



# Using Microsoft Word *Creatively*

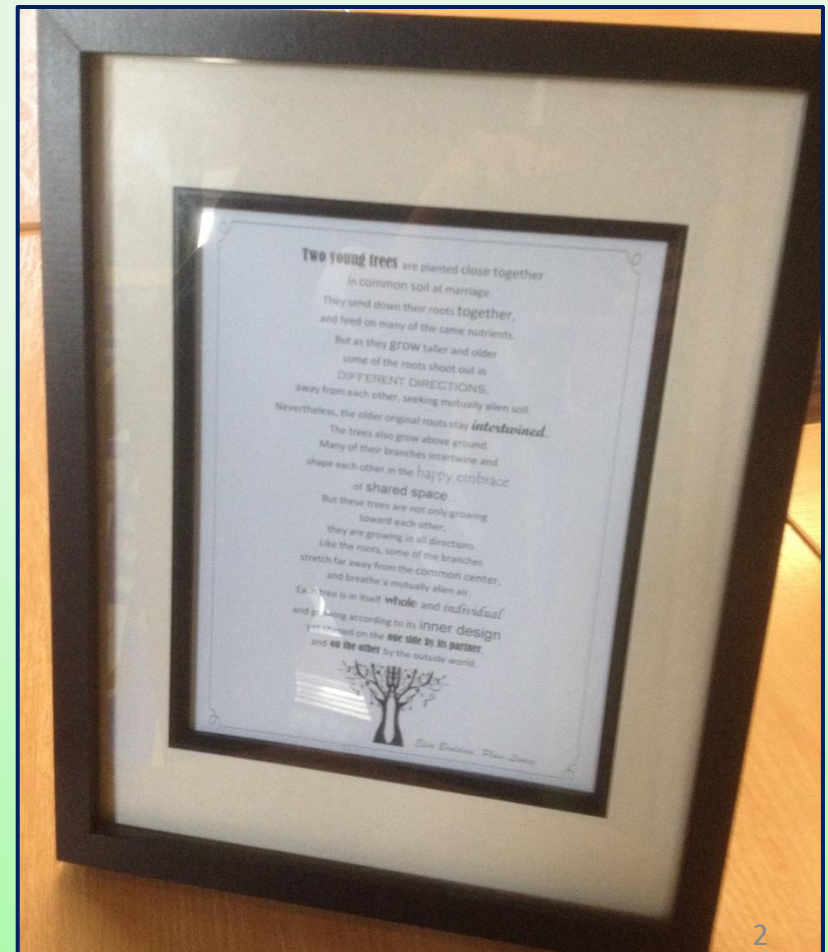
## Lesson 2: The Fancy Stuff

## Activity:

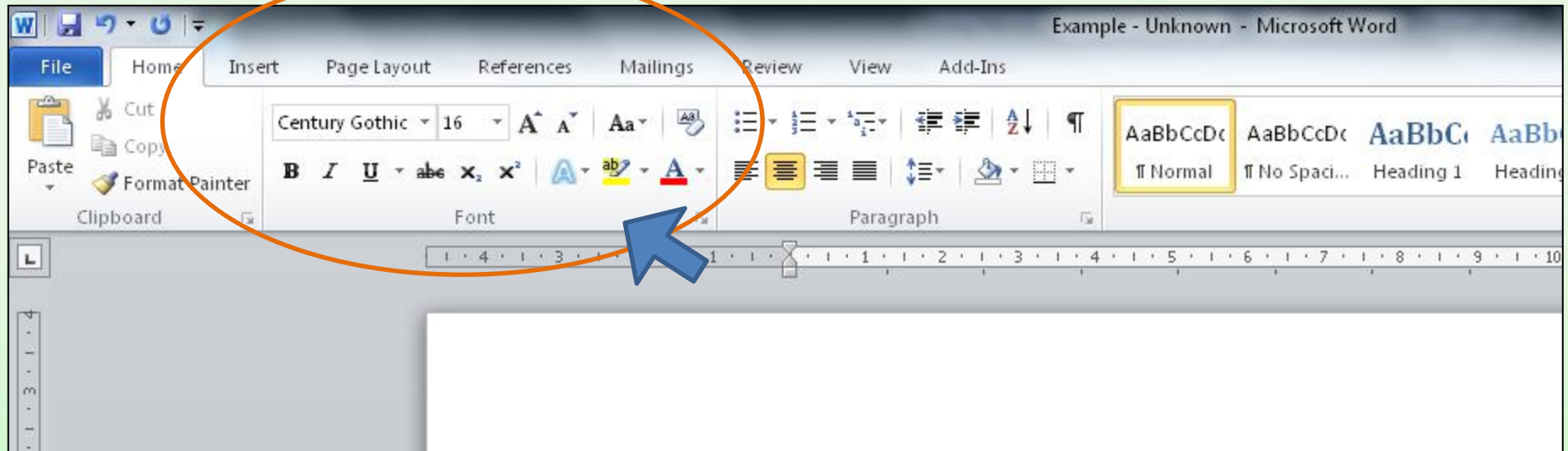
You are going to create a piece of *inspiring text-based art* using Microsoft Word.

