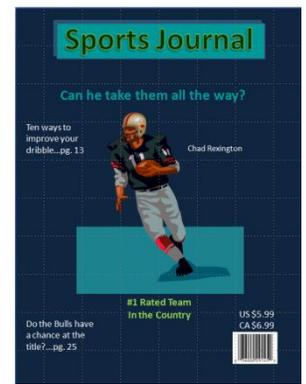
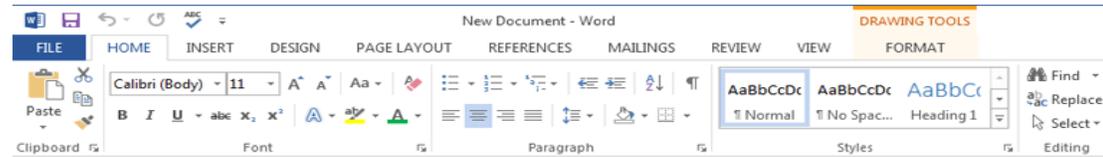


# Technology Project Notes

## Creating a Magazine Cover Using Microsoft Word

### Menu Bar and Ribbon



**Menu Bar** - located on the top of the screen (File, Home, Insert, Design, Page Layout, etc.)

**Ribbon** - the tools located underneath the Menu Bar which allow the user to format a document

**File Tab** - located at the top left hand corner of the screen; this is where the Open, Save, and Print commands are found

**Rotating tool** - allows you to rotate the degree of a shape (white circle)



**Resizing Point** - allows you to resize an object; represented by white squares

**WordArt** - allows you to place a WordArt title; click on the **Insert** tab on the **Menu Bar**

**Wrap Text** - after selecting the shape, text or image, click on **Format** on the Menu Bar and select Wrap Text (i.e. "In Front of Text"); it changes the way the text wraps around an object

**Shapes** - allows you to insert a shape (**Insert** on the Menu bar)

**Shape Fill** - allows you to fill in the shape with a desired color (**Format** on the Menu bar)

**Shape Outline** - allows you to change the color and size of the outline of a shape (**Format** on the Menu bar)

**Shape Effects** - allows you to add different effects, such as, Glow, Shadow, Reflection, etc. (**Format** on the Menu bar)

**Text Box** - allows you to insert a text box (**Insert** on the Menu bar)

**Crop** - allows you to crop an image (**Format** on the Menu Bar; **Size** section on the Ribbon)

**Online Pictures** - allows you to insert images from the Web (**Insert** on the Menu bar)

### Project Steps

1. Click on Start, All Programs, **Microsoft Office and Microsoft Office Word 2013**.
2. Click on the **File Tab**. Click on **Save As**. When the **Save As dialog box** appears, type in your **File Name** and follow the steps to save your file. Finally **Click Save**.
3. Click on **Insert** on the **Menu Bar** and click on **Shapes** to add a title placeholder. Select a shape and click and drag to make it.
4. Click on **Insert** on the **Menu Bar** and click on **WordArt or Text Box** to add a title.
5. If you chose a WordArt title, click on it and then **Format** on the **Menu Bar**. Select and click on **Wrap Text** and then **In Front of Text**.
6. Click and hold the title and move it to your desired location.
7. Click on **Insert** on the **Menu Bar** and click on **Text Box, Draw Text Box (click and drag to make the text box)** to add a headline or any other type of text.
8. Type your information.
9. Click on Insert on the Menu Bar. Click on **Online Pictures**. Type your search word in the Bing search box. Click on your image and click the Insert button.
10. With picture selected, click on **Format** on the **Menu Bar**; Select and click on **Wrap Text** and then **In Front of Text**.
11. Click and hold on the bottom right resizing point and adjust the size of the picture.
12. Click and hold the image and move it to your desired location.
13. Add any shape/text box color and effect using **Format** on the **Menu Bar**.
14. Change the font face, size, and color to any title or headline.
15. Click on the **File Tab**. Click on **Save**.
16. Follow the steps provided in the front of the classroom to **open** your work next time for class.