***A picture containing text, clock

Description automatically generated***

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**Activity**

Frog Story

MODULE 5: Word Processors

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 5: Word Processors

## Activity: Frog Story

The student copies the Frog Story into a new document in Microsoft Word or other word processor application compatible with .docx files. The student will use various word processing elements to modify the story.

## Standards Assessed

* **04.02** Save and export documents in various formats (e.g., pdf, html, blog, hyperlinks).
* **04.03** Format text content in a document (e.g., font, paragraph attributes, spacing, text styles, text boxes).
* **04.04** Manipulate page layout and reusable content (e.g., page setup, themes, templates, page backgrounds, headers and footers).
* **04.05** Perform various image-editing tasks using word-processing software to create and format images, illustrations, shapes, etc.
* **04.06** Proofread and revise documents by validating content through the use of word processing tools (e.g. spell check, thesaurus, find/replace, autocorrect settings).
* **04.09** Demonstrate an understanding of fonts (serif and sans serif) and font styles (bold, italic, etc.)

## Teacher Notes

Teachers can use whatever word processor software is available for the students. Use other online resources to help students learn the details of a specific product.

## Estimated Student Completion Time

* 45 minutes x 2 classes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

Use the table below to make sure students cover all required elements in the assignment.

| **Required Elements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| Title color |  |  |
| Clipart |  |  |
| Font properties (size, color, type) |  |  |
| Text box properties |  |  |
| Alignment |  |  |
| **Total** |  |  |

# Activity: Frog Story

**Students Instructions**: Complete the following tasks using Microsoft Word or other word processor application compatible with .docx files.

1. Open a new blank document.
2. Copy The Frog Story text on the next page.
3. Paste The Frog Story text into the new blank document.
4. Highlight/Select the entire Frog Story and change the Font Type to any font you want.
5. Highlight/Select the entire Frog Story and change the Font Size to 16.
6. Move the cursor before the first letter in the first line, then press the Enter key twice.
7. Move the cursor to the first blank line (line 1).
8. Type the words on line 1 : The Frog Story.
   1. Font size 20, centered, bold
9. Highlight/Select the entire Frog Story and change the Font Color to any shade of green.
10. Change the document margins to Narrow (Layout Tab).
11. Insert an image of a frog in the middle/center of the story.
12. Select the frog image and change the Wrap Text setting to Square Right.
13. Adjust the frog image size to ensure that the Frog Story is a one-page document.
14. Move the cursor after the last character at the end of the story, then press the Enter key twice.
15. Type the words: Moral of the Story
    1. Bold, underlined
16. Type at least three sentences describing the moral of the story (the lesson the story is attempting to teach you).
    1. NOTE: The sentences should not be bold.
17. Insert a footer with your name in Font Size 10.
18. Spell-check the document.
19. Save your document based on the teacher’s instructions.

There were two frogs that hopped along a path, and lo and behold they found themselves leaping unexpectedly into a deep well. Although they pondered the situation and tried hopping out, the depth of the well made their circumstances seem hopeless.

Other frogs arrived, and hearing their croaking cries for help. However, as the new frogs appraised the situation, it appeared to them, too, that there was no way out.  So they called down to the two frogs who were hopping as high as they could to forget it, accept their fate, and live out the remaining time of their lives in the bottom of the well.

One of the frogs, hearing the advice of the others, decided after a few more tries that they were right. He stopped and sat dejectedly at the bottom of the well. However, the other frog seemed undeterred. The more the frogs at the top told him to stop, the more he jumped. The more they waved at him to give it up, the more he attempted to go just a little bit higher. All of a sudden, with one extraordinary leap, the frog leaped over the top of the well, freed from his entrapment. The other frogs were stunned and amazed.

The frogs circled him and asked how he’d done it. However, he couldn’t hear them, for he was deaf. The frog who freed himself thought the other frogs who were discouraging him were actually cheering him on, and because of this he did not give up.