

# WORD BASICS 3

## Inserting Clip Art



<b>Level:</b>	All ESL Levels
<b>Materials Needed:</b>	Printer paper
<b>Media Needed:</b>	Computer / Printer

# Learn New Words



Do this page at your desk.



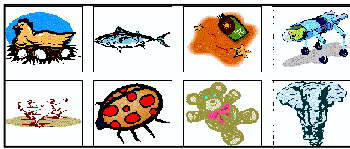
**Directions:** Write the words.



(choose)

select

*select*



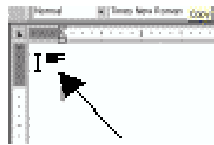
clip art

*c*



(put in)

insert



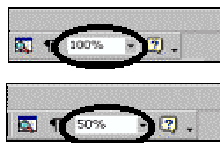
(Move the mouse to see the cursor on the screen.)

cursor



double arrow

*d*



zoom

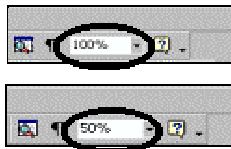
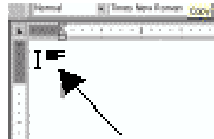
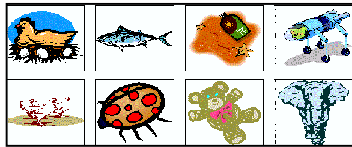
# Practice New Words



Do this page at your desk.



**Directions:** Match the words and the pictures.



double  
arrow

cursor

zoom

insert

clip art

select

# Choosing Art



**Do this page at your desk.**

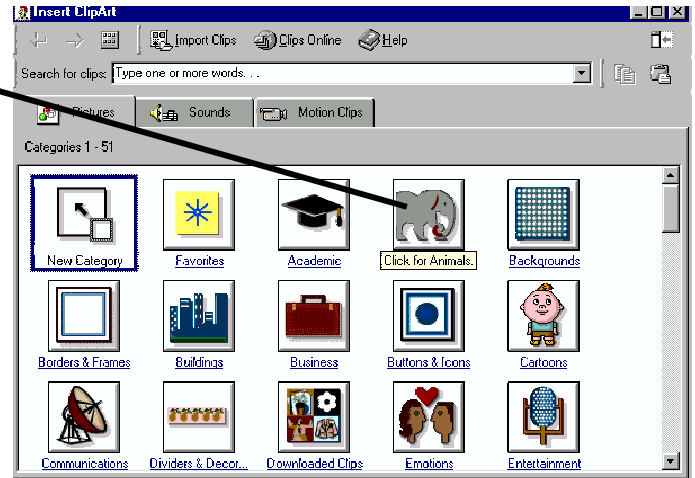


**Directions:** Draw a line from the sentence to the clip art section.

Dogs are in the Animal section.

Music is in the Entertainment section.

Houses are in the Building section.



**Directions:** Write the names of the animals. Use the words from the box and answer the question.

bird	dog	frog
chicken	elephant	lion



dog

Which animal can you write about? \_\_\_\_\_

# Write a Paragraph



**Do this page at your desk.**



**You will type this paragraph on a Word document later.**

**Direction:** Read Antonio's story. Write your own paragraph and ask your teacher to look at it.

	<b>Frogs</b> <i>by Antonio Moraes</i>	
	I like frogs. They are interesting animals.	
	They live in water and on land.	

	<i>I like</i>	

Instructor's Signature: \_\_\_\_\_



## NOW GO TO A COMPUTER



**Ask a student with experience or your teacher to help you with the next pages.**

### **Note to teacher or tutor:**

Depending on the set-up and the version of Windows, the instructions and dialog boxes may vary from the pictures displayed.

Please place MSWord as a shortcut on the desktop or lead the students to choose Start/Programs/MS Office/Word/New document.

