

TECHNO**Novel**

For Microsoft Office PowerPoint 2010
Student Workbook



TECHNOeBooks

Project-based Computer Curriculum eBooks



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SESSION 3

Meet the Characters

In this session, you are going to introduce the main characters on slide two of the book trailer. By editing clip art, you will be able to create customized images for your slide.

Assignment 6: Learn How to Edit a Clip Art Image

Assignment 7: Introduce the Characters

Session 3 Skill Review: Make a Wanted Poster for a Character

Session 3 Extension Activity: Comparing Characters Using PowerPoint

Assignment 6: Learn How to Edit a Clip Art Image

Your trailer will introduce the main characters from the book to viewers. The characters will be made using clip art. Since it is unlikely that the Microsoft Clip Gallery has the perfect clip art, you will learn how to edit the clip. This way you will be able to re-create the characters.

Open Microsoft PowerPoint and Select a Blank Slide Layout

- ☞ Open PowerPoint by double clicking the program shortcut, or by selecting *Microsoft PowerPoint* from the *All Programs – Microsoft Office* menu.
- ☞ On the Home tab, find the Slides group and click *Layout*.
- ☞ From the Slide Layout gallery, click on *Blank*.



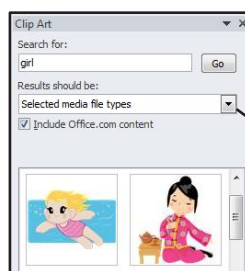
Search for Clip Art of a Main Character

- ☞ Click the *Insert* tab, find the *Images* group, and choose *Clip Art*.
- ☞ In the *Search for* box in the Clip Art task pane, type a term to find an image to represent one of the characters in the novel. Click *Go*.

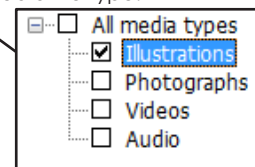


Use these questions to help you find clip art:

- Is your character a girl, boy, woman, man, animal, or alien?
- Does your character have a hobby like skateboarding?
- Does your character have a job such as a teacher?



Check to make sure that only *Illustrations* are the selected media file type.

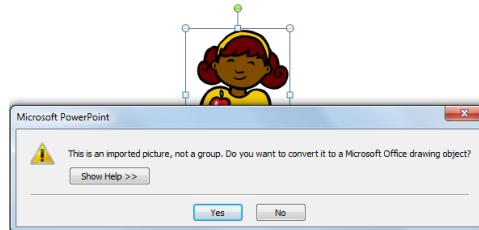


- ☞ Use the scroll arrows along the side of the pane to view the results.
- ☞ When you find a clip art that you like, click on it to add it to the slide.

Ungroup a Clip Art Image

Clip art is made up of a group of small colored shapes. You need to ungroup the shapes to be able to edit their appearance.

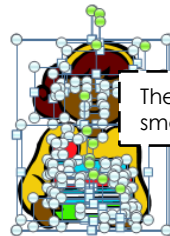
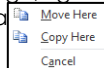
- ☞ Right click on the inserted clip art image. Choose *Edit Picture* from the list.
- ☞ When asked to convert the object to a Microsoft Office drawing object, click Yes.



- ☞ Right click on the object again and select *Group* from the list.
- ☞ Click *Ungroup*.







Tip: If you get a *move here* message, right click a time.



- ☞ Click away from the object to deselect all the parts.

Delete, Move, Rotate, or Recolor Parts of a Clip Art Image

- ☞ Click on the part of the clip art you want to edit. Try these editing ideas:

-  Press DELETE on the keyboard to remove the part.
-  Click and drag the part to a new location.
-  Click and drag the rotation handle to turn the part.
-  Click the Drawing Tools Format tab, find the Shape Styles group, and click *Shape Fill*. Pick a color from the palette.



