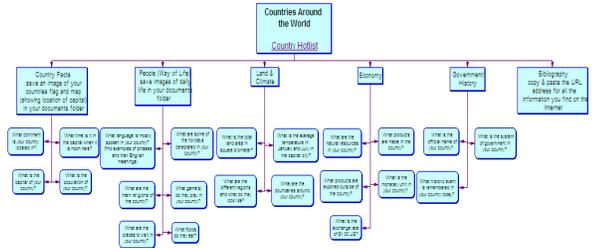


# Countries Around the World

## A Technology-Integrated Project

### Step 1: Inspiration (graphics organizer)

1. From desktop, select My Computer
2. Select Templates
3. Select 3<sup>rd</sup> grade
4. Open “Countries Around the World.ins”
5. Select File/Save As
6. Select My Documents
7. Choose Save



**\*\*\* Remember ... Always Save Your Work \*\*\***



Click on “Country Hotlist”

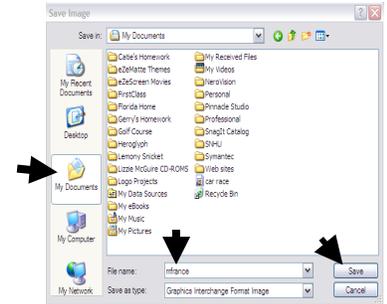
<http://www.kn.att.com/wired/fil/pages/listcountryecg.html>

Minimize (minus down) and the website window remains active on the taskbar



### How to save images from the Internet

1. Find an image in any of the websites & Right click
2. Select “Save Image as”, choose My Documents
3. Give the image a name
4. Select Save



### How to answer the questions in Inspiration

1. Read the question in Inspiration
2. Click on the Country Hotlist off of the taskbar
3. Choose a website to explore & research  
To return to “Countries Around the World”, select Back ▾ and choose from list
4. Highlight (click and drag to select the text) the answer for the question



5. Select Edit/Copy
6. Select Inspiration off of the taskbar
7. Click (2 times) on the question
8. Click Add Note
9. Select Edit/Paste



### ***How to cite resources***



1. Copy & paste onto each Note Pad the following information from all websites:  
*URL address of Page*

### ***Exporting Inspiration outline into MS Word***

1. In Inspiration, go to outline view.
2. Add the name of your country at the top and make changes as needed.
3. Select File/Export.
4. Select MS Word/Save.
5. Select My Documents/Select Save.

## **Step 2: Microsoft Word**

### **Where Fact merges with Fiction (Creating a Daily Journal)**

You are visiting a country for 5 days. Using Microsoft Word, you are to compose and create a daily journal with the outline you exported. Your daily entries should include all the facts you found while visiting (researching) your country.

Each journal entry must have a beginning, middle and an end. Write in complete sentence format, using sequential-writing key signal words. There should be no spelling errors and grammatically correct.

## Editing and Formatting in MS Word

Format the headings in 16 point, Times New Roman, bold.

Format the text in 14 point, Times New Roman.

Set line spacing for 1½.

Add a picture onto each day.

Add a bibliography and cover page at the end of your journal.

### *Adding text*

1. Using the mouse, locate where you want to add text.
2. Left click – this is now the “insertion point”.
3. Begin typing your text.

### *Editing or formatting text*

1. Highlight text using click & drag.
2. Make changes to font, size, line spacing etc...



### *Deleting text*

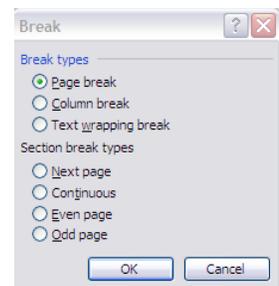
1. Highlight text using click & drag.
2. Hit the Delete Key.

