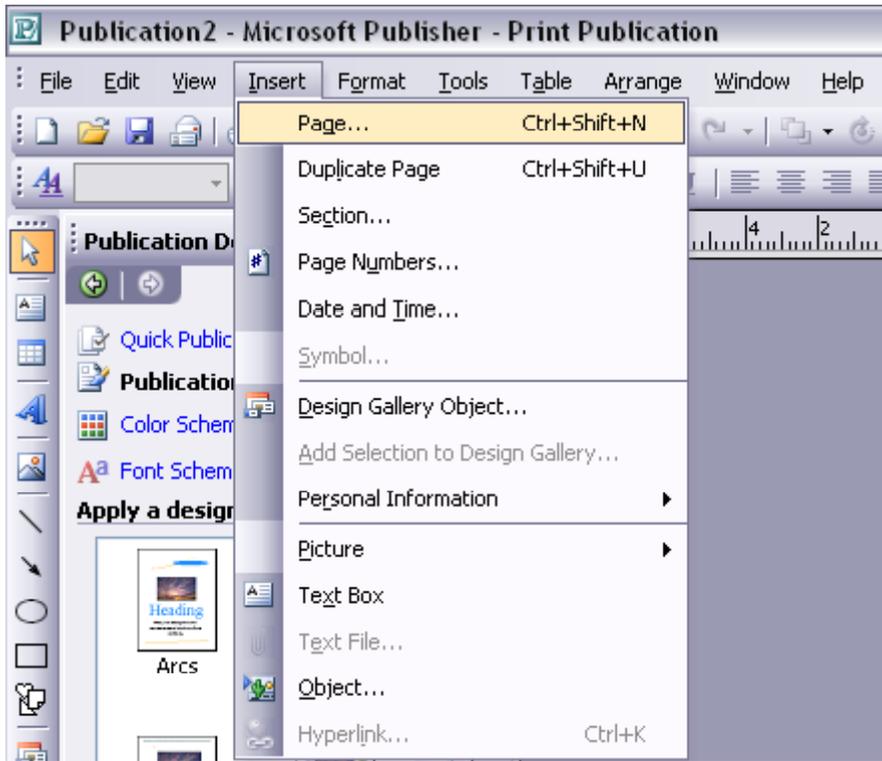


Open Publisher- it is part of Microsoft Office

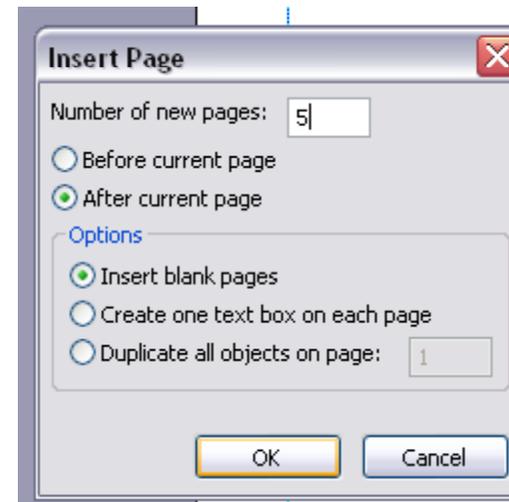
Then find:

