
There are several ways to insert a picture and to format it. This lesson is only an introduction and shows the simplest way to manage pictures from clip art.


Additional Note: Students are asked in these lessons to double click on the menu bar items such as Eile when a single click would ordinarily be sufficient. This is to ensure that they see the entire menu and not an abbreviated one.

Creating a New Document

Directions: Follow the instructions.

1. Open a new document. Click **S**ave.
2. Ask a friend or the teacher to show you how to find your folder.



3. Give your document a file name (Animals).
4. Click **S**ave. 
5. Write your paragraph from page 5.

My Favorite Animal

by Antonio Moraes

I like frogs. They are interesting animals.
They live in water and on land.

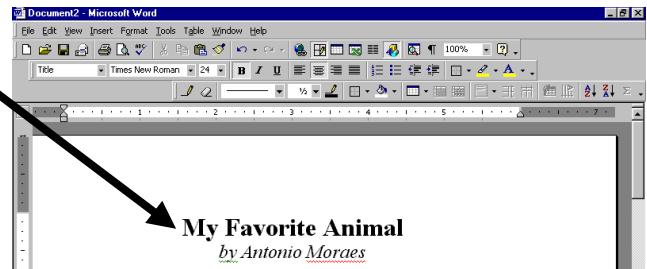
6. Save your document and exit Word.

Preparing to Insert Clip Art

Directions: Follow the instructions.

1. Open Word and your document.

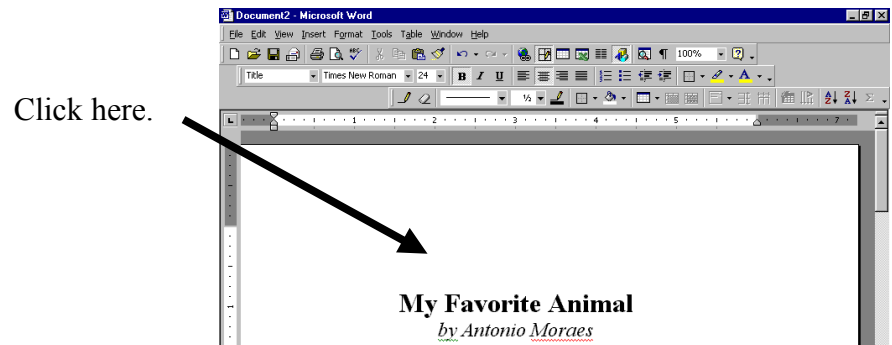
2. Click at the beginning of the title.



3. Press *Enter* on the keyboard two times to move the title down.



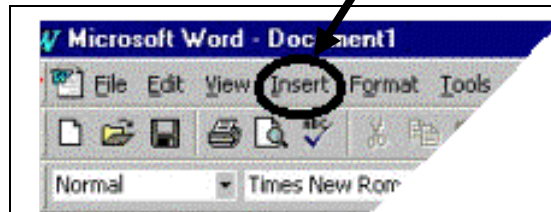
4. Click above the title.



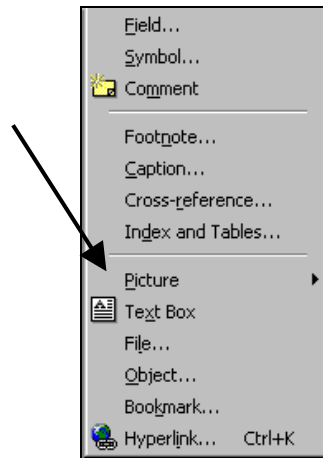
Inserting Clip Art

Directions: Follow the instructions.

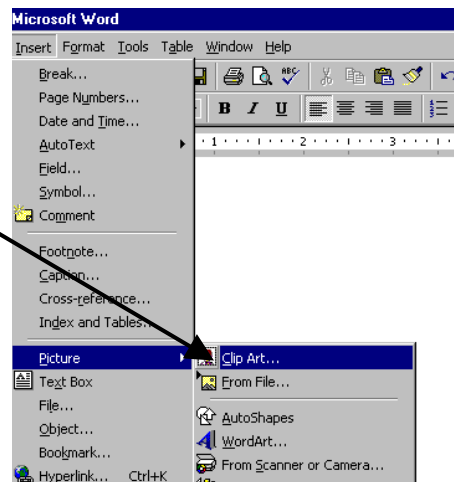
1. With your document open and after clicking above the title, double click **Insert**.



2. Click **Picture**.



3. Click on **Clip Art**.



Deleting Pictures

Directions: Follow the instructions.

