



### 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:

- ✎ all about endangered species
- ✎ add and delete text and align text
- ✎ format the font, font style, font size, font color, underline style, and font effects
- ✎ insert a picture, size a picture and move a picture
- ✎ adjust image control from automatic to grayscale, black & white, or washout
- ✎ apply an art page border
- ✎ Change text wrap: square, tight, behind text, in front of text, top and bottom, or through
- ✎ paste a selection
- ✎ repeat formatting
- ✎ minimize and maximize windows
- ✎ insert clip art
- ✎ open and close a program
- ✎ save a document
- ✎ rename a document using Save As a file
- ✎ toggle between open windows
- ✎ edit a report about the Giant panda
- ✎ visit the bookmarked sites to explore the various endangered species
- ✎ copy a fact from a web page

#### Activities & sample work:

