

CREATING BROCHURES

IN MICROSOFT WORKS



The object of this lesson is to teach students to present their research in the form of a brochure. This is an effective method of presentation that can be used for various projects and for various grades.

Here are some ideas that correspond with IRP requirements:

GRADE 2/3:

- Create a brochure to advertise a province in Canada or a planet in our solar system that they researched and encourage visitors (a mock travel brochure for a resort on one of the planets)
- Use brochures to tell about special plants or animals that have adaptations to help them survive in their environment
- Create a brochure to warn about the dangers of extinction
- Create a brochure on how to protect the organs of speech and hearing
- Create a brochure to advertise how to conserve energy in the home
- Advertise the amazing history of a BC community
- Advertise their favourite book or author

GRADE 4:

- Create a brochure to show "How do they survive?". Students can research and experiment and then present their information about how animals have adapted to their environment
- Create a brochure to tell about how to keep your body healthy
- Advertise how to protect our water systems from water pollution
- Use a brochure to tell about an aboriginal tribe
- Create a brochure to try to encourage early settlers to come to the new world
- Create a brochure to advertise a book they recommend a friend read

GRADE 5:

- Create a brochure for recycling of natural or synthetic material with information about why we need to recycle and what happens after it is recycled

- Create an informational brochure about one of BC's natural resources
- Create brochures to help encourage people to take proper care of their respiratory system and not smoke. Use pictures they draw and pictures from Encarta

GRADE 6:

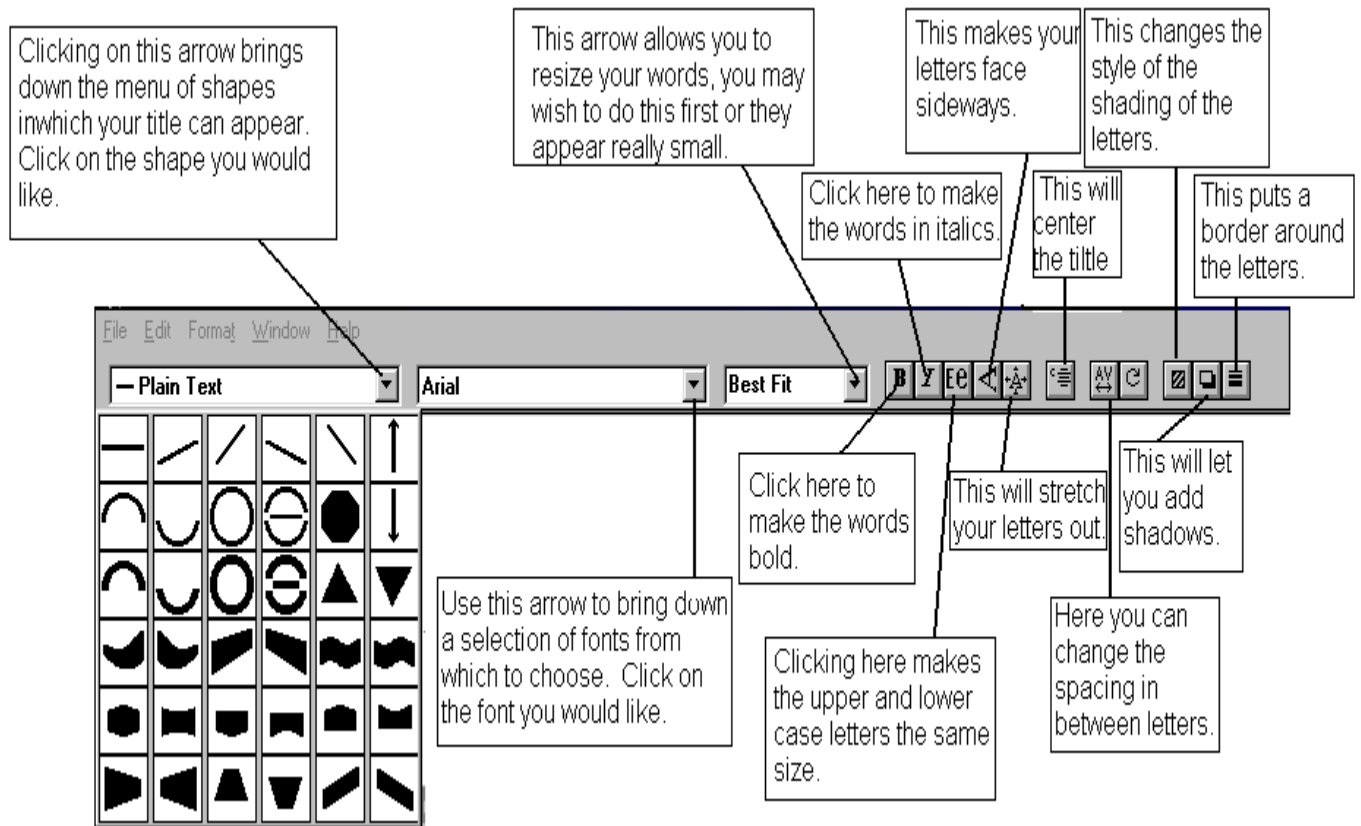
- Create a brochure to advertise why the space program is important. Show how space exploration has affected our everyday lives (this could be done specifically for the Canadian space program, try this web site for information:
http://www.space.gc.ca/about/sucsto/hum_presence.asp#5)
- Create a travel brochure advertising an imaginary resort on one of the planets. In this they tell about what you would need to survive there
- Create a travel brochure for a country that students have researched telling about the culture, geographical features, climate and resources

LESSONS:

