

Poetry to Sit Still For (8 point assignment)

Directions:

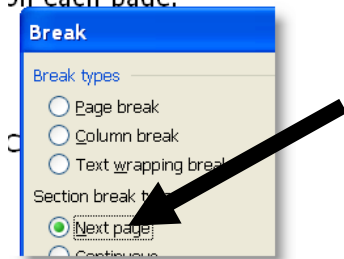
Build a collection of different types of poems. Compile a booklet with an explanation of each type of poetry and an example on each page. **Look at the rubric on the last page before you start the assignment.**

Objective:

To practice formatting a long document as well as inserting a table of contents

Activity:

1. Start Microsoft Word.
2. Make a title page with the words "Poetry Anthology". Add your name and period number (Press CTRL-ENTER to go to the next page)
3. Begin a new page, leave a blank page for your table of contents.
4. Add the name of the type of poetry. Make this a heading 1 style so it appears in your table of contents.
5. Leave a blank line space.
6. Add a definition / description of the poetry. Search for this online.
7. Find a poem online and copy and paste it into the page.
8. **Click Insert→Break→Next Page after each poem. This is important!**

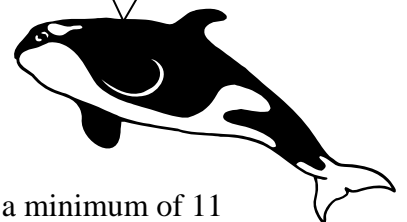


9. Each page should have a different border and different watermark.
10. Create a new page for each type of poem below.

- a. limerick
- b. alliteration
- c. cinquain
- d. onomatopoeia
- e. couplet
- f. metaphor
- g. haiku
- h. hyperbole
- i. imagery
- j. nursery rhyme

11. Repeat the process to complete the anthology. You should have a minimum of 11 pages. Each page has a definition of the type of poem and an example you found on the Internet then copied and pasted into your document. Make sure you insert page numbers.

Look at the rubric on the last page



12. Poems can be collected from the Internet. Make your pages interesting with various fonts, colors, and graphics. Remember the autosshapes and borders.
13. Add at least one clipart to each page that is related to the topic of the poem.
Example: if the poem is about a fish, add a fish clipart to your document as a watermark.

Insert page numbers

From the **Insert** menu, select **Page Numbers**.

In the page numbers pop-up window, make sure the position and alignment of the page numbers is to your preference.

For more page number options, click on the **Format** button.

Suppressing Page Numbers on First Page

Uncheck the **Show Number on First page** checkbox, if you do not wish the number to appear on the first page.