- Blank publications
- Full page

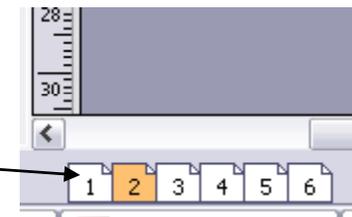


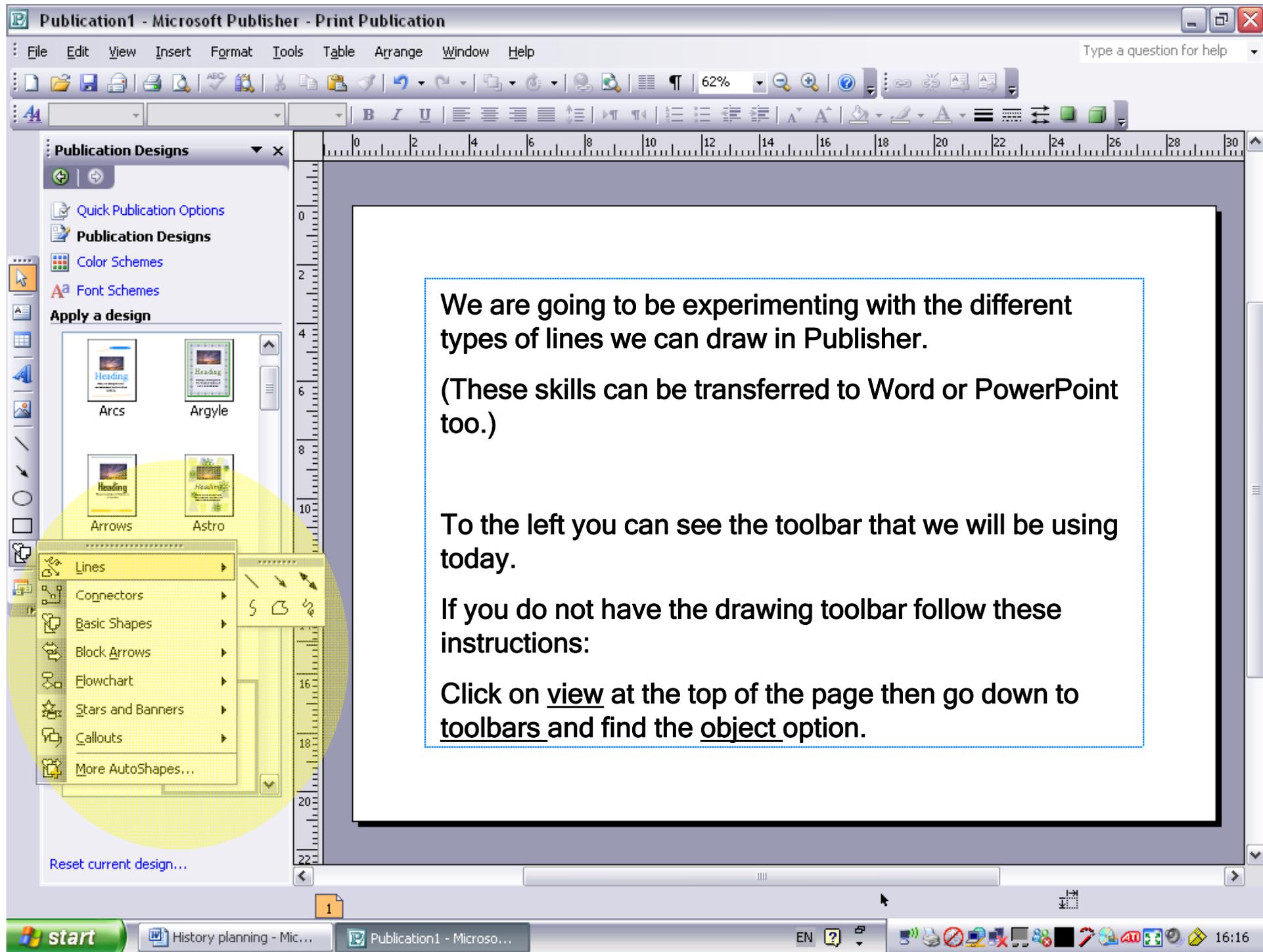
Go to insert along the top and then down to page.

This page will appear in the centre. Select 5 page after current page then click OK.



If you do this you will then be able to click on each page at the bottom of the current page.





We are going to be experimenting with the different types of lines we can draw in Publisher.
(These skills can be transferred to Word or PowerPoint too.)

To the left you can see the toolbar that we will be using today.

If you do not have the drawing toolbar follow these instructions:

Click on view at the top of the page then go down to toolbars and find the object option.



