



Act: 1W2		
Grade1	Strand: Writing	Concept: to create a mini fold book using Microsoft Publisher 2002
Description of Task:	<u>Birthday Booklet</u> Students will create a mini booklet about a sequence of events using pictures and words.	
Expectations:	1e1• communicate ideas (thoughts, feelings, experiences) for specific purposes (e.g., write a letter to a friend describing a new pet); 1e2• organize information so that the writing conveys a clear message (e.g., describe events in the proper sequence: We went to see the dog. I liked him very much. We took him home on the bus); 1e3• write simple sentences using proper punctuation (i.e., periods); 1e16– use words from their oral vocabulary as well as less familiar words from class-displayed word lists; 1e17– print legibly (capitals and small letters);	
Software Type:	Desktop Publishing Microsoft Publisher 2002	
Computer Skills Prerequisite	Students must be able to: <ul style="list-style-type: none"> • Access and run program • Manipulate landscape orientation • Add graphics • Use text • Use rotation buttons from the menu 	
Student Instructions: (for teacher)	See Attached	
Teacher Notes:	<ul style="list-style-type: none"> • Open a blank page in Microsoft Publisher 2002 • Go to File, Page Set up, select orientation –Landscape • Select Arrange in Menu-Layout Guide • Replace 1 in left, right, top, bottom menu to .25 • Set columns to 4 and rows to 2. •  Select the text box icon and draw a box the size of the first box, draw another to insert text. Use the moving truck to move the text around. •  On page number 2, 3, 4, 5 you will have to instruct the students on how to rotate the text by selecting the text box and the arrow beside the rotate button or arrange in the menu-rotate flip. • From the drop down menu have the students select the rotate left twice. The text will appear upside down. • The students will then insert graphics– go to insert picture from file or clipart (online). • Continue until all of the cells are completed. <p>Print and fold your finished book-Note-Follow page numbers and continue to read after page 6 which becomes a turn around.</p> <p>Related offline activities: Booklet activity can be extended to other subjects.</p>	
	Activity Template File: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Student Instruction BLM: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Assessment:	Does the student create a mini booklet, sequencing events? Does the student use vocabulary as well as information from class charts to create booklet? (Curriculum) Does the student create the booklet using text and graphics? (Technology)	

