



Computer Project: TECHNOReport

Overview :

In this project, students became reporters for the environmental newsletter Friends of the Planet. They acquired word processing skills enabling them to write a report about endangered species. To begin, they acquainted themselves with the Microsoft Word environment, specifically the menu options, which allowed them to edit the appearance of a report. Selecting an animal to research, students gathered relevant facts about the threats against wildlife. Using this information they produced a report identifying the problem and possible solutions to the diminishing populations. To complete this project the document was formatted to appear like a newspaper, with columns, pictures, and eye-catching text.

Covered Objectives:

- ✎ copy text from a web page into a Microsoft Word document using Paste Special
- ✎ navigate to a bookmarked site using Internet Explorer favorites
- ✎ save an image to a personal folder
- ✎ cite a data source
- ✎ create a report about endangered species
- ✎ edit a document to improve the appearance
- ✎ rephrase text in a document to increase clarity
- ✎ proofread report for clarity, word usage, spelling and grammar
- ✎ use on-line resources to research endangered species
- ✎ adjust picture size
- ✎ apply 2-column formatting
- ✎ apply text wrap to an image
- ✎ correct spelling and grammar errors using the Spelling and Grammar tool
- ✎ delete text from a document
- ✎ display Show/Hide to position the insertion point within a document
- ✎ format font, font size, font style, font colour, font effects and underline style
- ✎ insert an image into a document

Activities & sample work:

The sample work displays six different newspaper reports about the PALLID BAT. Each report is formatted with columns, headings, and images. The reports include sections for:

- Appearance:** Describing the bat's physical characteristics, such as its wings, ears, and body size.
- Family:** Information about the bat's classification and family.
- Food:** Details about the bat's diet, including insects and other small animals.
- Habitat:** Information about where the bat lives, such as caves and forests.
- Population:** Data on the current status of the bat's population and any threats to its survival.