Multimedia Development 1
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Jing TechSmith

Jing PDF Tutorial Template

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Microsoft App Utilized: Microsoft Word 2007

Video URL from Jing: http://www.screencast.com/t/8TmKU9KCl

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Function 1-Font

Begin typing text and highlight it by pulling and dragging over the text that needs to have its font changed. Once the text is highlighted a pop up menu will display with the different font options available. The text can be changed by bolding, italicizing, underlining, highlighting, changing the font size and styles. Below the text, Name:, was highlighted by pulling and dragging and by clicking on the icon **B** made it bold.
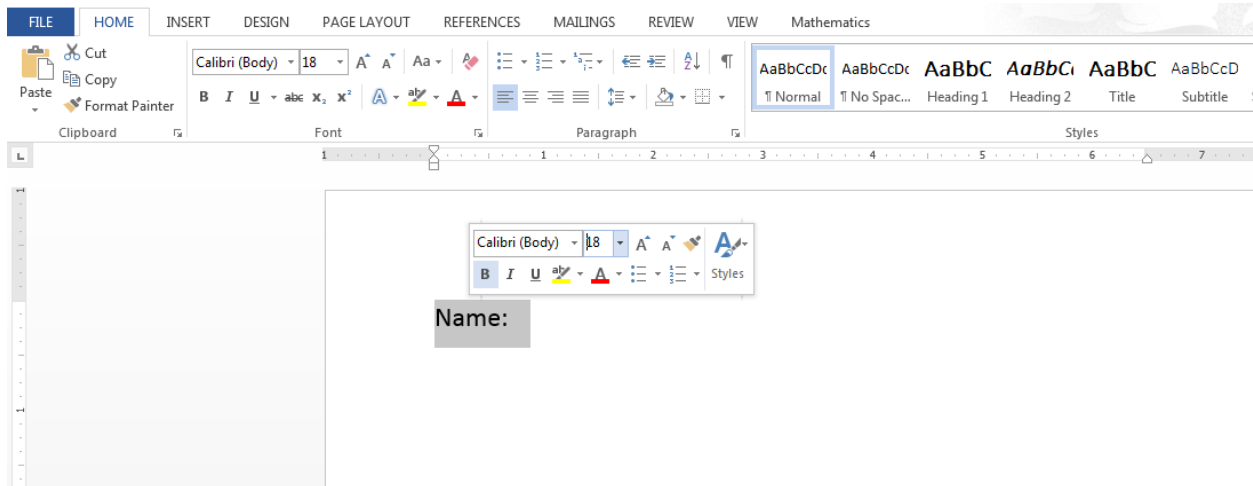
Then, if you want to change the text color it can be changed to red by using the pull down arrow specified by the icon <u>A</u>, and choosing a color of choice. Ex.