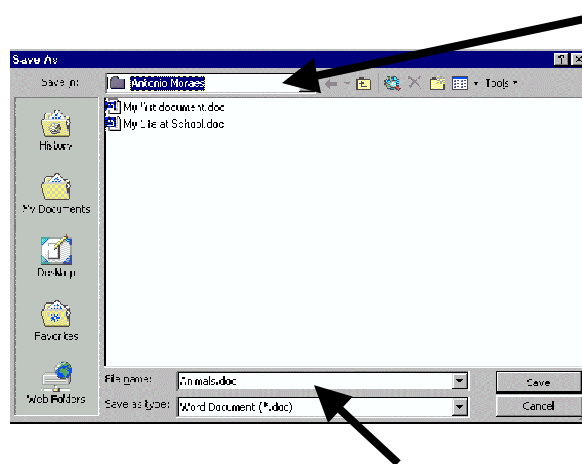
There are several ways to insert a picture and to format it. This lesson is only an introduction and shows the simplest way to manage pictures from clip art.

**Additional Note:** Students are asked in these lessons to double click on the menu bar items such as File when a single click would ordinarily be sufficient. This is to ensure that they see the entire menu and not an abbreviated one.

# Creating a New Document

**Directions:** Follow the instructions.

1. Open a new document. Click **Save**.
2. Ask a friend or the teacher to show you how to find your folder.



3. Give your document a file name (Animals).
4. Click **Save**.
5. Write your paragraph from page 5.



## My Favorite Animal

*by Antonio Moraes*

I like frogs. They are interesting animals.  
They live in water and on land.

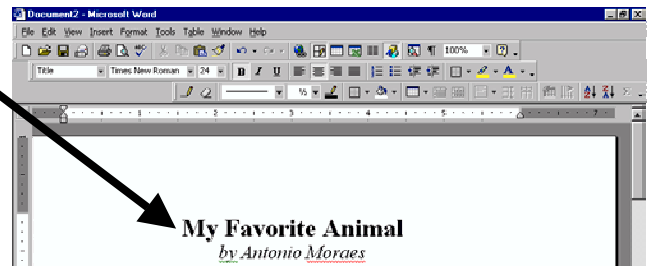
6. Save your document and exit Word.

# Preparing to Insert Clip Art

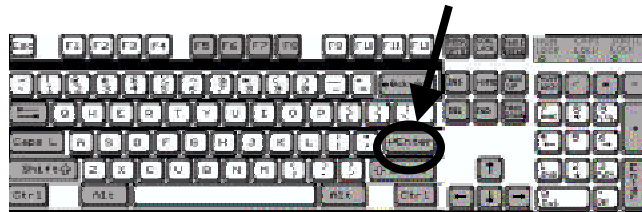
**Directions:** Follow the instructions.

1. Open Word and your document.

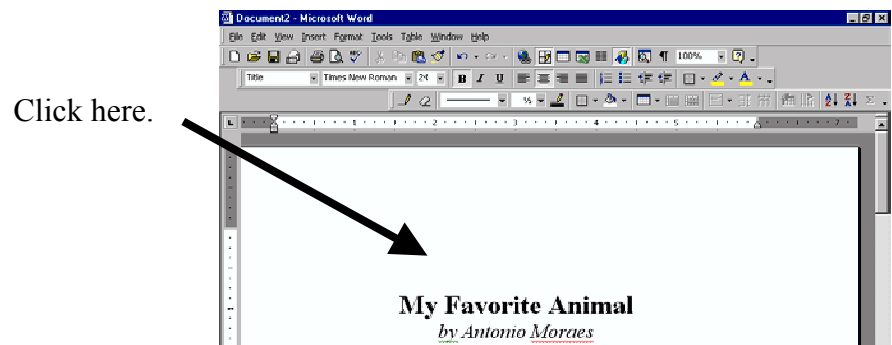
2. Click at the beginning of the title.