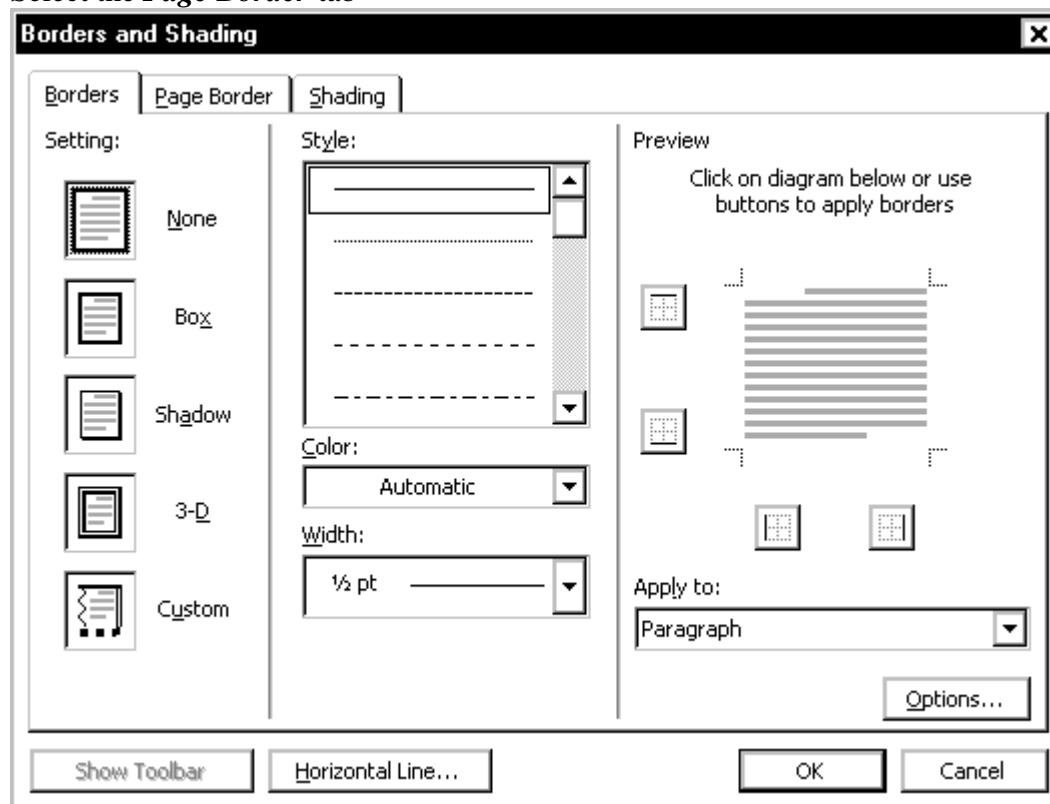
Insert a border

Adding Borders

From the *Format* menu, select **Borders and Shading...**

The *Borders and Shading* dialog box appears.

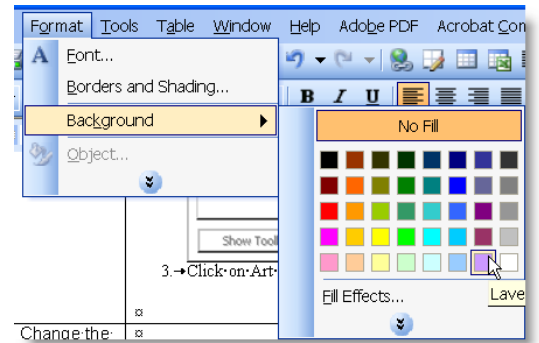
Select the **Page Border** tab



Click on Art and choose an image for your page border.

Change the background color of your document

Click on Format, then Background and choose a color from the color box.

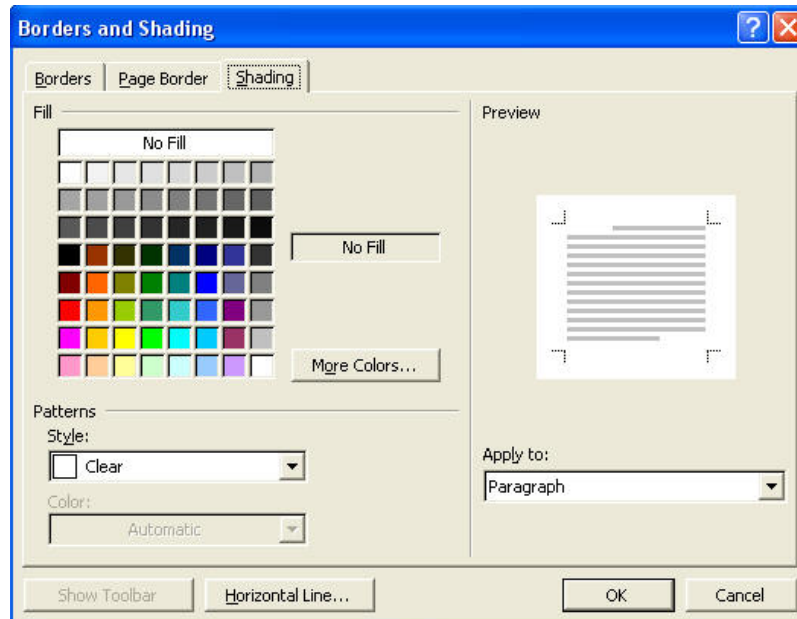


To add a Title Page

Move your cursor up to the middle of your page
Type in your title, I typed in "fairy tales". Center your text on the page.
Change the size of your font to something quite big, perhaps 72 points
Pick a nice font from those available to you
In the image below, the font is Impact; use a font that catches your eye.



Next, highlight the entire line of text (NOT just the words "Fairy Tales")
From the menu bar, click on Borders and Shading
Click the word "Shading" to select that tab strip
It should look like this one:



Notice that the "Apply to" text box says Paragraph. This will ensure that only the line we've highlighted will change color.
In the Patterns text box, it says "Clear". This means a background color without any

pattern on it. We'll stick with these settings.