### It will need to:

- Comfortably fit an A4 frame
- Be eye-catching and attractive
- Be able to be read 'at-a-glance'
- Be appropriate for a family home



For the next few steps, you are going to become familiar with this part of your toolbar...



# Step 1: Pick a base font...

If you think you are beaten, you are,  
If you think you dare not, you don't.

If you like to win, but you think you can't,  
It is almost certain you won't.

If you think you'll lose, you're lost,  
For out in the world we find,

Success begins with a person's will.  
It's all in the state of mind.

If you think you are bottom, you are,  
You've got to think high to rise,

You've got to be sure of yourself before  
You can ever win a prize.

Life's battles don't always go  
To the strongest or fastest hand.

But soon or late the one who wins,  
Is the one who thinks they can.

~Unknown~



When an artist begins a painting, they usually begin with a 'base colour'.

This is a bland colour which sits behind brighter colours.

For your current piece of work, you need to decide which font you are going to use as your 'base font'.

The font needs to be simple and easy-to-read.

*If you think you are beaten, you are,  
If you think you dare not, you don't.*

*If you like to win, but you think you can't,  
It's almost certain you won't.*

*If you think you'll lose, you're lost,  
For out in the world we find,*

*Success begins with a person's will,  
It's all in the state of mind.*

*If you think you are bottom, you are,  
You've got to think high to rise.*

*You've got to be sure of yourself before  
You can ever win a prize.*

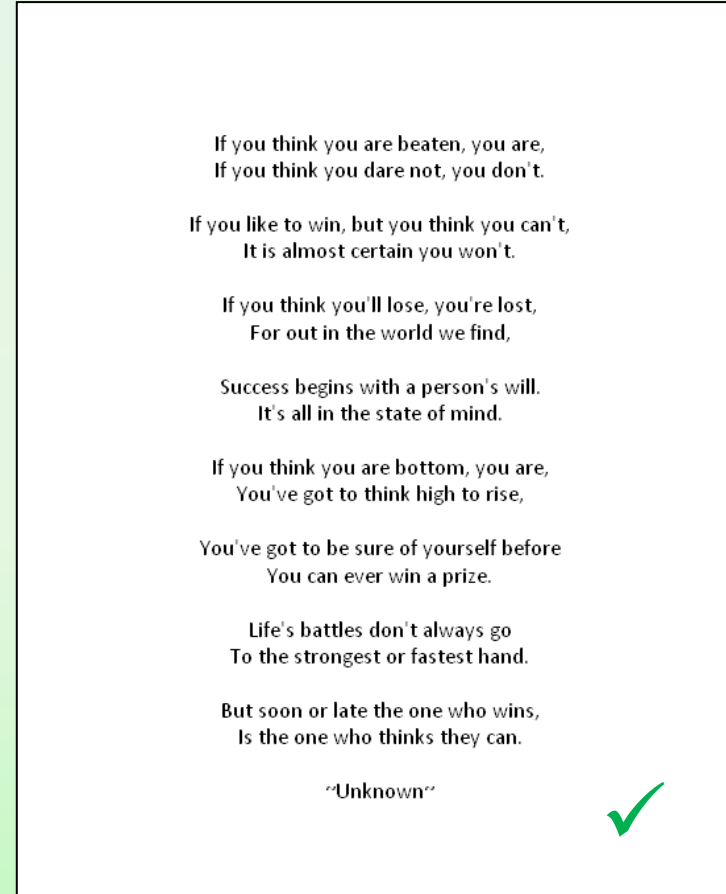
*Life's battles don't always go  
To the strongest or fastest hand.*

*But soon or late the one who wins,  
Is the one who thinks they can.*

~Unknown~



# Step 2: Pick a font size...



You now need to check the font size. It is important that the font is 14 or larger so that it is easy to read.