Name:
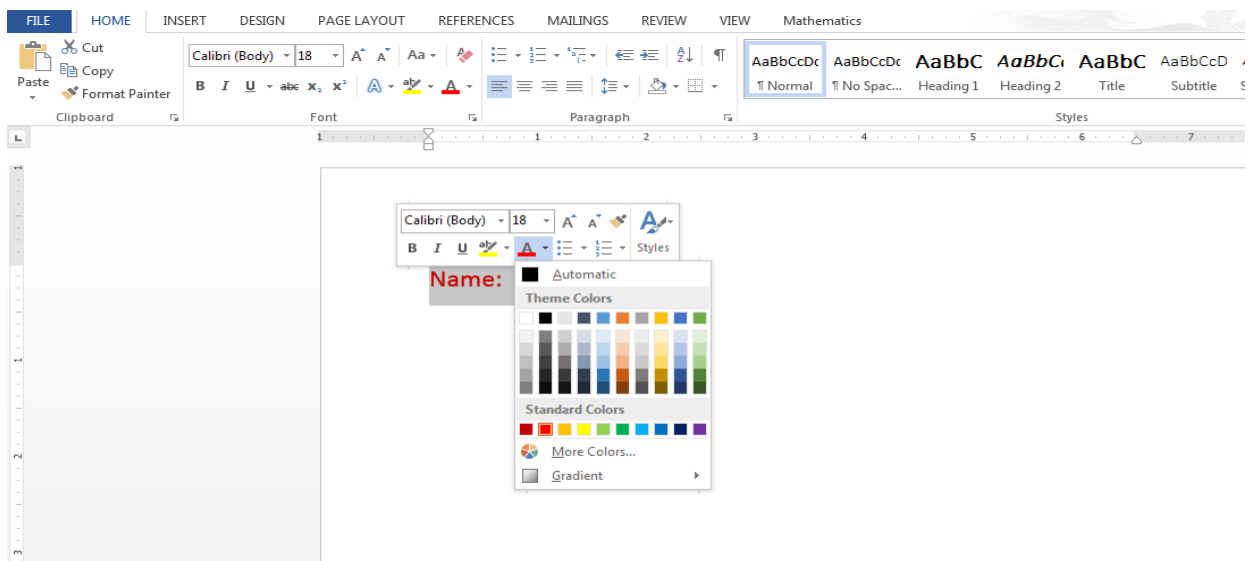
Function 2 – Line Justification

Line justification occurs when highlighting the text ,step 1: dragging and pulling over the text, and then clicking on the justification of choice. Step 2: Choose a line justification of your choice, either align right, left, centered, or justified. The text, *Copy and Paste Animals*, on this document was centered.
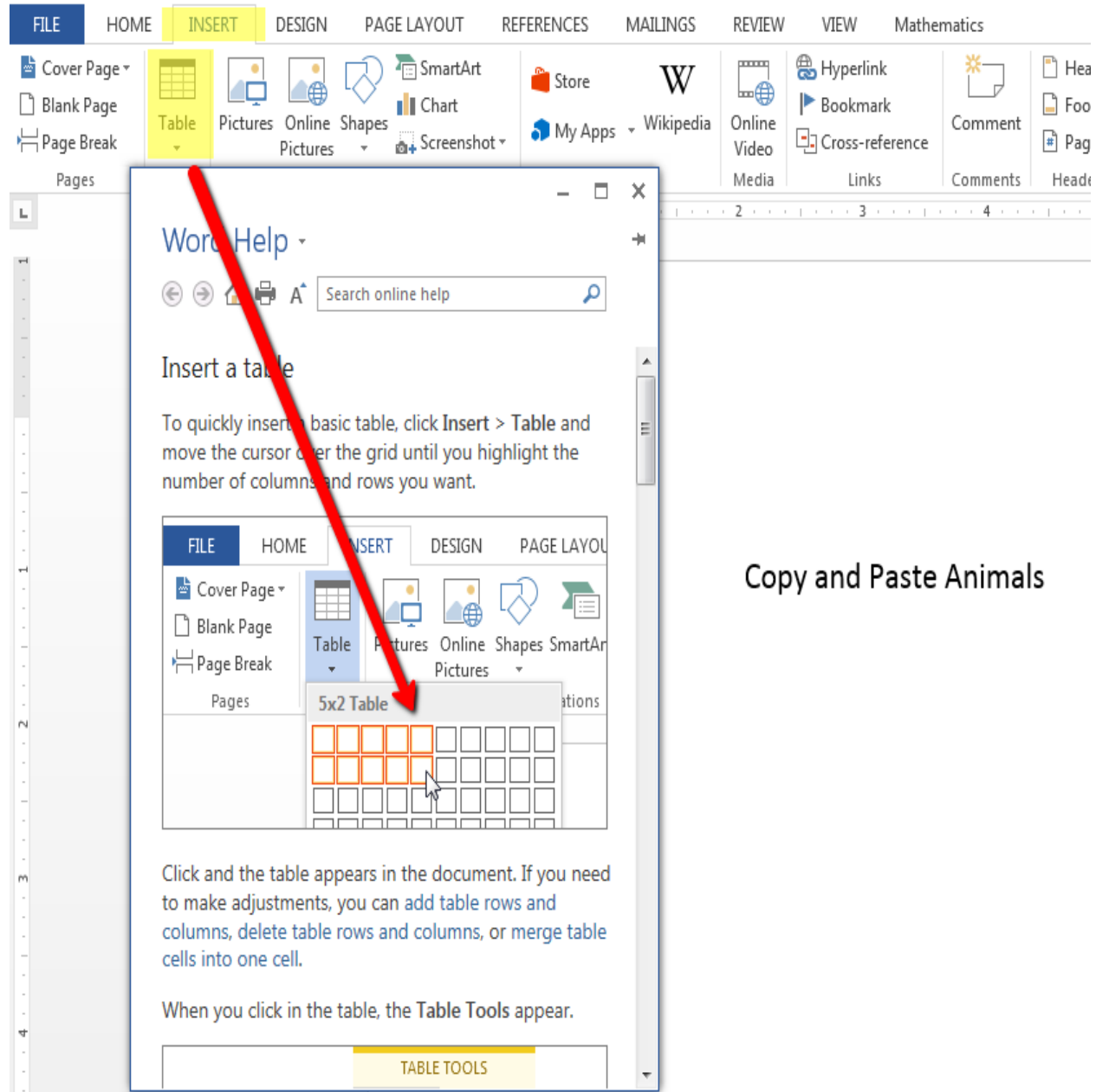
Step 1: Highlight: Dragging and pulling over the text.

