



TECHNO Editor

Junior

Project Overview:

In this project, students assume the role of an editor. Using Microsoft Word, they learn essential word processing skills allowing them to revise a collection of stories written for children. Specifically they complete the following activities:

- **Session 1: Edit the Front Cover**
Edit the appearance of text on the title page of *A Collection of Stories Written for Children* using the tools on the Formatting toolbar.
- **Session 2: Edit a Poem**
Make the descriptive words in the poem, *A Fun Day in the Sun* look like their meaning by changing the appearance, adjusting the character spacing, and applying animation.
- **Session 3: Edit a Story**
Illustrate *The Unbelievable Trip to the Store* by inserting clip art, formatting the text wrap, adjusting object order, and then grouping the clips together.
- **Session 4: Edit a Comic**
Explore the function of each tool on the Drawing toolbar including shapes, AutoShapes, and WordArt. Use these tools to complete a comic strip.
- **Session 5: Edit with Cut, Copy, and Paste**
Use the *Cut*, *Copy*, and *Paste* tools to edit the story *The Copy Cats*.
- **Session 6: Final Edit**
Prepare *A Collection of Stories Written for Children* for publication by correcting spelling and grammar errors, and editing the page layout.



- 🔗 **Technical Skills:** word processing, graphics.
- 🔗 **Technology Integration:** language arts, visual arts.
- 🔗 **Software Applications:** Microsoft Word.



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