TIPS:

- ✓ You may want to increase the zoom level so you can see the clip art up close.
- ✓ Sometimes the black outline around an object cannot be deleted easily. If this is the case with your clip art, find another one to edit.
- ✓ If you find that you have changed a part by mistake, immediately click *Undo* on the *Quick Access Toolbar*.

Regroup Clip Art

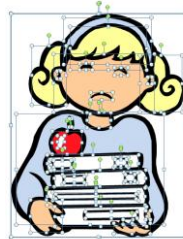
When a clip art has been ungrouped it can be difficult to move around on the slide. For this reason, after you have finished editing a clip art, it needs to be regrouped.

- Click and drag to draw a rectangle around all the parts of the object.



- Release the mouse button.

Each part of the object is selected individually.



- Right click on the image, point to *Group*, and select *Regroup*.

All the parts of the object become one again.



- Click the object **once**. Click and drag mouse to move the object.












TIP: Once you have changed a clip art into a Microsoft drawing object it stays in pieces, even though it has been grouped. If you click on the clip art **once** you can move it but if you click on it **twice** then it divides into editable pieces.

Practice your Skills



Practice your skills. Add clip art to the slide and then ungroup the image to edit the parts.

- A big red dog:** Add a clip art of a dog. Edit the clip art so that it is red.
- A sad girl:** Add a clip art of a girl. Edit the clip art so that the girl is frowning.
- A missing wheel:** Add a clip art of a car. Edit the clip art so that the wheel is missing.

Steps:

- Add clip art:**
 -  Click the *Insert* tab, find the *Images* group, and choose *Clip Art*.
 -  Type in a search word and press *Go*. Click on a clip art you like.
- Change the clip art into a drawing object:**
 - Right click on the clip art and choose *Edit Picture*.
 - Click *Yes* to convert the clip art to a drawing object.
- Ungroup the object:**
 -  Right click on the object and select *Group* from the list.
 -  Click *Ungroup*.
- Edit the object:**
 - Delete, move, rotate, or recolor a part of the clip art.
 -  Press **DELETE** on the keyboard to remove the part.
 -  Click and drag the part to a new location.
 -  Click and drag the rotation handle to turn the part.
 -  Click the *Drawing Tools Format* tab, find the *Shape Styles* group, and click *Shape Fill*. Pick a color from the palette.
- Regroup the object:**
 -  Click and drag around the object to select all the parts.
 - Right click on the object. Point to *Group* and then select *Regroup*.

lose Microsoft PowerPoint

-  Click the *File* tab and choose *Exit*.
-  **Do not save the changes when asked.**

Tip: If you resize the newly regrouped image, you may notice that dragging a corner handle does not keep the height and width proportions. As you enlarge or reduce the image, be careful to maintain its scale.

Assignment 7: Introduce the Characters

You are going to make a slide for your book trailer that introduces the main characters. Clip art and text will be used to show who they are and what they are like. To do this assignment you may need your notes from *Assignment 2 Make a Plan*.

Open Microsoft PowerPoint

- Open PowerPoint by double clicking the program shortcut, or by selecting *Microsoft PowerPoint* from the *All Programs – Microsoft Office* menu.

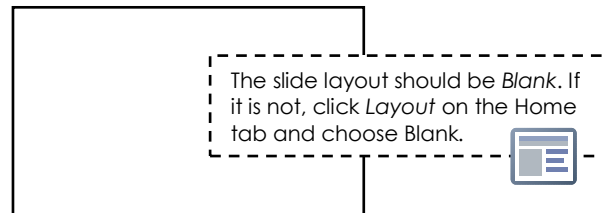


Open a Saved Presentation

- Click the *File* tab and choose *Open*.
- Go to your student folder and select the *name of your presentation* (title of your novel).
- Click *Open*.