Step 2: Choose a line Justification.

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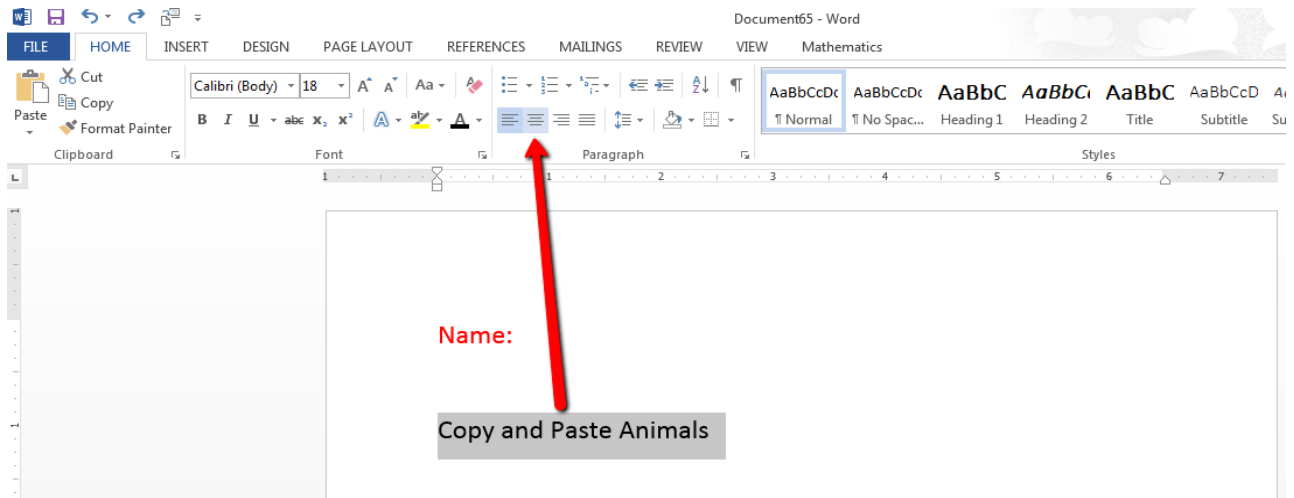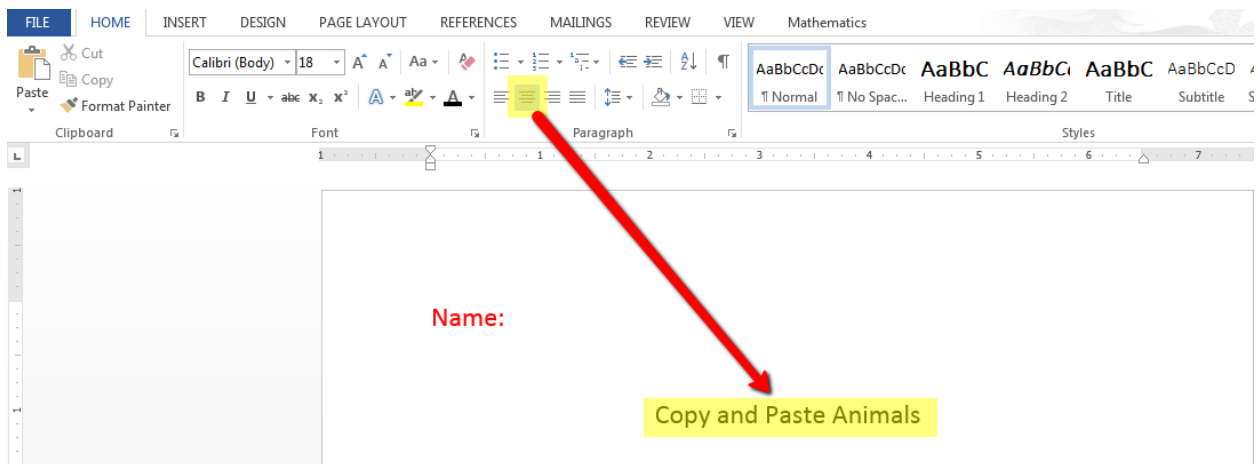
Function 3 – Create a Table

When creating a table inside of a word document click on the *insert* tab, click on *table*, and drag the cursor over the grid's rows and columns until the area you want highlighted is displayed.