Publication Designs

- Quick Publication Options
- Publication Designs
- Color Schemes
- Font Schemes

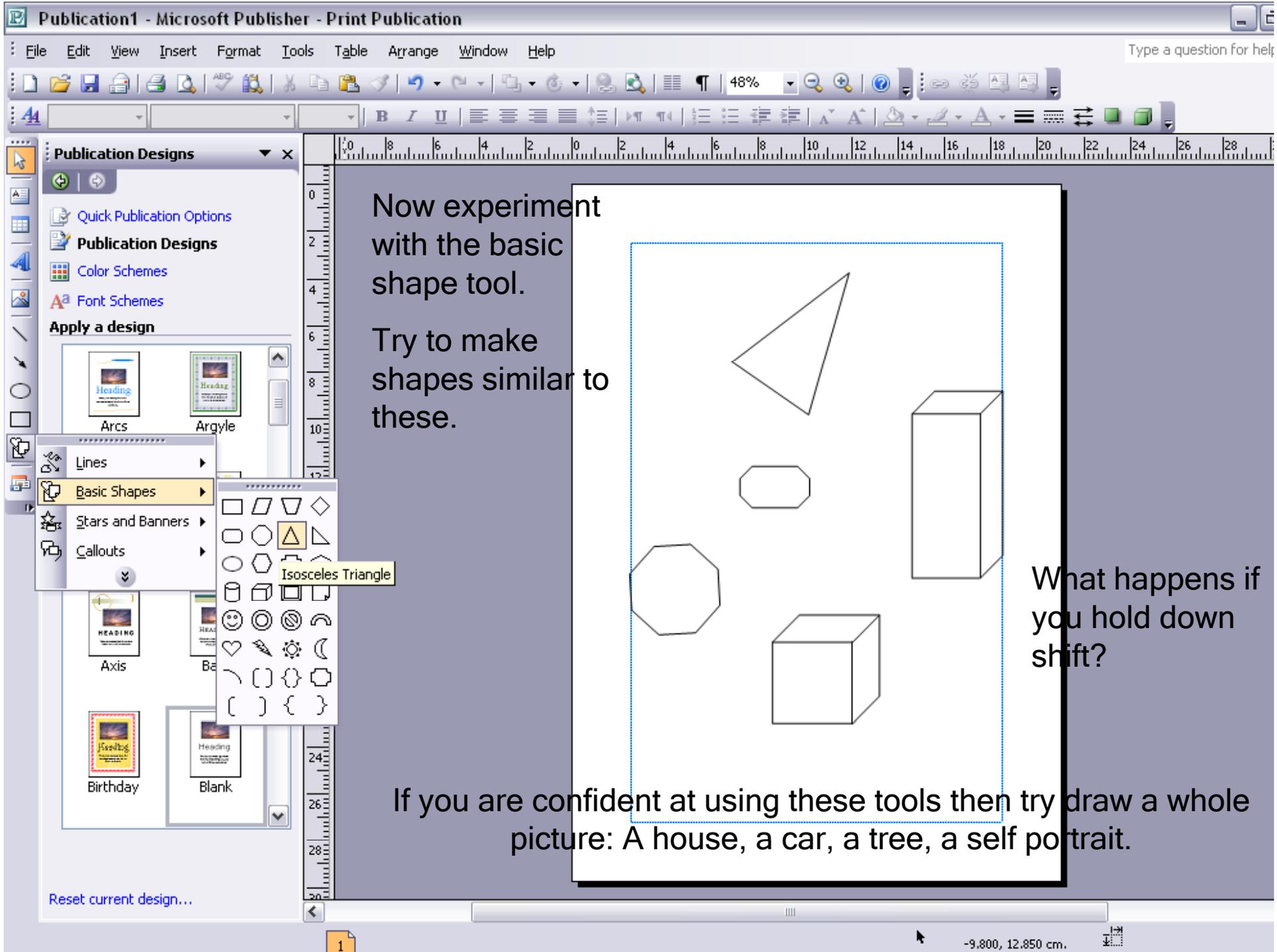
Apply a design

Reset current design...

See if you can choose the right line tool to make a line similar to these examples.