1. Open your document and click on the picture.
2. Press delete on the keyboard.



Practice Inserting and Deleting

Directions: Insert new pictures in your document and delete them. Do five different pictures. Write what the picture is.

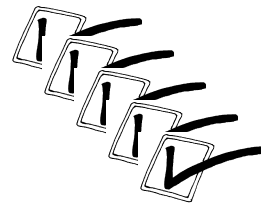
Picture 1 _____
What is the picture?

Picture 2 _____
What is the picture?

Picture 3 _____
What is the picture?

Picture 4 _____
What is the picture?

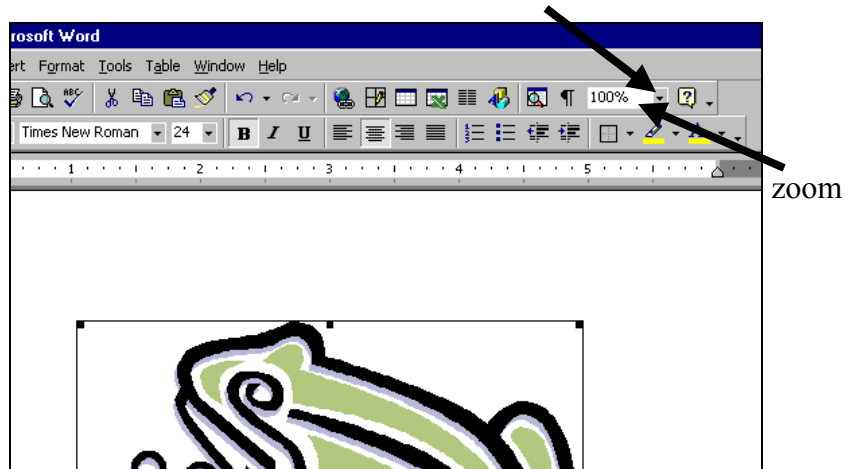
Picture 5 _____
What is the picture?



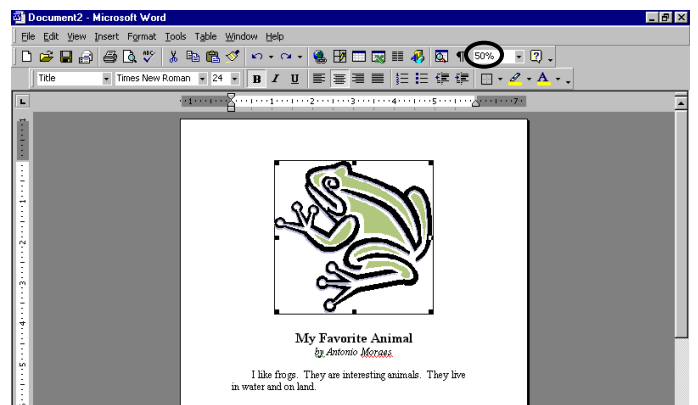
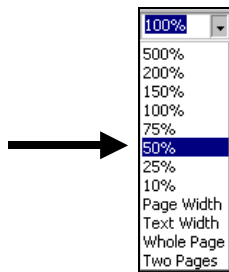
Preparing to Format Pictures

Directions: Follow the instructions.

1. Open Word and your document.
2. Click the arrow by zoom to change view, so you can see the page.



3. Click on 50%.

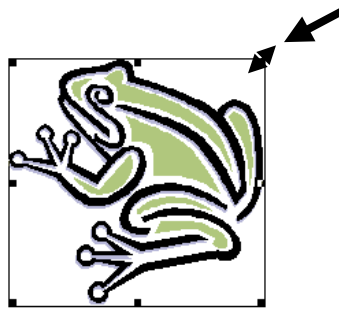


4. Click on your clip art that is in the document.

Formatting Pictures

Directions: Follow the instructions. Ask for a friend or the teacher to help you with this page.

1. With your document open after changing the view and clicking on the picture, move the cursor over a corner of the picture.
2. Click and hold the button down when you see a double arrow. ↕



3. Drag the double arrow toward the middle of the picture by holding down the arrow to make it smaller and then release the button.

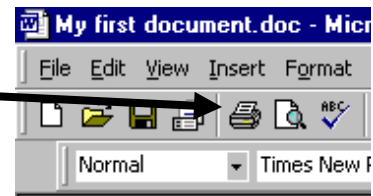


4. Move the cursor over the corner again and click and hold the button when you see the double arrow. Drag the double arrow out to make the picture bigger.
5. Make the picture the size that you want.
6. Save and exit Word.

Printing a Document

Directions: Follow the instructions.