Copy and Paste Animals

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Once the table appears it may be adjusted by pulling on the corners of the table or moving the entire table where you want it located on the word document.
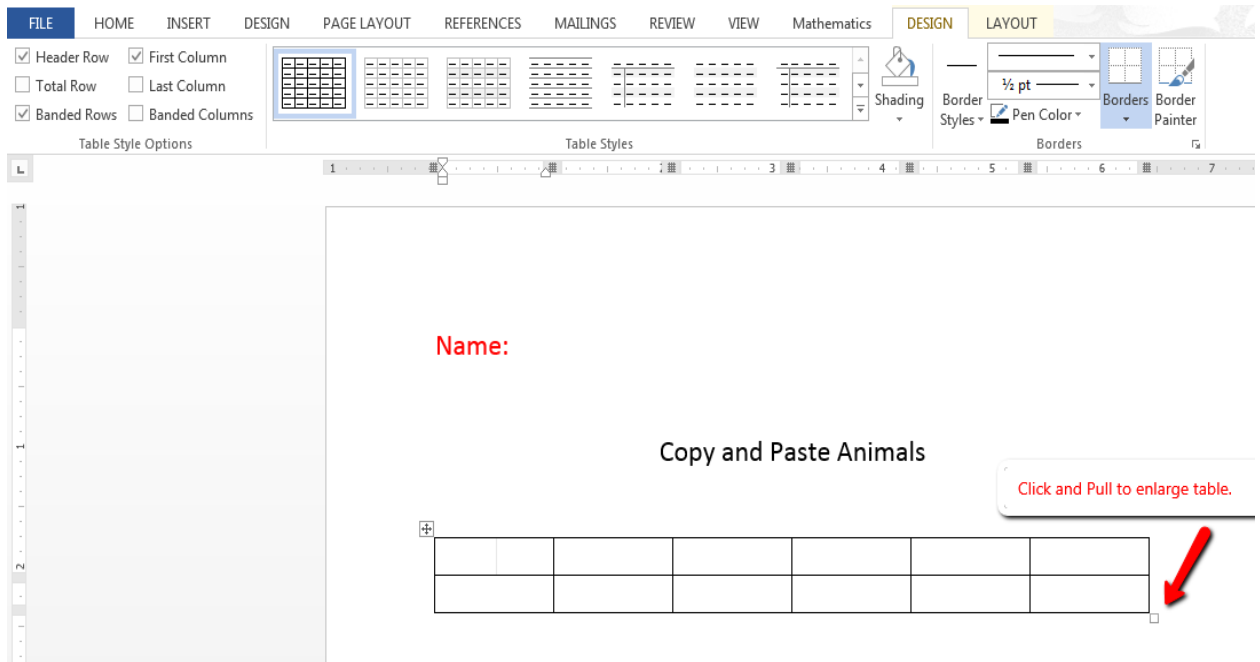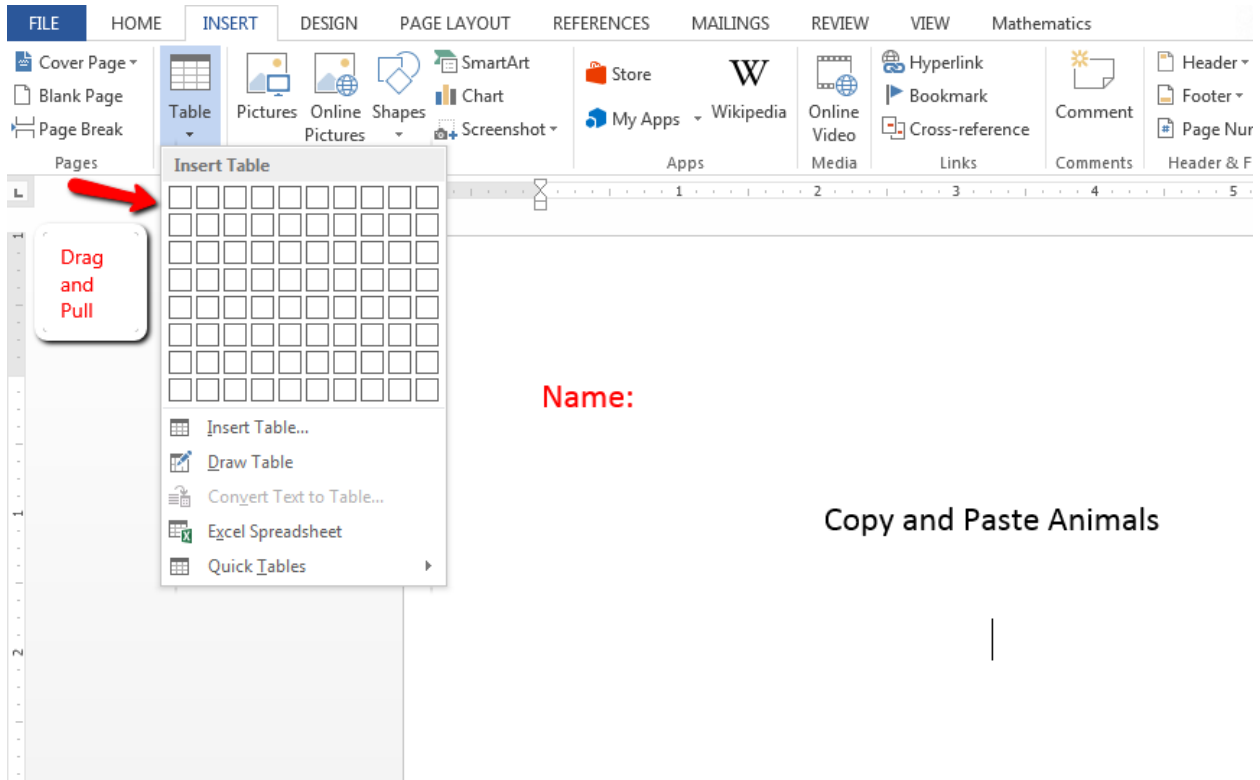
Function 4 – Insert On-Line Pictures