The text as a whole should also fit most of the available space.

## Step 3: Find your standout words...

You now need to read through your work carefully and find the most meaningful words (or phrases).

- It might help to read it aloud.
- It might help to print it out and highlight the words on a draft copy.

You then need to *change the font size and style of these words to give them emphasis.*

If you think you are beaten, you are,  
If you think you dare not, you don't.

If you like to **win**, but you think you can't,  
It is almost certain you won't.

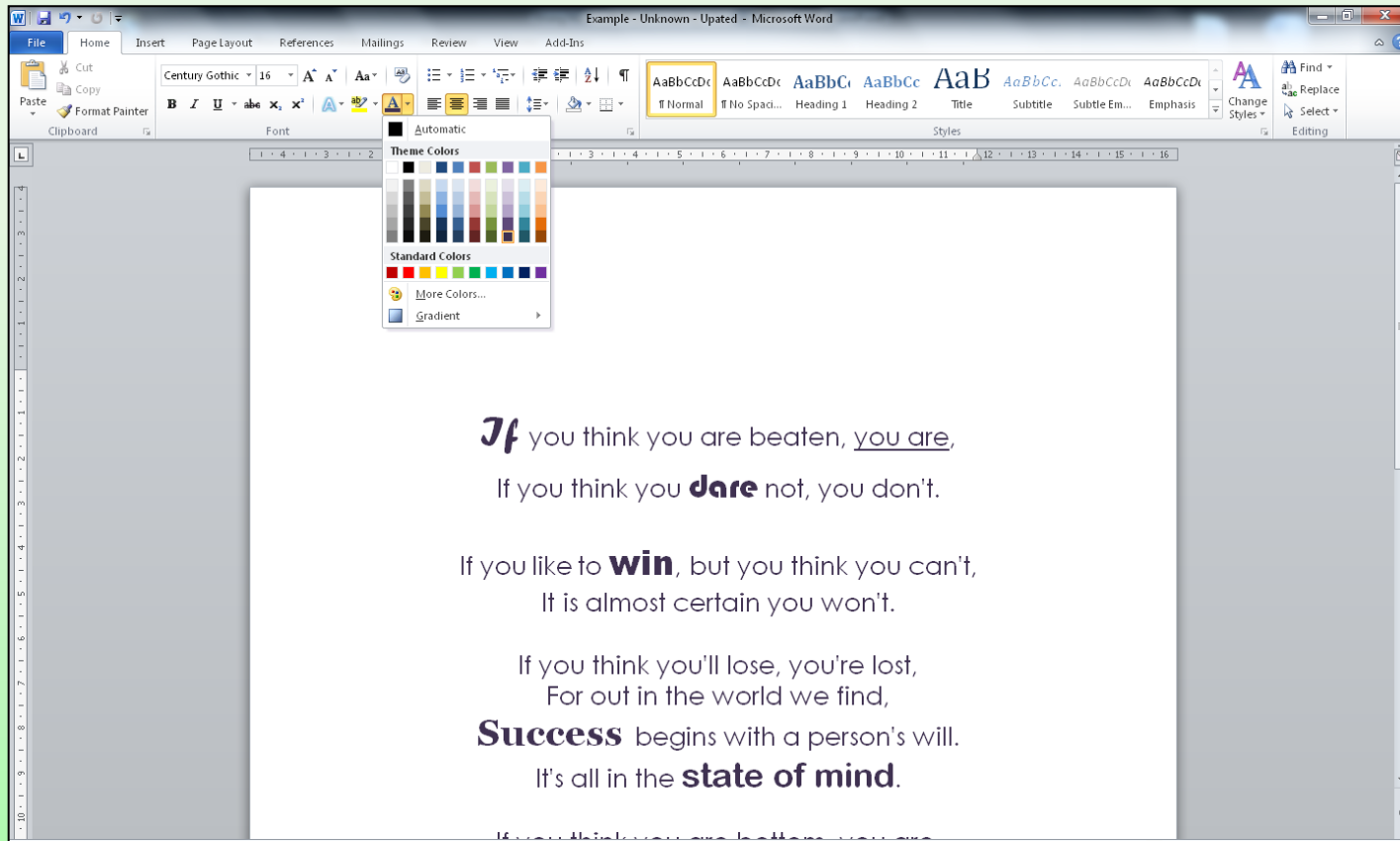
If you think you'll lose, you're lost,  
For out in the world we find,  
Success begins with a person's will.  
It's all in the state of mind.

