***A picture containing text, clock

Description automatically generated***

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**Activity**

Fall Festival Flyer

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: Fall Festival Flyer

The student edits an existing document in Microsoft Word or other word processor application compatible with .docx files. The student will use various word processing elements to modify the document.

## 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. Use *Fall Festival source.docx* as the source file for the student. Change the elements you want them to practice as needed.

## 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 |  |  |
| Text box properties |  |  |
| Hyperlink |  |  |
| **Total** |  |  |

# Activity: Fall Festival Flyer

**Students Instructions**: Download **Fall Festival.docx** and modify the document in Microsoft Word or other word processor application compatible with .docx files.

1. Change the title “FALL FESTIVAL” to WordArt Style: Fill Orange, Accent 2.
   1. Outline Fill Orange, Accent 2.
   2. Change FALL FESTIVAL Text Fill color to Orange Accent 2, Darker 25%.
   3. Change FALL FESTIVAL Text Outline color to Green Accent 6, Darker 25%.
2. Insert any Fall Leaves clip art image.
   1. Change the Layout Options to With Text Wrapping Behind Text.
   2. Move the Fall Leaves image behind the title FALL FESTIVAL.
3. Select the text “November 12th through Tampa, FL 33607.”
   1. Center the text (change the text alignment to center alignment).
   2. Change the text Font Name to Goudy Stout.
   3. Change the text Font Color to Green Accent 6, Darker 25%.
4. Draw a Text Box at the bottom of the page.
   1. Change the Text Box size to Height 0.5” and Width 7”.
   2. Change the Text Box Shape Fill Color to Orange Accent 2.
   3. Change the Text Box Shape Outline Color to Green Accent 6, Darker 25%.
   4. Enter text in the Text Box: “Contact Community Events for more information – (813)872-7777.”
   5. Center the text in the textbox.
5. Select RAYMOND JAMES STADIUM.
   1. Insert a hyperlink to: https://raymondjamesstadium.com.
6. Save your document based on the teacher’s instructions.