### *Hide/Show ¶*

1. Click ¶ on toolbar to turn on.
2. Click ¶ on toolbar to turn off.

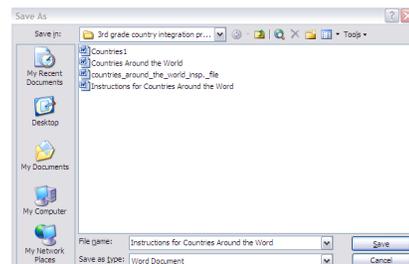
### *Insert a new page*

1. Locate where the new page will begin.
2. Insert an “insertion point”.
3. Select Insert/Break/Page Break. Click OK



### *Saving as a new document*

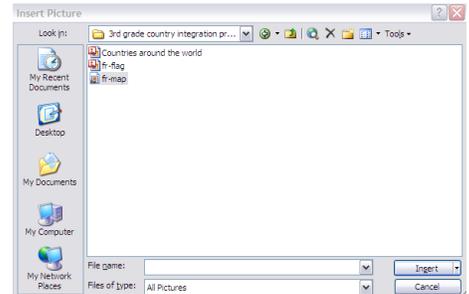
1. Select File/Save As.
2. Type new in File Name box
3. Select Save



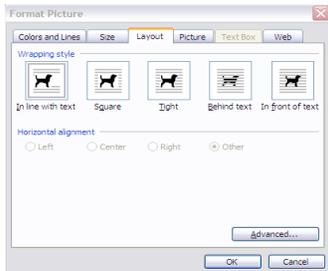
## Adding Pictures in MS Word

### *Inserting Pictures*

1. At the “insertion point”, select Insert/Picture/From File.
2. Select My Documents from side panel.
3. Select image to be inserted.



### *Formatting Pictures*



1. Double click on a picture.
2. Select Layout tab from the Format Picture box.
3. Choose Tight.
4. The image becomes free-floating – can be moved anywhere around in a report and the text wraps around it (just like this picture).

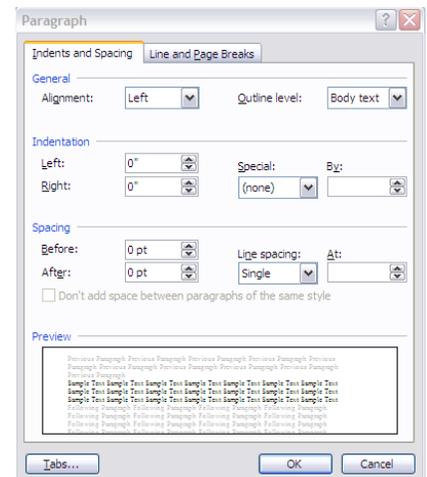
### *To resize an image*

1. Select the image (circles appear around the image).
2. Left click (and hold) on a circle.
3. Drag the picture out so it resizes.

## Add a Bibliography in MS Word

### *To create a bibliography*

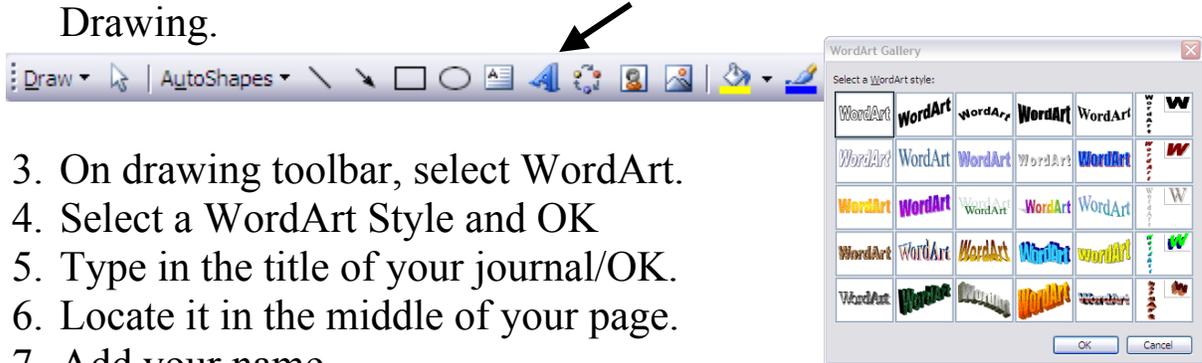
1. Be sure you are on a page of its own (see Insert a New Page)
2. Highlight all the cited sources and cut/paste them onto the last page.
3. Select Format/Paragraph.
4. Choose Special/Hanging.
5. Choose Spacing/After/12 pt.
6. Choose single Line spacing.