Here's some tips:

- Hold down the shift button while drawing a line to keep it completely straight.
- If you hover over the tool it will tell you what it does.



Now experiment with the basic shape tool.

Try to make shapes similar to these.

What happens if you hold down shift?

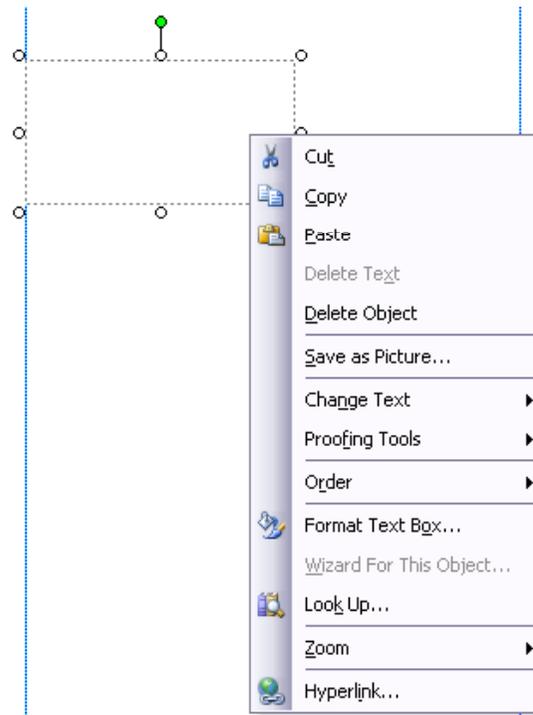
If you are confident at using these tools then try draw a whole picture: A house, a car, a tree, a self portrait.

Skills check:

- I can use the line tools to create a variety of lines.
- I can use the shape tools to create regular or irregular, 2D and 3D shapes.

For the next skills you need to remember that if you 'right click' on something you will usually be given a menu.

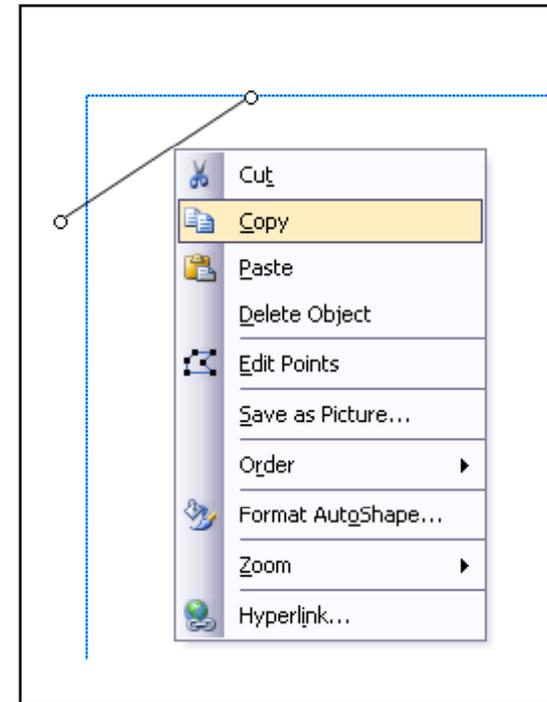
Here I have 'right clicked' on the text box and
Then a menu appeared



We will now be 'copy and pasting' a line.

Right click on the line and then select copy on the menu that appears.