1. Students should already have the information ready when they begin doing this in the computer lab. If they have it already typed it in **Microsoft Works**, then they can copy and paste it into the brochure (highlight the information and then click on **Edit** and then **Copy** then go to the brochure and click on **Edit** and then **Paste**).
2. First students need to change the page setup:
 - Go to **File** and choose **Page Setup**.
 - Click on **Source, Size and Orientation** and click on the circle beside **Landscape** to change the direction that the page is facing.
 - Click on **Margins**. Set all the margins to 0.5 cm or 0.2" (ignore the header and footer settings).
 - Now close this section by clicking **OK**.
3. Now you need to create columns:
 - Go to **Format** at the top.
 - Click on **Columns**.
 - Type in **3** for number of columns and make sure that there is an **x** in the box beside **Line Between**.
 - Click **Yes**.
4. Now students should create their title in **Word Art**.
 - Go to **Insert** at the top and click on **Word Art**.
 - Type the title for their brochure.
 - After students type in their title, click on **Update Display** and their title will appear in the section where it says **Your Text Here**.



-Students can now use the controls at the top to shape their title and make it fancy for their ad. When asked if it is ok to resize the picture click on ok. If changes don't take, click on **Update Display**.




-If students accidentally return to the regular **Microsoft Works** document, double click in the middle of the word art to return to the word art menu.

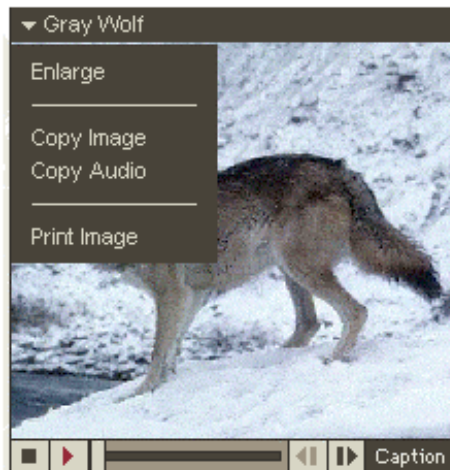
To return to the regular **Microsoft Works** document with your word art in your brochure, click on a white space around the word art and it will bring you back. You can now resize or move your word art by clicking and dragging.


5. Students should now save their work.

6. Students can now place pictures in their brochure by either copying and pasting from **Paintbrush** or **Encarta** or they can create a square on the brochure and draw their picture by hand later.

IMPORTING A PICTURE FROM ENCARTA TO MICROSOFT WORKS:


- A. Open your **Microsoft Works** file and move the cursor to where you would like the picture to be placed (ex. at the bottom of your writing).
- B. Minimize **MsWorks** by clicking on the  at the top (you can see that it is still open when you look at the bar at the bottom of the screen).
- C. Open **Encarta** and find the picture that you would like to import.
- D. At the top of the picture, beside the words, click on the down arrow to bring down a menu.



- E. Click on **Copy Image**.
- F. Close **Encarta** or minimize it by clicking on the  at the top.
- G. At the top click on **EDIT** and choose **Paste**.
- H. Click on the picture to see the handles or squares in the middles and corners and click and drag on these to resize your picture.

MOVING A PICTURE FROM PAINTBRUSH TO MICROSOFT WORKS:

- A. Complete your assignment in **Microsoft Works** and move the cursor to where you would like your picture to be placed.

B. Minimize **Microsoft Works** by clicking on the  at the top right, and open **Paintbrush**.

C. Draw your picture in **Paintbrush**.

D. Go to the pair of scissors at the top left with the square dotted line and click. Then go to the top left corner of the picture, click and hold your finger on the clicker and drag to the bottom right corner to create a box around the picture that you wish to copy.

E. Go to **Edit** at the top and click on **Copy**.

F. Click on **Microsoft Works** on the bar at the bottom to open it or get back to it.

G. Go to **Edit** at the top and choose **Paste**.

H. Click on the picture to see the handles or squares in the middles and corners and click and drag on these to resize your picture.

HOW TO MAKE YOUR TEXT “WRAP” AROUND YOUR PICTURE:

- a. Click on the picture once to select it.
- b. Go to **Format** at the top.
- c. Click on **Picture/Object** at the bottom.
- d. Click on **Text Wrap**.
- e. Click on **Absolute**.
- f. Click **OK**.

HOW TO CREATE A BOX IN THE BROCHURE TO LATER DRAW A PICTURE IN BY HAND:

1. Place the cursor where you would like the box to be on your page.
2. Go to **Insert** at the top and click on **Drawing**.
3. Click on the square on the left and then click and drag on your screen to draw a square or rectangle.
4. Click on **File** at the top and then click on **Update**.
5. Click on **File** again and this time click on **Exit and Return to Word 1** (or it will be the name of your file).
6. Now you can use the handle (square on the corners and middle) to resize your box.

7. Now students can type the information into their brochure or copy and paste it from other documents. When you fold your brochure at the end it should fold like an accordion.

COMPUTER SCOPE AND SEQUENCE COVERED BY MAKING BROCHURES:

- Demonstrate competence in using basic information technology tools.
- Perform file management tasks (quit, save, print, close).
- Perform mouse operations (point, click, drag, double click).
- Write a simple caption or story to accompany a picture.
- Transcribe text from a prewritten document.
- Change font, size, style and colour of text appropriate to presentation.
- Copy and paste images into document (clip art, scanned images, digital camera images, original images).
- Save, name and retrieve files.
- Insert the cursor to add or delete text.
- Use spell checker and understand its limitations.
- Change the margin settings.
- Create a document using columns (brochure, newspaper).
- Use tabs.
- Create a document integrating text, charts and images (clip art, scanned images, digital camera images, original images).
- Position and resize (text and images) to achieve an affective presentation