## Add a Cover Page in MS Word

### *To create a cover page*

1. Add a blank page at the end of your journal (see Insert a New Page).
2. If drawing toolbar is not open, go to View/Toolbars. Click Drawing.

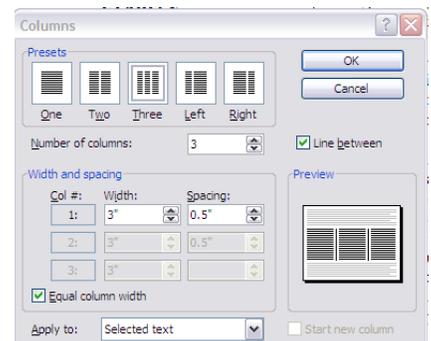


3. On drawing toolbar, select WordArt.
4. Select a WordArt Style and OK
5. Type in the title of your journal/OK.
6. Locate it in the middle of your page.
7. Add your name.

## When Fact is not Fiction (Creating a Brochure)

### *To create a brochure*

1. Open exported Inspiration document (same document you used to create the daily journal).
2. Select File/Save As.
3. Choose My Documents.
4. Enter in a File Name and Save.
5. Choose Edit/Select All (highlights all the text).
6. Select File/Page Setup and choose Landscape.
7. Set margins on .5" for top, bottom, left, and right.
8. Select OK.
9. Select Format/Columns.
10. Select Three columns, check Line between, and select OK.



11. Select Format/Styles and Formatting, scroll the list and choose Normal.



12. Select Format/Font, choose (font) Times New Roman/(style) Regular/(size) 11 pt. and OK.

13. Click anywhere to unselect the text.

***To format the inside of the brochure (page 1)***



1. Highlight title
2. Change to 16 pt. bold
3. Highlight category headings and change to bold.
4. Highlight all questions, change to italic and a font color (your choice)
5. Edit through and delete all the cited sources.
6. Select Edit/Replace.

Under Find what, type “your country” and under Replace with, type the name of your country. Select Replace All.

7. Modify the text to make complete sentences.
8. Add an extra paragraph (¶) before each topic heading



***To format the outside of the brochure (page 2)***

*Column 1 (text overflow from inside):*

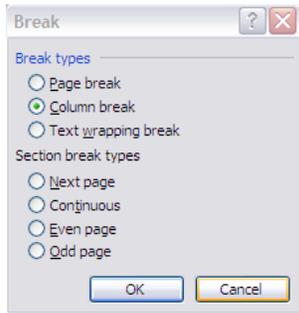
1. Insert an image of daily life at the bottom of column 1.
2. Resize the image to fit in the column.
3. Format the image and convert to free-floating.
4. Move image to the bottom of column.

*What is the monetary unit for France?*  
The currency in France is the euro dollar.



*What is the exchange rate for \$1.00 US?*  
The exchange rate for \$1.00 on July 19, 2006 is 0.7932 euro.

*Column 2 (text overflow from column 1):*



1. If there is no overflow, select Insert/Break/Column Break and OK to move into column 2.
2. Insert the picture of the map and flag of your country.
3. Resize to fit in column and format pictures to be free-floating.

4. Move the map to the top and flag to the bottom of column 2

*Column 3:*

<p>and south of France</p> <p><i>What is the average temperature in January and July in the capital city?</i> The average temperature in January is 39 F and 61 F in July.</p> <p><b>Day 4: Economy</b></p> <p><i>What are the industries in France?</i> The major industries in France are machinery, chemicals, automobiles, metallurgy, aircraft, electronics, textiles, food processing, and tourism.</p> <p><i>What commodities are imported into France?</i> France imports machinery and equipment, vehicles, crude oil, aircraft, plastics, and chemicals.</p> <p><i>What commodities are exported out of France?</i> France exports machinery and transportation equipment, aircraft, plastics, chemicals, plastic-mechanical products, wine and steel, and beverages.</p> <p><i>What is the monetary unit for France?</i> The currency in France is the euro dollar.</p> 	<p><b>Day 5: Government</b></p>  <p><i>What is the official name of France?</i> The official name for France is La République Française (The French Republic).</p> <p><i>What is the ruling political party in France?</i> The ruling party is Union pour un Mouvement Français (UMP) (Vote for a People's Movement), which is composed of the Rassemblement pour la République (RPR) ( Rally for the Republic) and Démocratie Libérale (DL) ( Liberal Democracy). Vote pour la Démocratie Française (VDF) (Vote for French Democracy) and allies.</p> <p><i>Who is the head of state in France?</i> The head of state in France is President Jacques Chirac (RPR), who was re-elected 5 May 2002.</p> 
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Adventures  
in  
France