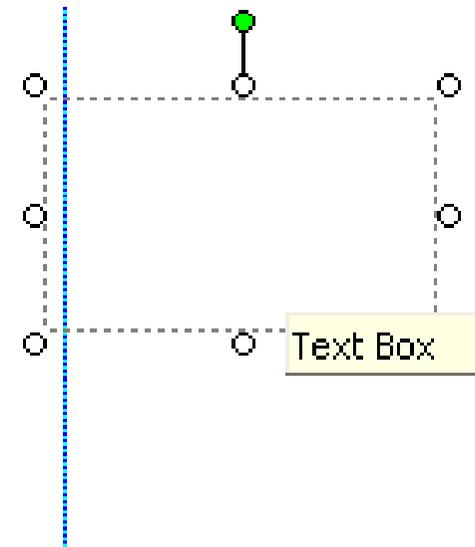
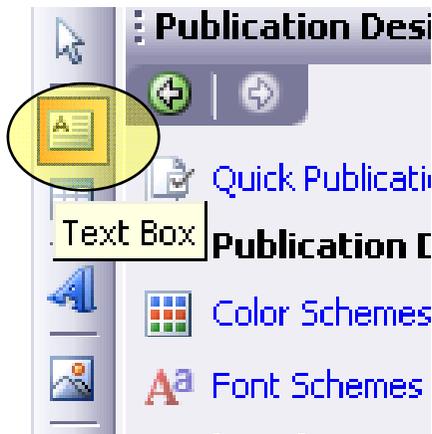
Choose one line from your first page of saved work and paste it onto another page or into a space.



- Try moving the lines about to make a pattern
- Now try to resize the line (make it longer or shorter)
- Tell a partner how you did this.

Skills check

- So that we can see that you can copy and paste, move and resize a line you need to write an explanation.
- To do this draw a text box and then write inside it what you have done.



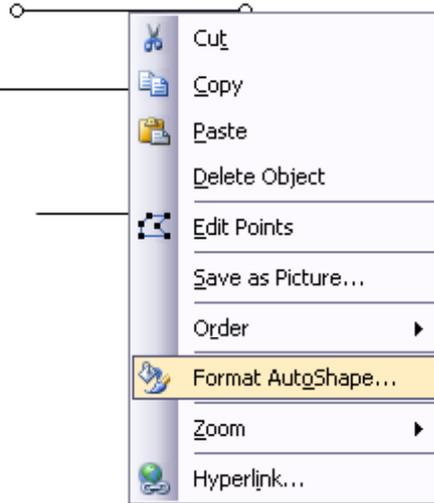
**You just learned another skill
without even realising!**

- Adding a text box

Now we will learn to recolour the line.

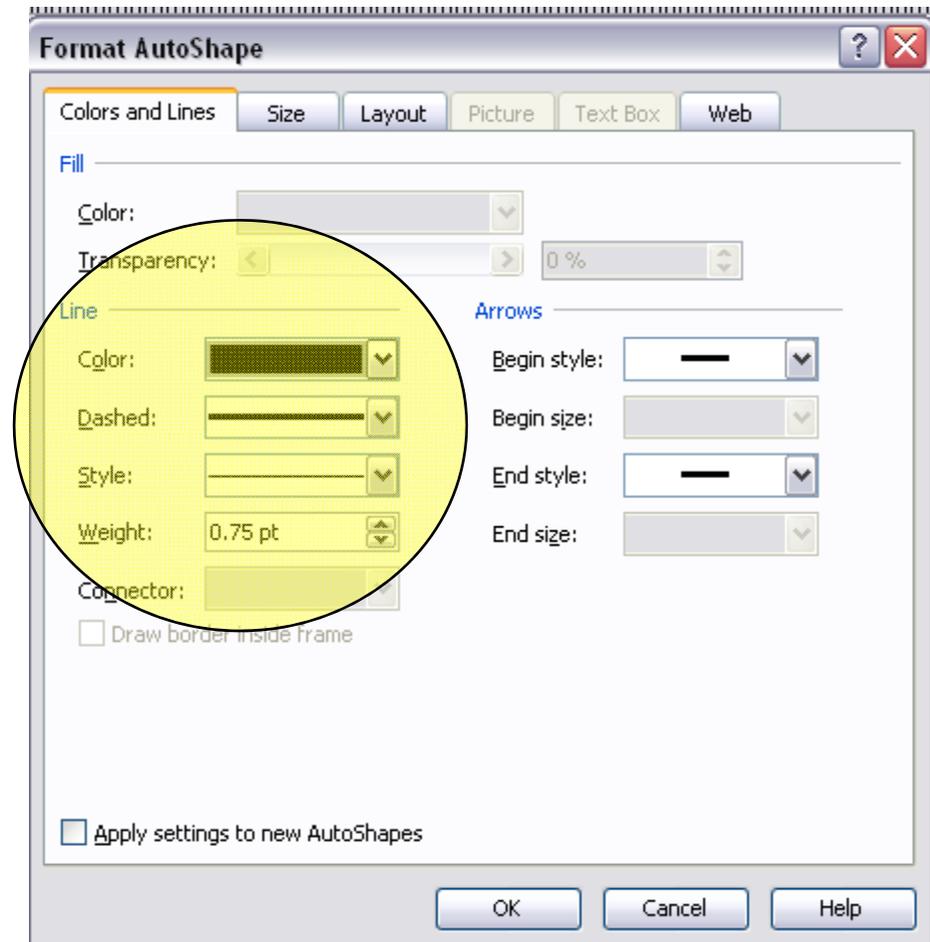
How can I get this menu?