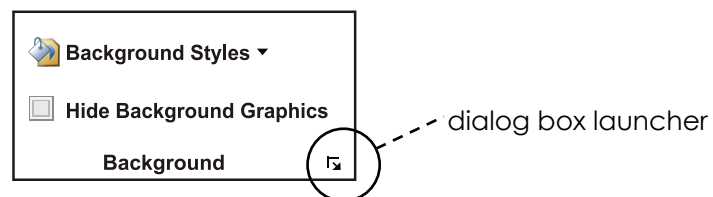
Insert a New Slide

- On the Home tab, find the Slides group and click *New Slide*.



Format the Background

- Click the *Design* tab.
- Find the *Background* group and click the *dialog box launcher* in the bottom right corner.



- Choose a solid, gradient, or textured fill.
- When finished, click *Close*. **Do not click Apply to All.**

Add the Main Character to the Slide using Clip Art and Edit the Appearance

Add a clip art of each of the main characters. Use your skills to edit the clip art.

Add clip art:



Click the *Insert* tab, find the *Illustrations* group, and choose *Clip Art*.



Type in a search word and press *Go*. Click on a clip art you like.

Change the clip art into a drawing object:

Right click on the clip art and choose *Edit Picture*.

Click *Yes* to convert the clip art to a drawing object.

Ungroup the object:



Right click on the object and select *Group* from the list.

Click *Ungroup*.

Edit the object:

Delete, move, rotate, or recolor a part of the clip art.



Press *DELETE* on the keyboard to remove the part.



Click and drag the part to a new location.



Click and drag the rotation handle to turn the part.



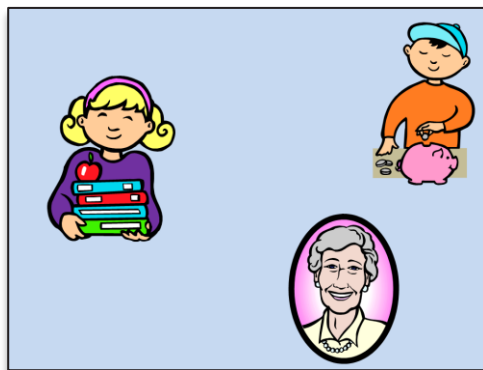
Click the *Drawing Tools Format* tab, find the *Shape Styles* group, and click *Shape Fill*. Pick a color from the palette.

Regroup the object:




Click and drag around the object to select all the parts.

Right click on the object. Point to *Group* and then select *Regroup*.






Describe the Main Character

You need to tell your viewers about the characters. What are their names? What makes them interesting?

- ☞ Click the *Insert* tab, find the *Text* group, and choose *Text Box*. 
- ☞ Click and drag to draw a text box on the slide.
- ☞ Type the **name** of the character. Press ENTER.
- ☞ Type a **sentence or words to describe the character**. Make it interesting.

Meet Claudia.
She is a straight A student and a runaway mastermind.
Claudia is cautious about everything
...but money.

- ☞ On the Home tab, find the Font group, and use these commands to format the words:

-  Change the font.
-  Change the font size.
- B** Make the letters look **darker**.
- I* Make the letters *slant*.
- U Put a line under the letters.
- S** Add a shadow behind the letters.
-  Change the color of the letters.

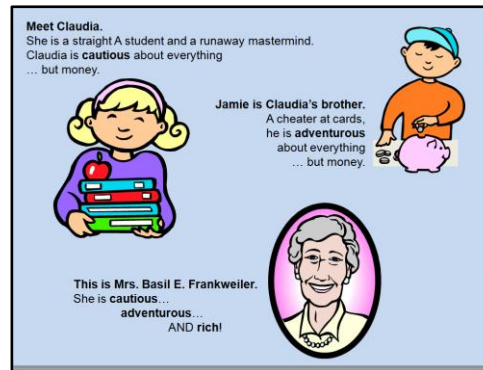
- ☞ Click on the text box and drag it to the place where you want it on the slide.



Finish the Character Slide

☞ Use your skills to finish the slide. Complete the checklist:

- Does the background suit the story?
- Did you edit the clip art pictures to look original and as much like the characters in the story as possible?
- Did you describe the characters so the viewer will gain a good understanding of them?