brochure created by  
Celeste Craig  
3rd grade

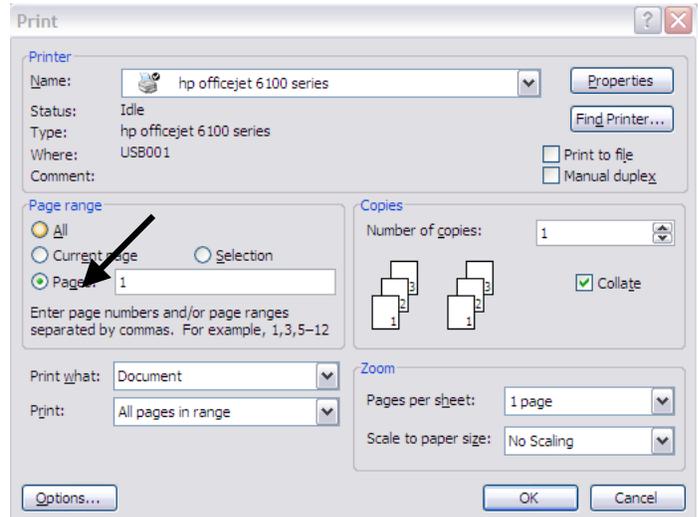


1. Select Insert/Break/Column Break and OK to move to column 3.
2. Using WordArt, create a title for your brochure.
3. Add your name, format in a font and color of your choice.
4. Insert an image of daily life.

5. Resize to fit in column and format to be free-floating.
6. Move the picture to the bottom of column 3.

## ***Printing the Brochure***

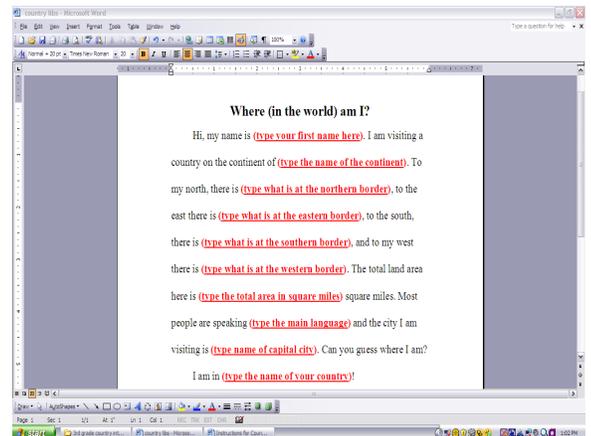
1. Select File/Print
2. Select Pages (under Page range)
3. Enter in 1 and OK (page 1 prints)
4. At printer, move page 1 to hand-feeder
5. At computer, select File/Print
6. Select Pages (under Page range)
7. Enter in 2 and OK (page 2 prints on backside of page 1).



## **Step 3: Multimedia presentation**

### ***Create your Mad Lib story***

1. Open up the word document “Country Libs” in the 3<sup>rd</sup> grade template folder.
2. Highlight each lib and type in the information. Use your daily journal as a resource if you are unsure of the answer.
3. Print this document.



### ***Practice, Practice, Practice***

1. Pick a partner.
2. Take turns reading your Mad Lib story aloud.
3. Pause between paragraphs.
4. Practice, practice, and practice some more until your narration flows smoothly.

# Microsoft Photo Story

Cover page for presentation



Narration page for 1<sup>st</sup> paragraph.  
Student will read their Mad Lib Story into Microsoft Photo Story

Country Map page.  
Instructor will insert picture of country map.  
Student will read 2<sup>nd</sup> paragraph of their Mad Lib Story into Microsoft Photo Story.