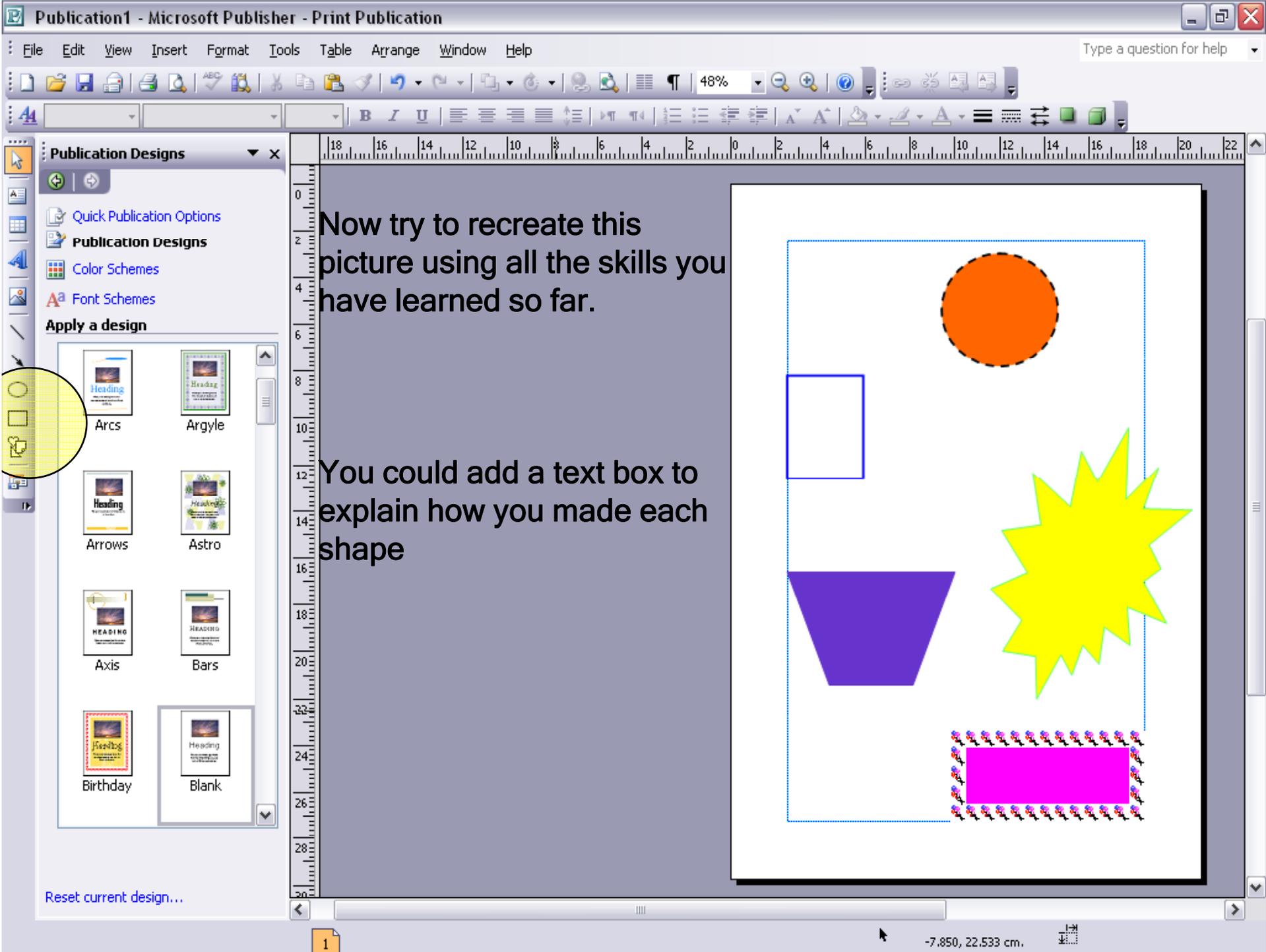
You need to select Format AutoShape (Format means change)