Save the Changes to the Presentation and then Exit Microsoft PowerPoint

☞ Click Save on the *Quick Access Toolbar*.



☞ Click the *File tab* and choose *Exit*.



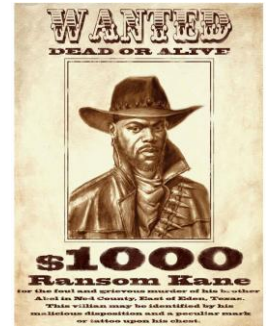
TIPS:

- ✓ **IT DOES NOT NEED TO BE PERFECT:** You may have a hard time finding the *perfect* clip art. It is okay if the clip art is not perfect.
- ✓ **COMBINE CLIP ART:** You can combine clip art. For example, you can put a hat on one of your characters.
- ✓ **OBJECT ORDER:** You may want to put one clip art behind another. To do this, click the clip art you want to move back. Right click the mouse on the image, click *Send to Back*, and then from the list *Send to Back* or *Send Backward*.
- ✓ **GROUP IT:** If you are using more than one clip art to make your character, be sure to group together the clip art. To do this drag around the object. Right click the mouse on the image and from the list, click *Group*.
- ✓ **HIDE PART OF A CLIP ART USING SHAPES:** If a clip art is not *perfect* one idea is to hide part of the object. To do this, click the *Insert* tab, find the *Illustrations* group, and click *Shapes*. Draw a shape from the gallery. Fill the shape with a color to have it blend with the background.

Session 3 Skill Review: Make a Wanted Poster

Choose any character from your novel and design a Wanted Poster. The poster will show a picture of the character, describe their appearance and explain what crimes they have committed. You may wish to choose a villain from the book, or if your story does not have a villain, think about making the following types of posters:

- Missing Person
- Lost and Found



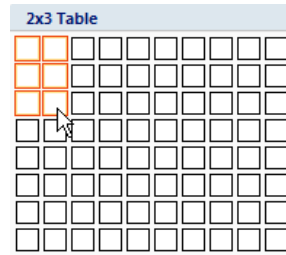
1. Open Microsoft PowerPoint.
2. Apply a *blank* slide layout.
3. Format the slide background.
4. Add a WordArt object that reads **Wanted**.
5. Format the WordArt, place it near the top of the slide, and center it.
6. Search for a clip art that resembles the character you have chosen.
7. Place the picture in the center of the slide.
8. Use your skills of editing clip art to delete parts of it and to change colors.
9. Add a text box at the bottom of the slide.
10. Write the amount of money offered for a reward, describe the appearance of the villain, list the reason for which he or she is wanted, and your contact information.
11. Use your skills to change the font, size, style, and color of the text.
12. Save the slide to your student folder naming the file **wanted poster**.
13. Exit Microsoft PowerPoint.



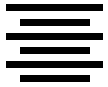
Session 3 Extension Activity: Comparing Characters

You can easily make tables using Microsoft PowerPoint to show information in a graphic format. Compare any two characters from your novel and examine the similarities and differences in their appearance and personality traits.

1. Open Microsoft PowerPoint.
2. Apply a *blank* slide layout.
3. Click the *Insert* tab and click *Table*. Click and drag to select a table of 2 columns and 3 rows. Click the mouse to make the table appear on the slide.

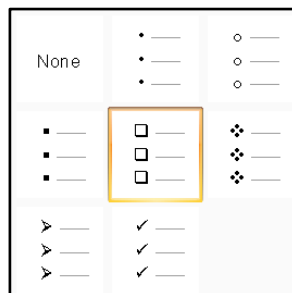
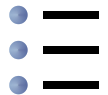


4. Type the names of the two characters you are going to compare at the top of each column. Click the *Home* tab, find the *Paragraph* group and choose *Center* to center both names.