If you think you are bottom, you are,  
You've got to think high to rise,

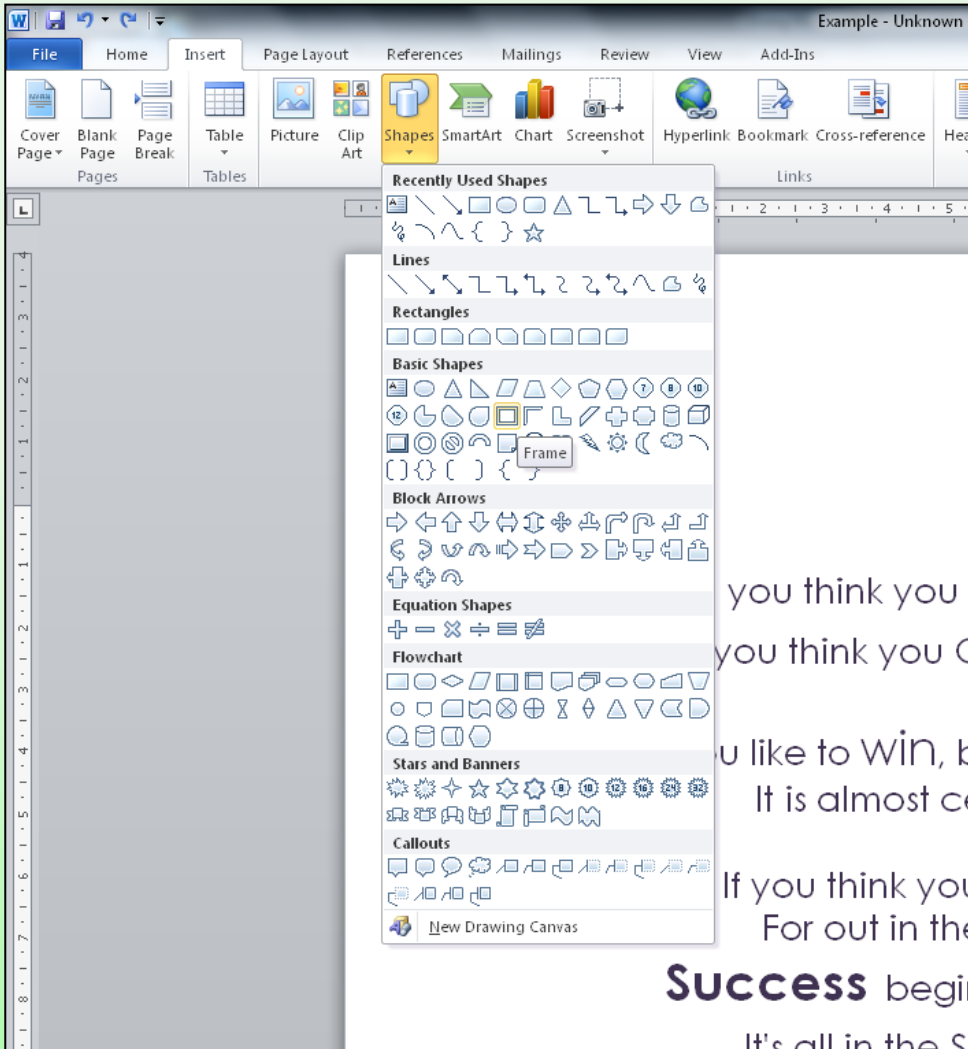
# Step 4: Pick a font colour...

You now need to pick a suitable font colour.

Remember, this is going to be framed as a piece of art for someone's house. The colour needs to be discreet rather than a colour than clashes.