3. Press *Enter* on the keyboard two times to move the title down.



4. Click above the title.

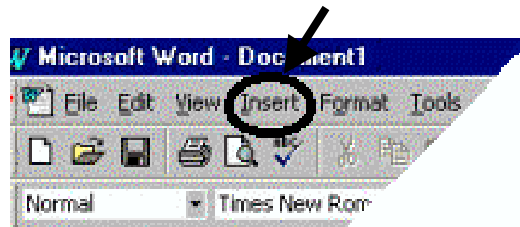




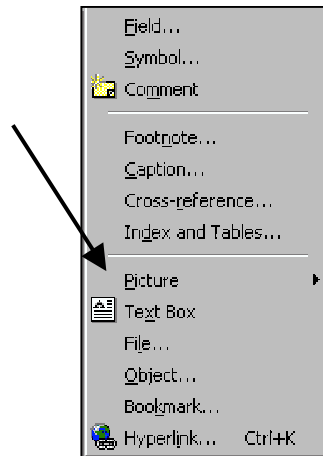
# Inserting Clip Art

**Directions:** Follow the instructions.

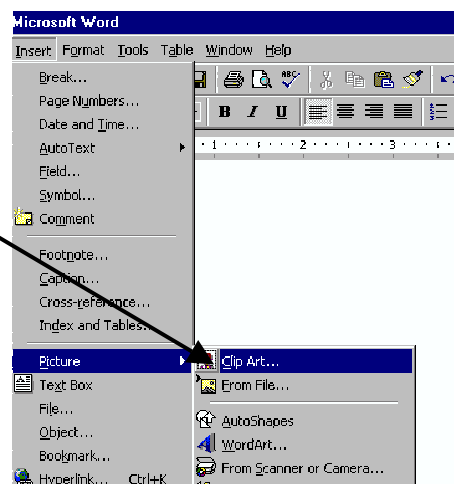
1. With your document open and after clicking above the title, double click **Insert**.



2. Click **Picture**.



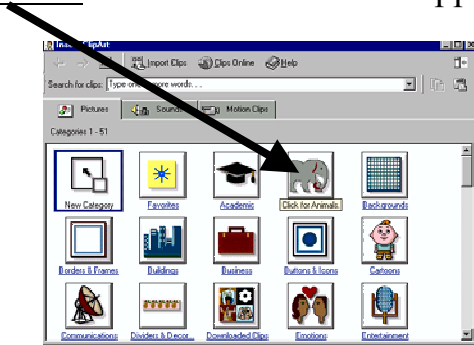
3. Click on **Clip Art**.



# Inserting Clip Art (continued)

**Directions:** Follow the instructions.

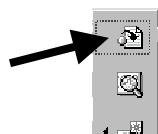
4. Click on Animals. Click when the hand appears (select).



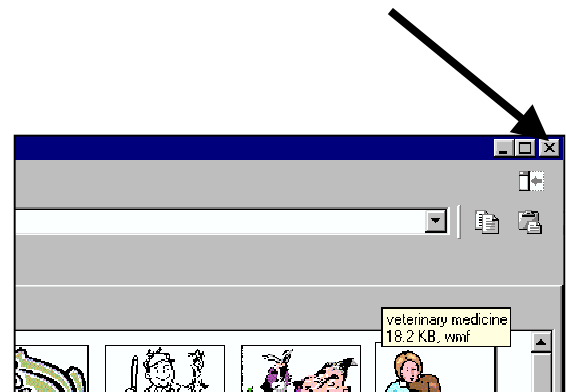
5. Select an animal.



6. Click the insert button.



7. Click the X at the top of the box.

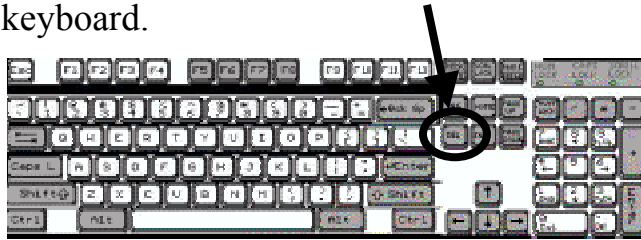


8. Save your document and exit Word.

# Deleting Pictures

**Directions:** Follow the instructions.

1. Open your document and click on the picture.
2. Press **Delete** on the keyboard.



## Practice Inserting and Deleting

**Directions:** Insert new pictures in your document and delete them. Do five different pictures. Write what the picture is.

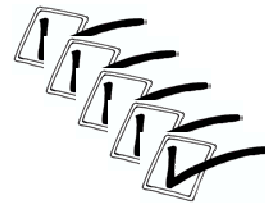
Picture 1 \_\_\_\_\_.  
What is the picture?

Picture 2 \_\_\_\_\_.  
What is the picture?

Picture 3 \_\_\_\_\_.  
What is the picture?

Picture 4 \_\_\_\_\_.  
What is the picture?