You will then see the next menu screen.

- Experiment with colours and types of lines.





Now try to recreate this picture using all the skills you have learned so far.

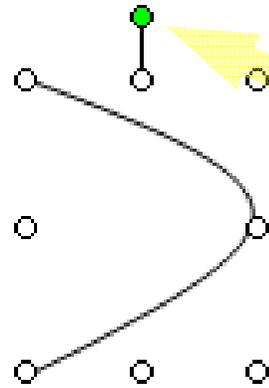
You could add a text box to explain how you made each shape

Skills check

- I can recolour lines and shapes using format AutoShape.

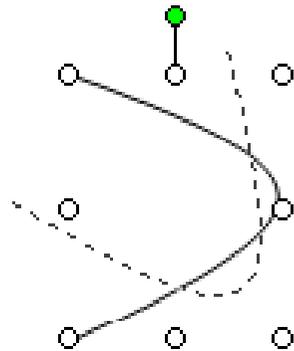
Advanced skills

- Rotate or flip shape/line
- Group lots of shapes to copy and paste together.

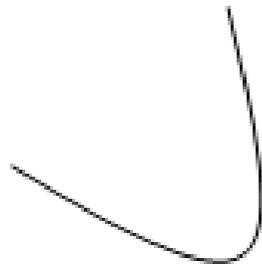


I have copied this shape so I can show you the original and the rotated shape.

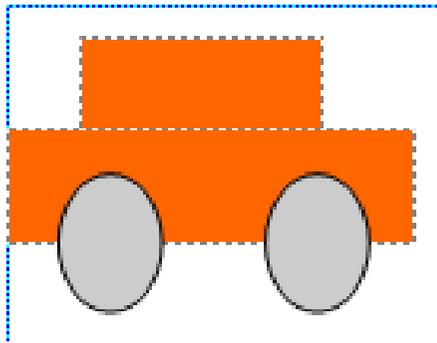
Click on the line and a green circle will appear.



Next grab the green circle using the left mouse button and drag the green circle in the direction you want.



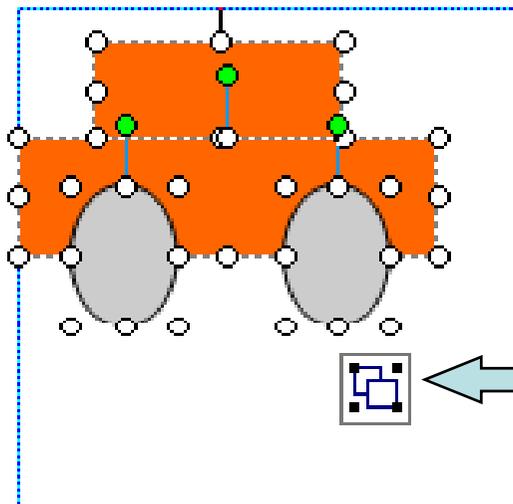
You can see where the rotated shape will be by looking at the dotted line.



Which shapes have I used to draw my car?

I want to copy lots of cars onto my page but I'll never get the shapes in exactly the right place.

I need to group the shapes to make one object



By clicking on one shape at a time and holding down the 'ctrl key' I can select all the shapes at once.