To add some color, then, click one of the color squares. To keep it nice and simple, go for one of the grey color squares on the top row. Click on one of the squares with your left mouse button to select a shade of grey. When you're done, click the OK button. The background of your text will be highlighted like the one below:

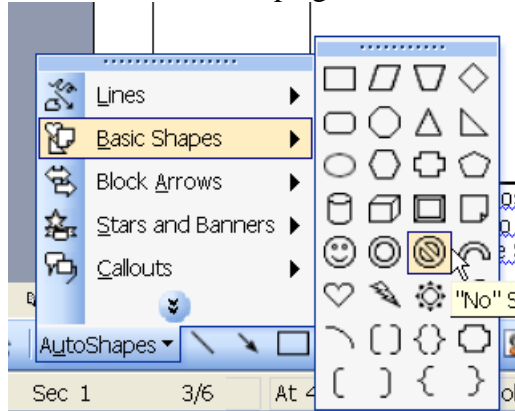


And that's it for your title page. You can also add a clip-art or two to add more design to it.

Insert a text box

For each song you add a comment on why you chose that song as part of your soundtrack. You can use an autoshape or a text box to do this:

1. To add an autoshape go to the Drawing toolbar and choose an autoshape.



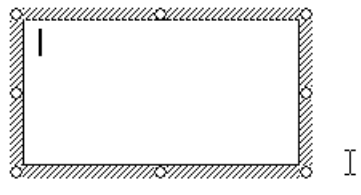
2. Once you insert the autoshape, right-click on the shape and choose "Add text" to type in why you chose that song.

If you want a text box then follow these steps:

Go to the Drawing toolbar and click on the textbox button.

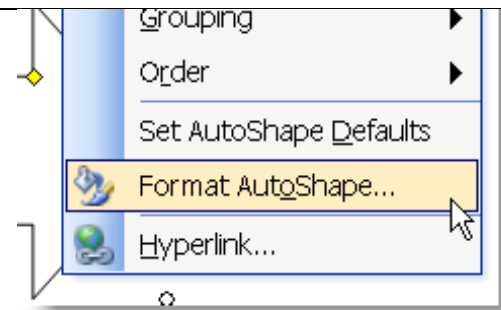


Drag out the size of the box you want to start off with then click inside and start typing..



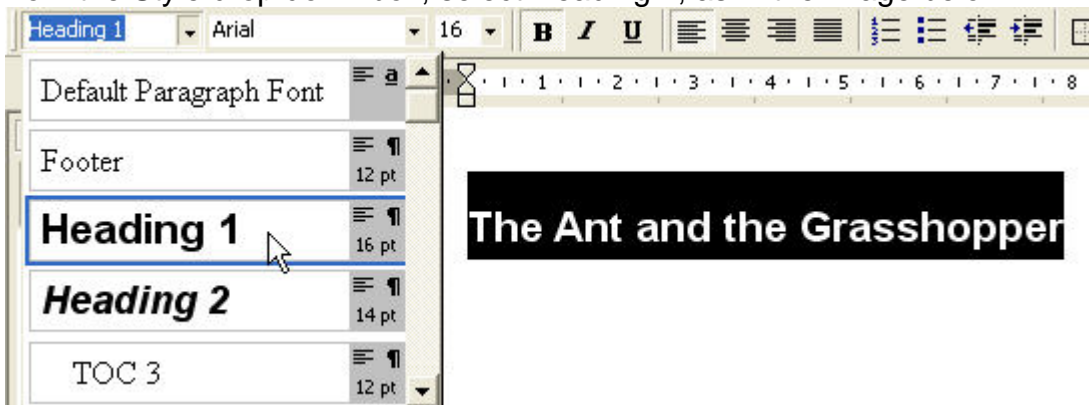
Formatting autoshapes and/or textboxes

Play with the colors and sizes of the autoshapes/text boxes:
Right-click on the shape.
Choose "Format AutoShape" or "Format TextBox"
Change the fill color or line color or the weight for different effects.