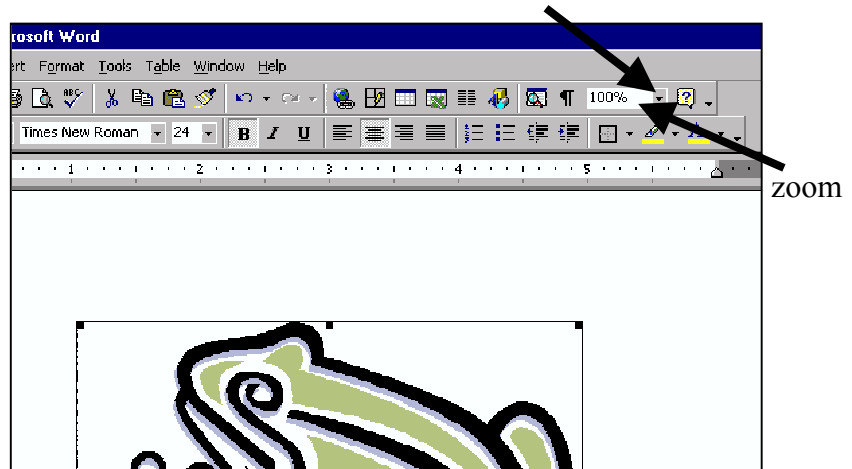
Picture 5 \_\_\_\_\_.  
What is the picture?



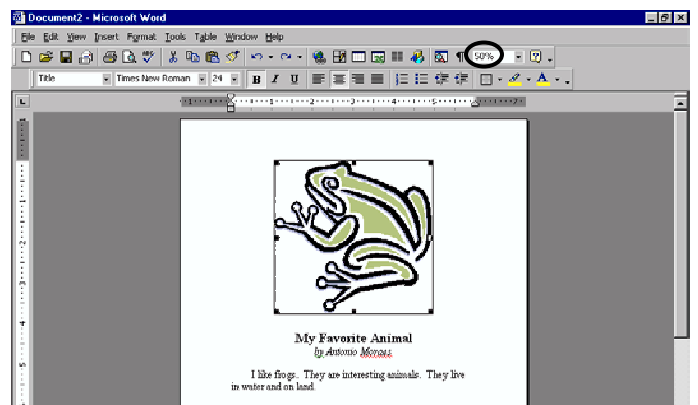
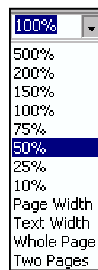
# Preparing to Format Pictures

**Directions:** Follow the instructions.

1. Open Word and your document.
2. Click the arrow by zoom to change view, so you can see the page.



3. Click on 50%.

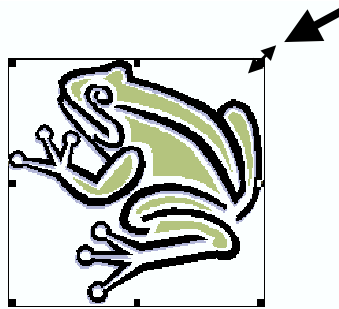


4. Click on your clip art that is in the document.

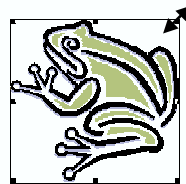
# Formatting Pictures

**Directions:** Follow the instructions. Ask for a friend or the teacher to help you with this page.

1. With your document open after changing the view and clicking on the picture, move the cursor over a corner of the picture.
2. Click and hold the button down when you see a double arrow. ↗



3. Drag the double arrow toward the middle of the picture by holding down the arrow to make it smaller and then release the button.

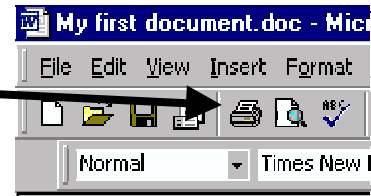


4. Move the cursor over the corner again and click and hold the button when you see the double arrow. Drag the double arrow out to make the picture bigger.
5. Make the picture the size that you want.
6. Save and exit Word.