1. Open Word.
2. Open your document.
3. Click the printer picture.
4. Show your teacher your document.
5. Exit Word.



Practice

Directions: Follow the instructions.

1. Open Word and save a new document with the name of another animal in your folder.
2. Write a new paragraph about your new animal.
3. Insert a picture and format it.
4. Print your new document.
5. Exit Word.

Teaching Others

Teach one other student what you learned in this lesson.

Partner's Signature

date





WORD BASICS 3

Inserting Clip Art

CHECKLIST: Check ✓ each worksheet when you finish.

- ___ Learn New Words (page 2)
- ___ Practice New Words (page 3)
- ___ Choosing Art (page 4)
- ___ Write a Paragraph (page 5)
- ___ Creating a New Document (page 7)
- ___ Preparing to Insert Clip Art (page 8)
- ___ Inserting Clip Art (page 9-10)
- ___ Deleting Pictures (page 11)
- ___ Practice Inserting and Deleting (page 11)
- ___ Preparing to Format Pictures (page 12)
- ___ Formatting Pictures (page 13)
- ___ Printing a Document (page 14)
- ___ Practice (page 14)
- ___ Teaching Others (page 15)

I finished all the worksheets and activities.

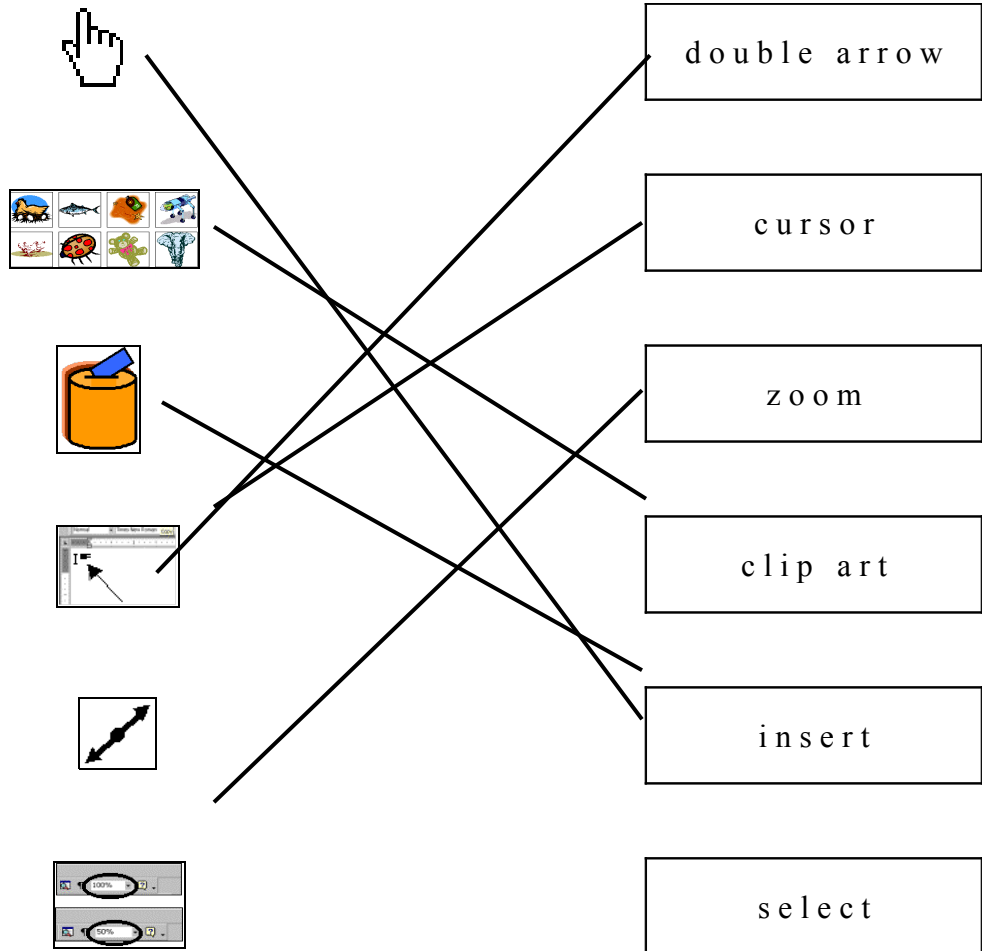
Student's Signature

Instructor's Signature

ANSWER KEY

Inserting Clip Art

Practice New Words (page 3)



Choose Art (page 4)

Dogs are in the Animal section

Music is in the Entertainment section.

Houses are in the Building section.