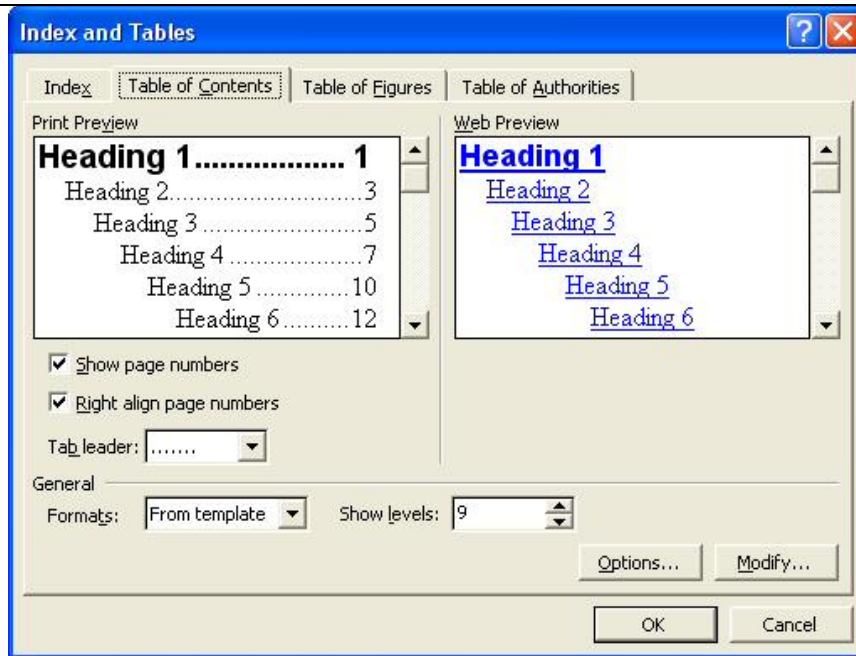


Insert a Table of Contents

You can let Microsoft Word create your Table of Contents for you. Before we do that, make sure you go through your document and select the poetry types. Select each then from the Style drop down box, select Heading 1, as in the image below:



This will turn all of your Titles into the Heading 1 Style. We can then tell Word to base our Table of Contents on the Heading 1 Style.
Turn the names of the bands into Headings 2 from the drop down box. You can then tell Word to add these sub headings to your Table of Contents page. Once all your titles are formatted to your chosen Styles, do the following.
Move your cursor to the page on which you want your contents page to appear, it should be page 2. Then from the menu bar, click on Insert.
From the drop down menu, click Index and Tables.
The Index and Tables dialogue box will appear. Click on the Table of Contents tab at the top, to see the following:



In the dialogue box above, we've elected to Show page numbers, and to Right-align page numbers. We've also set the Tab leader to be dots. Click OK and you should have a table of contents on page 2 of your Life's Soundtrack.

Previewing your document

To preview your document before printing, choose the **File** menu > **Print Preview**.

To switch between viewing one page and multiple pages:

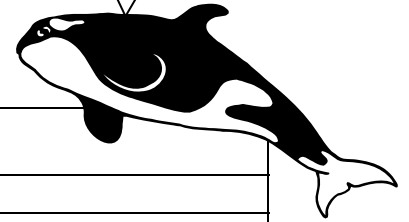
Click on the buttons at the top which look like one page, or four pages laid out.

To zoom in, place your cursor on the document--it will turn into a magnifying glass with a + symbol inside. Then click on your document.

To zoom back out, place your cursor on the document and this time your cursor will turn into a magnifying glass with a - symbol inside. Click on your document.



Here's the rubric!!



Poetry Anthology Rubric

Score (X2)	
4	All 12 poem types included with definitions Title page Used formatting (text color, font sizes..etc.) Included clipart and/or autosshapes with a watermark Page numbers and borders have been inserted
3	All 12 poem types included with definitions Title page Used formatting (text color, font sizes..etc.) Included some clipart and/or autosshapes Page numbers and borders have been inserted
2	No less than 10 poem types included, missing some definitions No Title page Some formatting No clipart/autosshapes Page numbers or borders have been inserted
1	Missing more than 3 poems and/or definitions No title page No formatting No clipart/autosshapes No page numbers and/or borders have been inserted
0	Files not found/ Work not submitted