# Printing a Document

**Directions:** Follow the instructions.

1. Open Word.
2. Open your document.
3. Click the printer picture.
4. Show your teacher your document.
5. Exit Word.



## Practice

**Directions:** Follow the instructions.

1. Open Word and save a new document with the name of another animal in your folder.
2. Write a new paragraph about your new animal.
3. Insert a picture and format it.
4. Print your new document.
5. Exit Word.

# Teaching Others

Teach one other student what you learned in this lesson.

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Partner's Signature

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date





## WORD BASICS 3

### Inserting Clip Art

**CHECKLIST:** Check ✓ each worksheet when you finish.

- \_\_\_\_\_ Learn New Words (page 2)
- \_\_\_\_\_ Practice New Words (page 3)
- \_\_\_\_\_ Choosing Art (page 4)
- \_\_\_\_\_ Write a Paragraph (page 5)
- \_\_\_\_\_ Creating a New Document (page 7)
- \_\_\_\_\_ Preparing to Insert Clip Art (page 8)
- \_\_\_\_\_ Inserting Clip Art (page 9-10)
- \_\_\_\_\_ Deleting Pictures (page 11)
- \_\_\_\_\_ Practice Inserting and Deleting (page 11)
- \_\_\_\_\_ Preparing to Format Pictures (page 12)
- \_\_\_\_\_ Formatting Pictures (page 13)
- \_\_\_\_\_ Printing a Document (page 14)
- \_\_\_\_\_ Practice (page 14)
- \_\_\_\_\_ Teaching Others (page 15)

I finished all the worksheets and activities.

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Student's Signature

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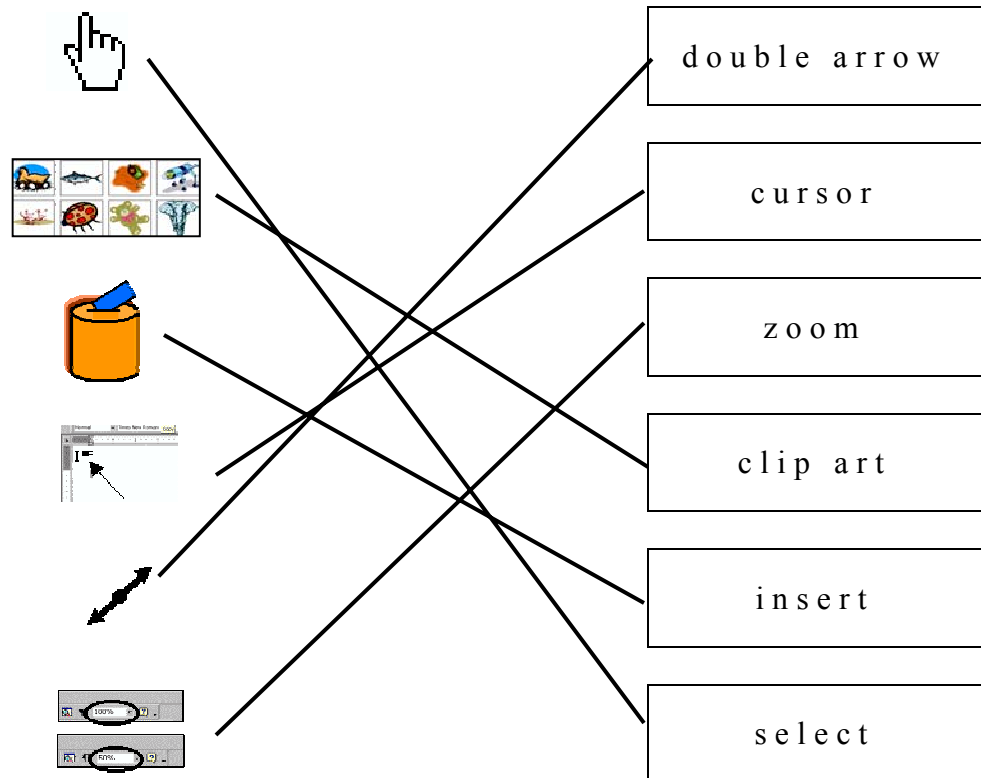
Instructor's Signature



# ANSWER KEY

## Inserting Clip Art

### Practice New Words (page 3)



### Choose Art (page 4)

Dogs are in the Animal section

Music is in the Entertainment section.

Houses are in the Building section.