Claudia	Jamie

5. Click and drag in the bottom 4 cells to select all of the cells in the table below the titles.
6. To choose a style for point form, select *Bullets* in the Paragraph group on the Home tab. Click on the style of your choice. (The bullets will not appear until a cell is clicked.)



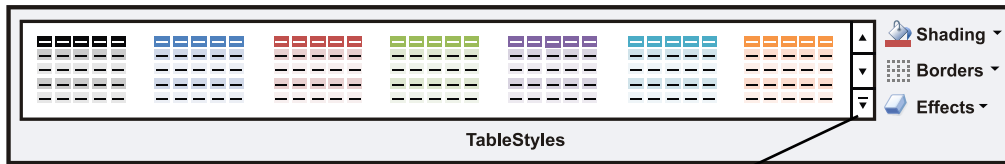
7. In the first row, write descriptions of the physical appearance of each character in point form.

You can describe the character's height, hair color and style, eye color, clothing, and any distinguishing features. If the novel has illustrations, refer to them for further details about how the characters look. If the author hasn't given the reader much detail, make up your own ideas.

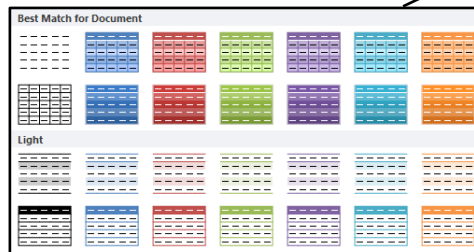
8. In the second row, list personality characteristics of each character. Below you will find some characteristics to get you started. Notice that if you need more space in any cell, PowerPoint will automatically enlarge the table cell as you continue to write. Format the font, size and color of the text to make it clear.

able	active	adventurous	affectionate	afraid	alert	ambitious	angry
annoyed	anxious	apologetic	arrogant	attentive	average	bad	blue
bold	bored	bossy	brainy	brave	bright	brilliant	busy
calm	careful	careless	cautious	charming	cheerful	childish	clever
clumsy	coarse	concerned	confident	confused	considerate	cooperative	courageous
cowardly	cross	cruel	curious	dangerous	daring	dark	decisive
demanding	dependable	depressed	determined	discouraged	dishonest	disrespectful	doubtful
dull	dutiful	eager	easygoing	efficient	embarrassed	encouraging	energetic
evil	excited	expert	fair	faithful	fearless	fierce	foolish
fortunate	foul	fresh	friendly	frustrated	funny	gentle	giving
glamorous	gloomy	good	graceful	grateful	greedy	grouchy	grumpy
guilty	happy	harsh	hateful	healthy	helpful	honest	hopeful
hopeless	humorous	ignorant	imaginative	impatient	impolite	inconsiderate	independent
industrious	innocent	intelligent	jealous	kindly	lazy	leader	lively
lonely	loving	loyal	lucky	mature	mean	messy	miserable
mysterious	naughty	nervous	nice	noisy	obedient	obnoxious	old
peaceful	picky	pleasant	polite	poor	popular	positive	precise
proper	proud	quick	quiet	rational	reliable	religious	responsible
restless	rich	rough	rowdy	rude	sad	safe	satisfied
scared	secretive	selfish	serious	sharp	short	shy	silly
skillful	sly	smart	sneaky	sorry	spoiled	stingy	strange
strict	stubborn	sweet	talented	tall	thankful	thoughtful	thoughtless
tired	tolerant	touchy	trusting	trustworthy	unfriendly	unhappy	upset
useful	warm	weak	wicked	wise	worried	wrong	young

9. Click on the table to select it.
 10. Click the *Table Tools Design* tab and find *Table Styles*. Click the *More* arrow to view a gallery of preset designs. Click on a design that you like.



Hint:
 Keep the background light so the text is easy to read.



11. Save the file naming it **comparison**.
 12. Exit Microsoft PowerPoint.