# Step 5: Give the text an inner frame...

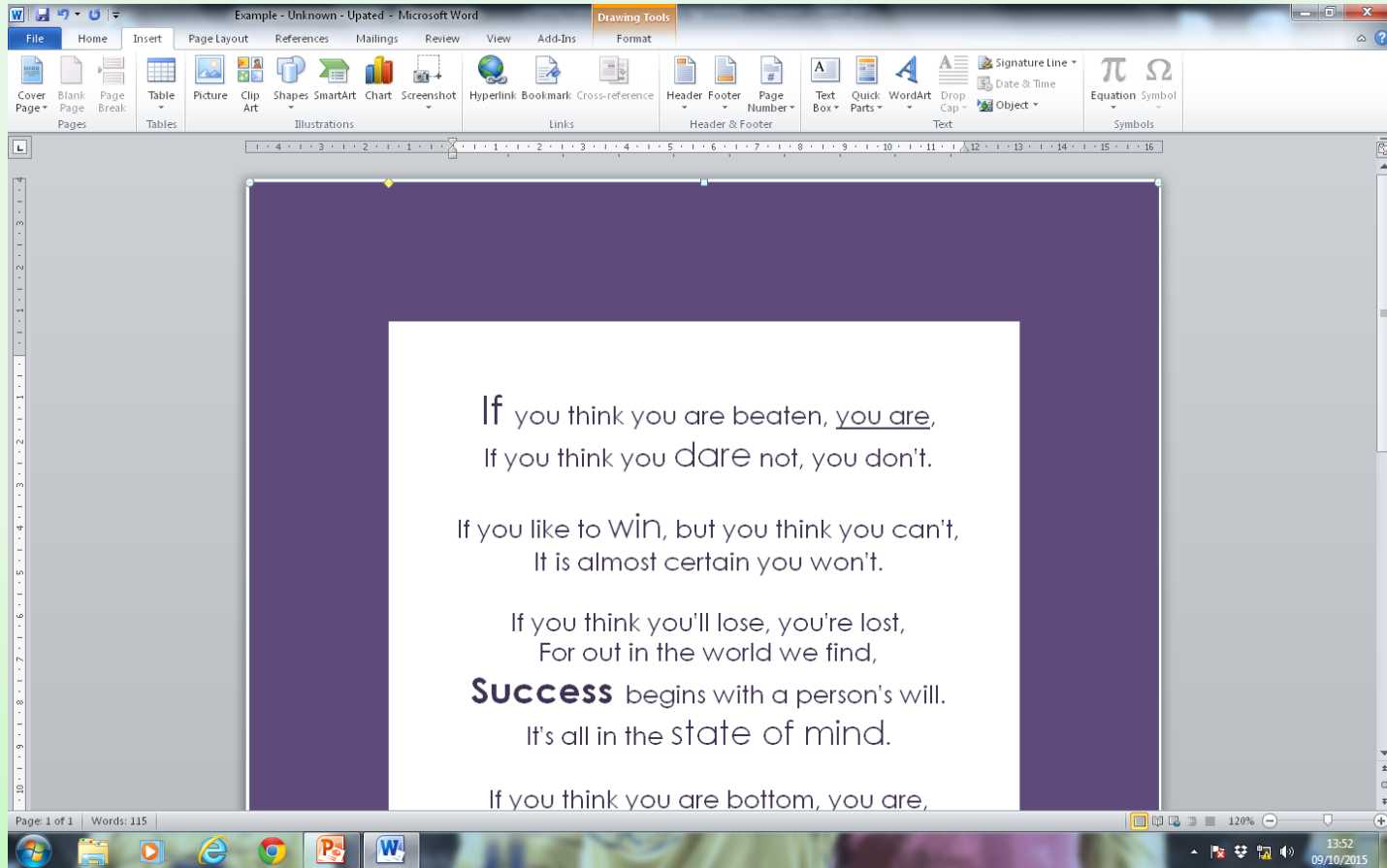


For Step 6, you need to:

1. Select the 'Insert' tab
2. Click on 'Shapes'
3. Find the shape called 'Frame'



# Step 5: Give the text an inner frame...



You now need to insert the frame and then adjust it to sit neatly around your text. You can then change the colour of your border.

# Step 6: Find a supporting image...

Finally, you could add an image to go with the text.

Remember, it needs to support the text rather than distract from it.

Search Term?

