***A picture containing text, clock

Description automatically generated***

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**Activity**

Fall Festival Flyer - Spanish

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** |  |  |

# Folleto del Festival de Otoño

**Instrucciones**: Descargue el **Festival de Otoño**.docx y modifique el documento en Microsoft Word u otra aplicación de procesador de textos compatible con archivos .docx.

1. Cambie el título " **Festival de Otoño** " a WordArt Style: Fill Orange, Accent 2.
   * Relleno de contorno naranja, acento 2.
   * Cambie el color de relleno de texto de **Festival de Otoño** a Acento naranja 2, 25% más oscuro.
   * Cambie el color del contorno del texto del **Festival** de otoño a Acento verde 6, 25% más oscuro.
2. Inserte cualquier imagen prediseñada de Fall Leaves.
   * Cambie las opciones de diseño con ajuste de texto detrás del texto.
   * Mueva la imagen de una hojas de otoño detrás del título **Festival de Otoño.**
3. Seleccione el texto "12 de noviembre a través de Tampa, FL 33607".
   * Centrar el texto (cambie la alineación del texto a la alineación central).
   * Cambie el texto Nombre de la letra a Goudy Stout.
   * Cambie el texto Color de la letra a Acento verde 6, Más oscuro 25%.
4. Dibuje un cuadro de texto en la parte inferior de la página.
   * Cambie el tamaño del cuadro de texto a Alto 0,5" y Ancho 7".
   * Cambie el Color de relleno de la forma del cuadro de texto a Acento naranja 2.
   * Cambie el color del contorno de la forma del cuadro de texto a Acento verde 6, 25% más oscuro.
   * Ingrese texto en el cuadro de texto: "Comuníquese con Community Events para obtener más información: (813)872-7777".
   * Centrar el texto en el cuadro de texto.
5. Seleccione RAYMOND JAMES STADIUM.
   * Inserte un hipervínculo a: https://raymondjamesstadium.com.
6. Guarde el documento según las instrucciones de su profesor.