Inserting online pictures are added by clicking on the *insert* tab, clicking *illustrations*, and then on *the online picture icon and description*. The picture will be placed where the cursor is located. Ex. Below the cursor is placed inside the first square of the table.
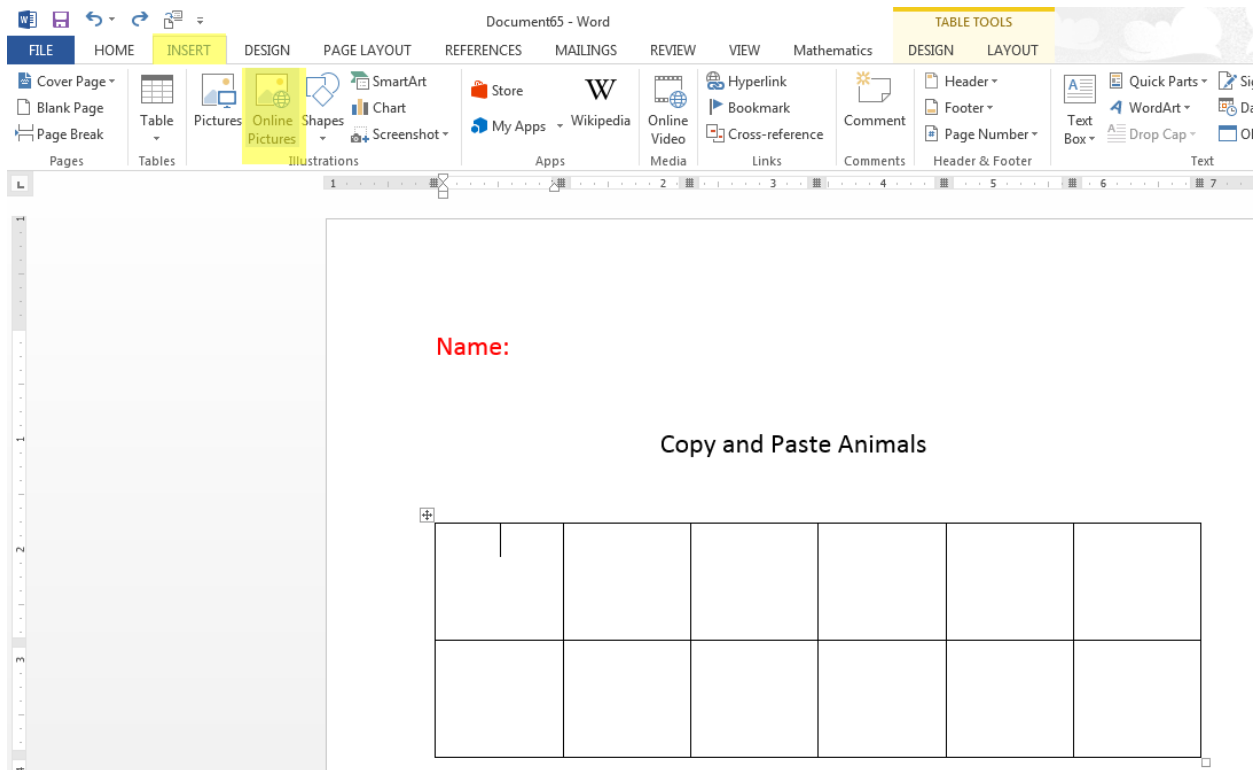
A menu will pop up asking if you would like to insert your pictures through office.com Clip Art, Image Search, or a Personal Drive.