climber  
↓  
conquer mountain  
↓  
Aron Ralston

Search Google or type URL

TES - Education Jobs

The Pendlebury Centre

The Pendlebury Centre

The Telegraph - Telegraph

BBC - Home

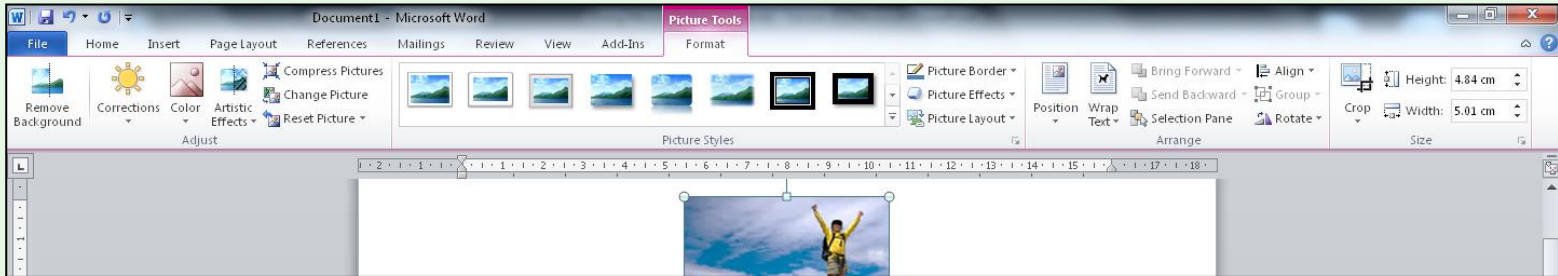
Yahoo

The Star

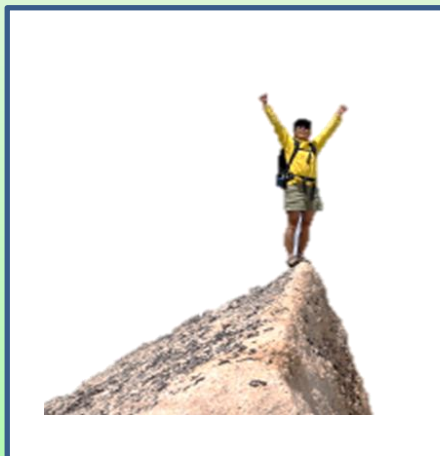
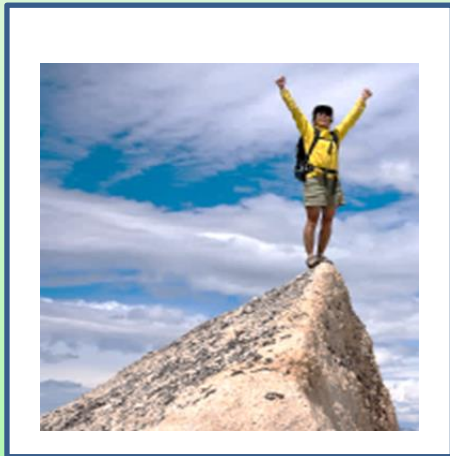
Percentage Calculator

# Step 7: Editing your image...

To edit your image, click on the actual picture - then click on the 'Picture Tools - Format' tab.



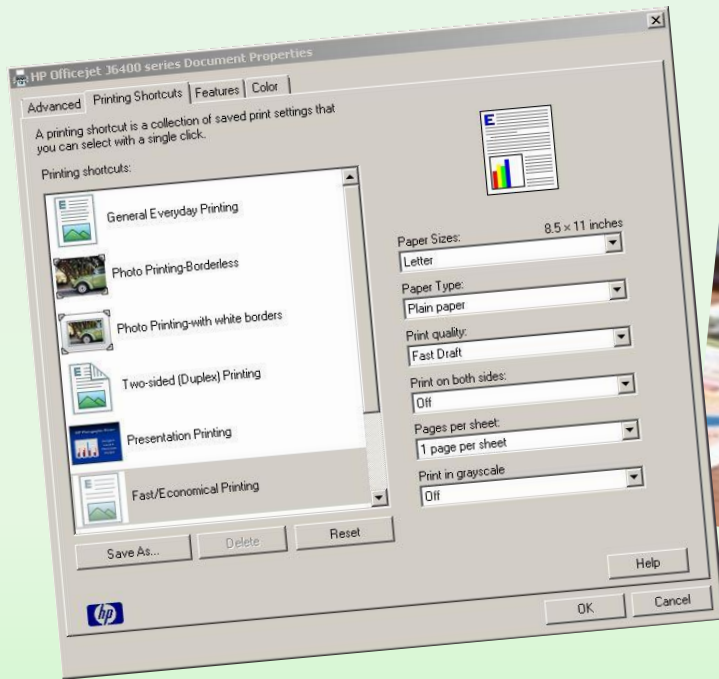
You can then **remove background** and pick an **artistic effect**.



## Step 8: Save your work...



# Step 9: Print your work...



Sometimes it is useful to proofread your work after you have printed.

Moving away from the computer and sitting with the print copy allows the reader to check with 'fresh eyes'.