

ACTIVITY 16: NEWS HEADLINES

New Skills Reinforced:

In this activity, you will practice how to:

1. insert and format text boxes.
2. group text boxes and graphics.

Activity Overview:

A text box may be referred to as a container for text that can be positioned anywhere on a page. Text boxes are primarily used so that the text does not interfere with other elements on the page. Using a text box allows you to place the text exactly where you want it rather than on a specific line. This activity provides an opportunity to randomly place text on a page to create a collage of text and graphics.

Instructions:

1. Open a NEW document in Word.
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Type the following news headlines into separate text boxes on the page:

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Record High Temperatures Set Today
More Pets Dress Up for Halloween
Gas Prices Up 3 Cents
East Coast Gets Hammered with Six Feet of Snow
Timberlake and Beyonce Receive Highest VMA Nominations
Real World Goes to Palm Springs
Veronica Mars Cancelled
IMPROV Holds Open Mic Night
America's Got Talent Leads in Nielsen Ratings
Harry Potter Hits the Shelf a Day Too Soon

NEW SKILL

4. Format each text box so that they show no borders.
5. Insert one clipart image, related to the corresponding headline, near each text box.
6. Format the font and point size of each headline as you see fit.
7. Hold down the SHIFT key and click on each text box and its corresponding clipart image. Group each pair so that they can be moved easily on the page.
8. Arrange each grouped text box and clipart image randomly around the page to create a collage effect, assuring that all fit on one page.
9. Carefully proofread the document for spelling, grammar, and accuracy.
10. Save the document as First & Last Name, HEADLINE
11. Email file to your instructor. Subject line should be the same as your document name.

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