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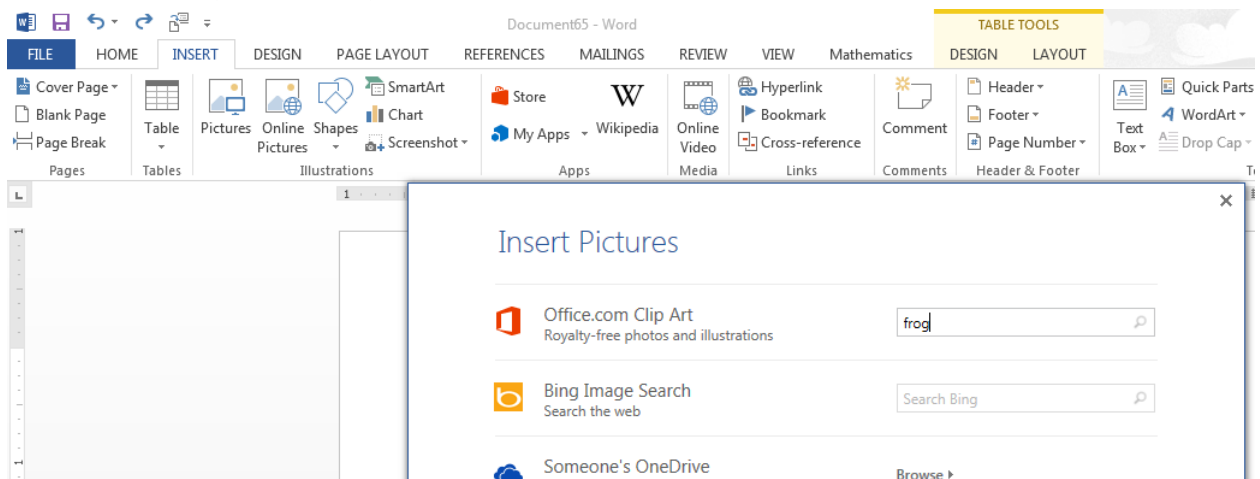
This document *Office.com Clip Art* was chosen. Type in the word of your icon and many pictures will pop up.
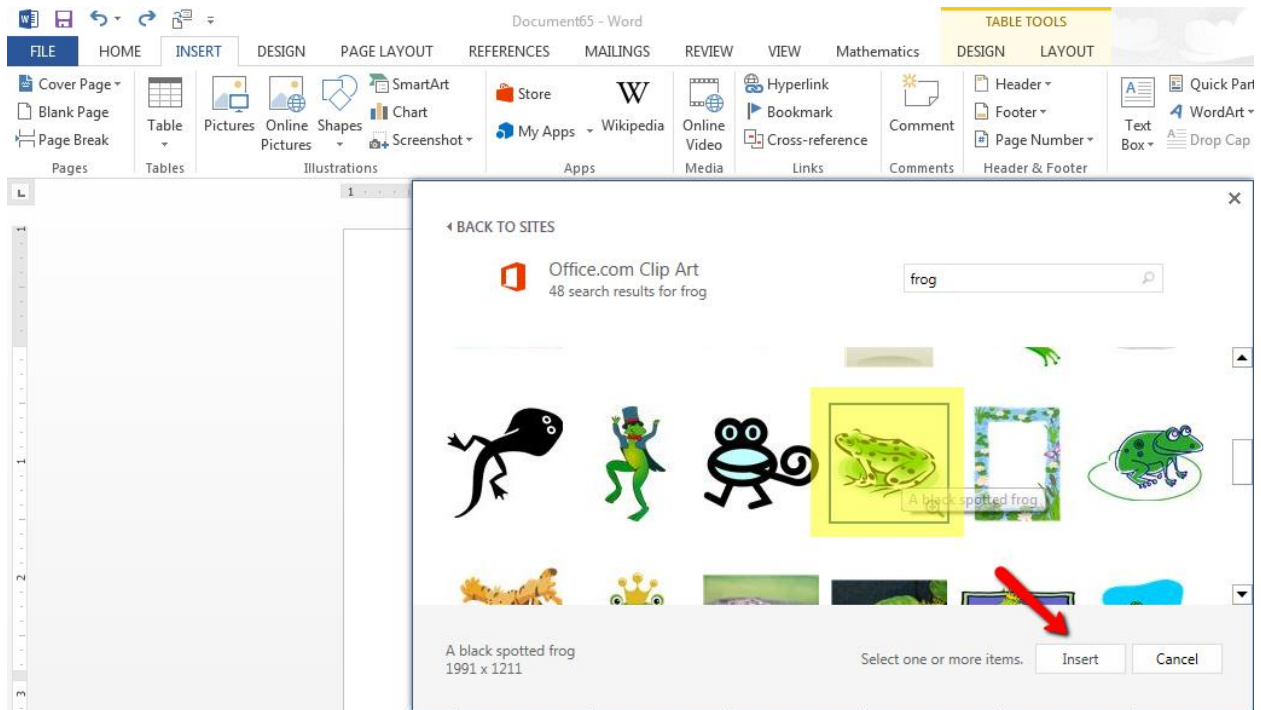
Use the scroll down side bar to observe the choices. Click on the picture of your choice and on the word *insert*.