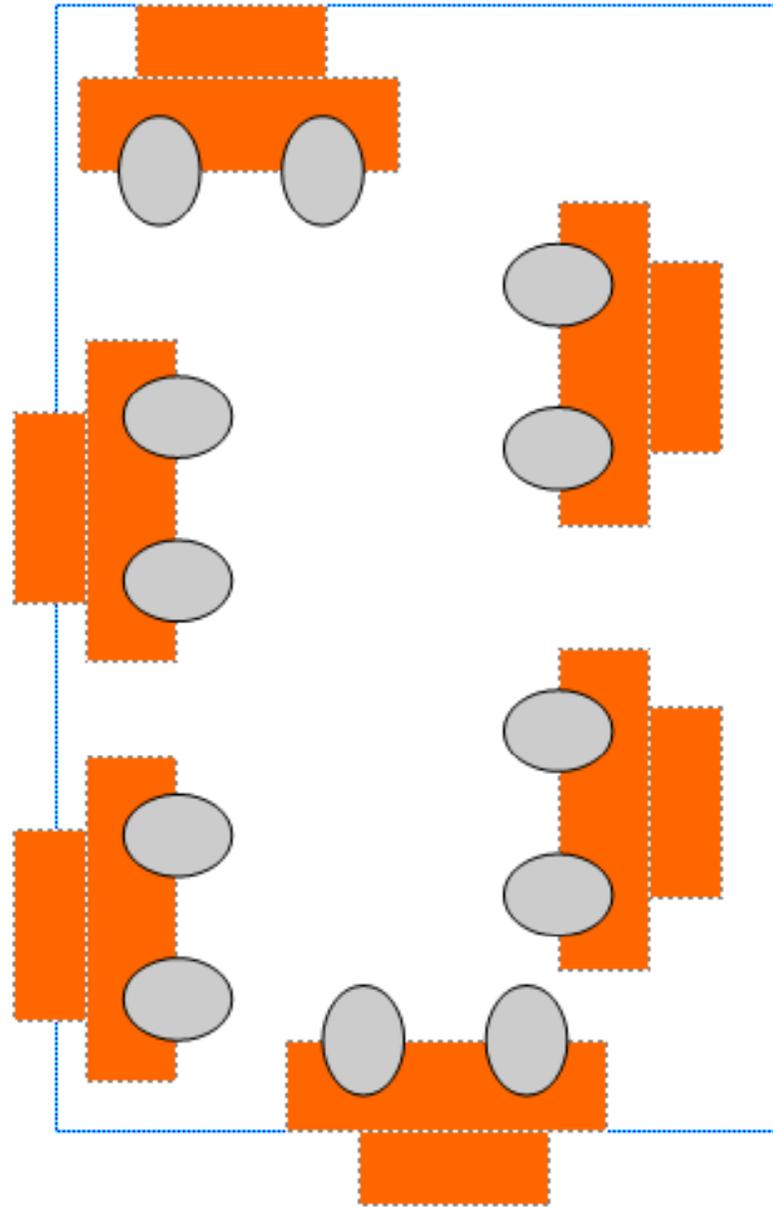


Then I click on the group icon that has appeared at the side.

When I click on it the shapes become one object so can be resized and copied like an individual shape

Try to create this picture so you can practice these two advanced skills.

Add a text box to explain how you did it.



Now you can:

- Draw different lines and shapes.
- Recolour and resize lines and shapes.
- Move lines and shapes.
- Copy and paste lines and shapes.
- Rotate lines and shapes.
- Group several shapes and make into one object.

If you are not confident at doing any of these skills ask your partner if they can help during the next task.

Practising skills

- Draw a picture that uses all the skills. Here are some ideas:
- a house with garden
- rocket flying through space
- Manchester city centre
- A football match/stadium
- A farmyard

Remember to ask your partner if you need help

Applying skills

- You will be designing the upper part of your vehicle from around the world.
- You will be able to try things out-undo/redo, copy or cut things like a real graphic designer.
- Some of you may wish to print your work and use it to actually decorate your vehicle.