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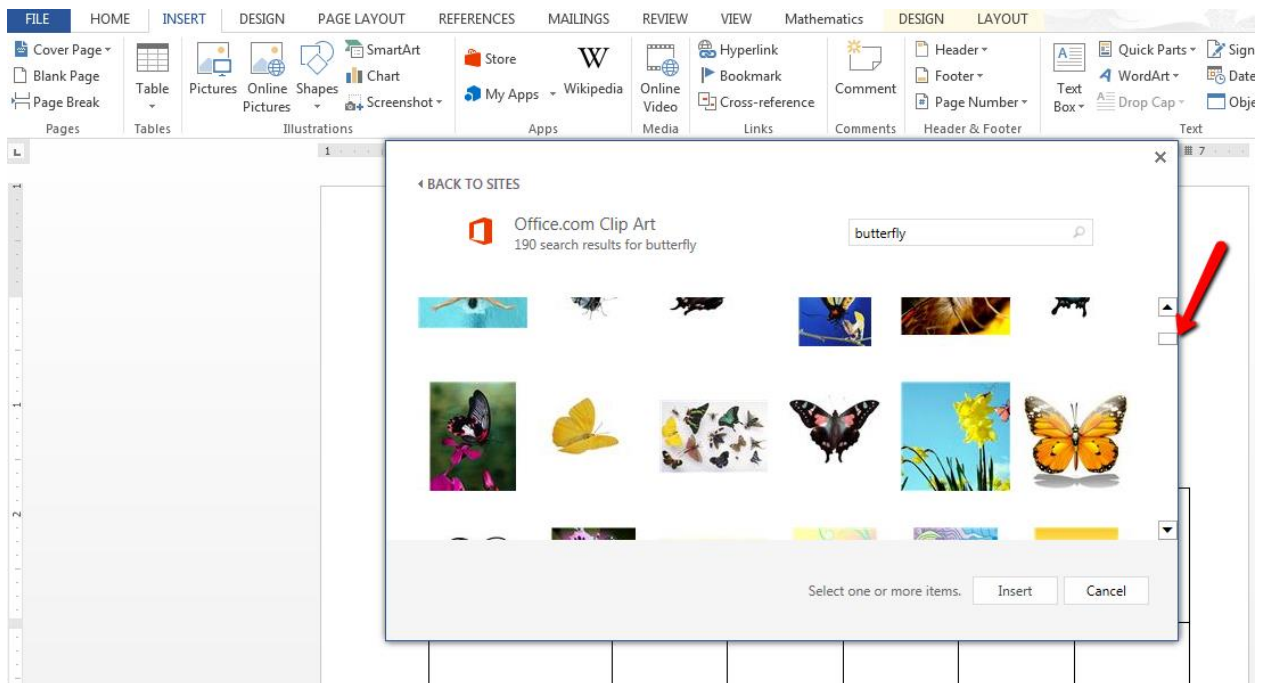
Function 5 – Format Picture

The picture will appear where you cursor was located. Formatting the icon, in this case a picture of a frog a layout option may be chosen. The tight option works in this option, because it can move easier within a table.
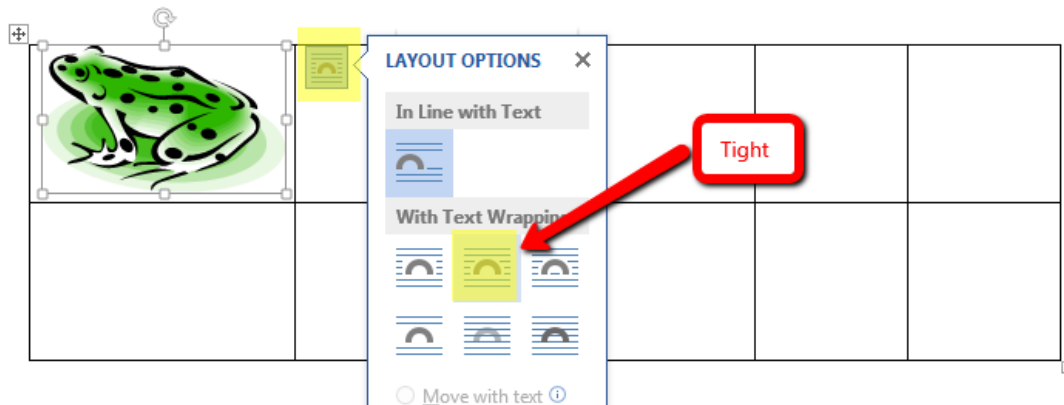
If the picture need to be resized there are circles on the box around the icon that can be manipulated to create the size desired.

Summary: Application of All Functions

Perhaps the next lesson would be to teach the children how to copy and paste the animals in the correct rows. Next, using the word document as an assessing tool by seeing if the animals are still positioned on the top portion of the page verifying copy/pasting, instead of cut and pasted.
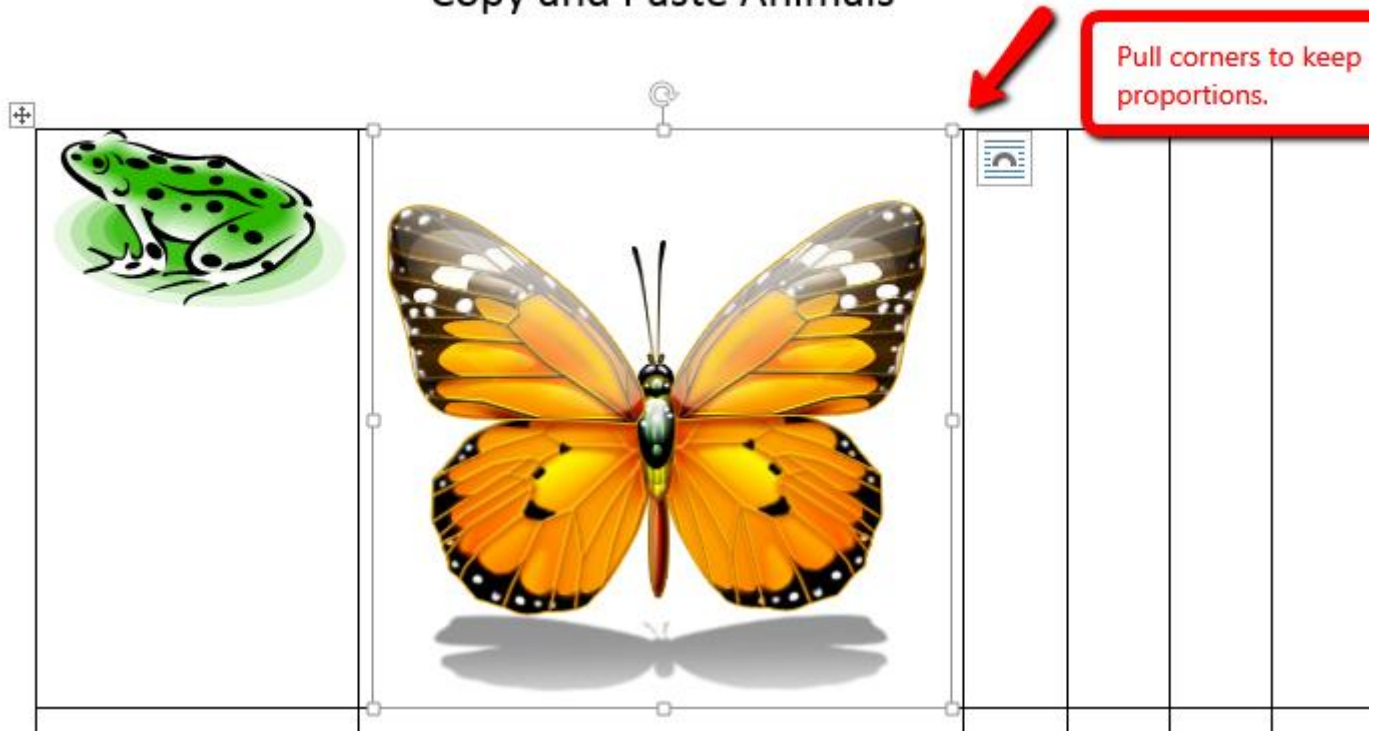
This assessing word document tool can be created by inserting a few more animal icons and another table.

Name:

Copy and Paste Animals

Mammals		
Reptiles		
Birds		
Fish		
Amphibians		
Insects		

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Last, typing in animal classification terms while bolding some of the words.

Name:

Copy and Paste Animals

frog	butterfly	bird	beetle
pig	snake	eel	panda

Mammals		
Reptiles		
Birds		
Fish		
Amphibians		
Insects		

Finally, teaching and assessing your students on a lesson infused with technology on how to copy and paste while learning science classifications.

Name:

Copy and Paste Animals

frog	butterfly	bird	beetle
pig	snake	fish	panda

Mammals		
Reptiles		
Birds		
Fish		
Amphibians		
Insects		

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