

# Computer Multimedia

## 6th Grade

\*\*Don't forget Intermediate section on  
typing.com is due on April 9.\*\*

# Week 1

Mrs. Carty

# Assignment 1

Directions for Part 1:

Use a Word Processor to create a document that provides information about you (Descriptive Essay). Include the following:

1. Intro
  1. Include your name (nick, origin, etc...)
  2. Date of birth, Place of birth, Height, Eye color, Hair Color
  3. Parent's names and their occupation (jobs)
2. School
  1. Name of all schools you have attended
  2. List some of the teachers you have had
  3. Rank your favorite subjects in school
3. Hobbies and Interests - Tell about your hobbies, pets, or collections.
4. Sports
  1. Tell about your favorite sport and sport team.
  2. Who are your favorite athletes, Why?
5. Favorites - Tell about any other favorites of yours (ex. color, movies, music, store, food, games)
6. Goals
  1. Tell about your goals and achievements
  2. How would you describe yourself
  3. What do you want to be when you grow up?
7. Formatting
  1. Add clipart and wrap it to square
  2. Add a Word Art title
  3. Change the font
  4. Check your spelling and grammar
8. Save
  1. Change Untitled Project to **Descriptive Essay**

# Assignment 2

Directions: Turn this alliterative poem into a poster using a word processing program. For each line in the poem, include at least one image or word art that enhances the reader's understanding. Change Untitled Project to **Poem**.

## Poem

"softly swishing, sea swells

wind whips, wave washes

flip, flop fish flails

squid squelches, squashes

seagulls skimming surface

albatross arches arms

grasses growing, gorgeous

beach bronzes, balms"

-by Lee Emmett

# Assignment 3

## Requirements

1. Write a letter to a pen pal, company, friend, relative, famous person, pet.
2. Write at least 2 paragraphs (at least 5 sentences each).
3. Vary sentence length and structure.
4. Use appropriate voice and consider your audience.
5. Use good spelling, grammar, punctuation.
6. Include heading, greeting (hello), body (paragraphs), closing (sincerely) and signature (your name).
7. Use bullets at least once.
8. Change font type.
9. Change font color.
10. Use at least 2 different font sizes.
11. Insert relevant clipart or a digital picture (cite your sources).

Use **bold**, italic and underline at least once.

Change Untitled Project to **Letter to Friend**.

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# Week 2

Mrs. Carty

# Assignment 1

## Charity Masquerade Ball Flyer

### Google Docs

**Activity Overview:** You have been asked to create a Charity Masquerade Ball flyer for the charity of your choice using Google Docs formatting features. Choose a local or national charity of your choice and create a flyer for a masquerade ball to benefit the charity. Use the Internet to help locate information regarding the charity. Use pictures from the charity website if appropriate.

#### Charity Suggestions:

Local Pet Shelter  
Women's Shelter  
Humane Society

American Cancer Society  
Alzheimer's Association  
Goodwill

Salvation Army  
Red Cross  
United Way

#### Requirements:

- ❖ The Charity Benefiting from the Masquerade Ball
- ❖ Date
- ❖ Time
- ❖ Location of the Charity Ball - Choose a Hotel or Banquet Hall
- ❖ Price Per Person to attend the Masquerade Ball
- ❖ 3 things the charity does to help
- ❖ 3 Pictures/Clip Art
- ❖ Dress Code - Request Masquerade Ball Attire



#### Required Formatting Features:

- ❖ Use at least 2 different Fonts but no more than 3
- ❖ Use 2 -3 different Font Colors
- ❖ Use 3 different Font Sizes
- ❖ Apply Bold to the Title
- ❖ Apply Left, Center, and Right Text Alignment
- ❖ A Shape inserted with text
- ❖ Flyer must fit on one page - change margins if more space is needed
- ❖ Utilize the entire page - do not leave too much white space

## Grading Rubric

Name: \_\_\_\_\_

|  | 4 - Distinguished   | 3 - Proficient   | 2 - Apprentice  | 1 - Novice   | Points |
|--|---|--|---|--|--------|
| Content-Overview:<br>Complete information about all topics | Had many details about the topic. All details were correct.   | Had many details about the topic. A few details were not correct.                                  | Had few details about the topic. Some information was not correct.                                    | Work was not about the topic.  |        |
| Writing-Creativity and Originality:<br>Writing is creative | Writing had many creative details that made the reader want to learn more.  | Writing had three or more examples of creative ideas.  | Writing had one to two creative details.  | Writing was not creative and did not Show imagination.   |        |
| Media-Pictures:<br>Photos and/or Clip Art                  | Project had many pictures to make it interesting. Pictures made the text or story better.   | Project used pictures that make it interesting.  | Project had too many or too few pictures.   | Project did not have any pictures.   |        |
| Design-Overview:<br>Color, Fonts, Layout                   | Excellent use of color, text, and fonts in the project. The reader wanted to keep looking at the project. Excellent use of entire page. | Good use of color, text, and fonts. The project was easy to look at. Good use of most of the page. | Too many different fonts and colors used. Information was hard to view. Did not use most of the page. | Did not change font or color. The design made the project hard to view. Did not utilize entire page. |        |
| Writing-Spelling and Grammar: Correct grammar and spelling | Made only one or two spelling, punctuation, or grammar errors.  | Made less than five spelling, punctuation, and grammar errors.                                     | Made up to ten spelling, punctuation, and grammar errors.   | Made more than ten spelling, punctuation, and grammar errors.  |        |
| <b>Total Points:</b>                                       |   |  |   |  |        |

Example (Assignment 1)

# Save-a-Pet

## Masquerade Ball

A true NO KILL Dog and Cat Shelter

No Discrimination - Save-a-Pet accepts all pets regardless of Health, Age, or Breed

Save-a-Pet has placed over 61,000 Animals in their Forever Homes



Saturday, October 13, 2018

Arboretum Club

401 W. Half Day Road

Buffalo Grove, IL

6:00 PM - 11:00 PM

\$125 Per Person

Masquerade Attire Invited





# Assignment 2

## Healthy & Happy Health Food Store Grand Opening Poster

**Activity Overview:** You are working for the Healthy & Happy Health Food Store and your boss has asked you to create a poster for their grand opening. Your boss has given you total freedom to create the poster as you wish. In order to be able to move Text around easily within the Document, your boss suggests you use Text Boxes and Format the Text Boxes. You will use WordArt for the Title and insert at least one Shape and Add Text to the Shape.



### Include the following information in the Poster:

- ✓ River Brook Mall at 9:00 AM on (the date should be 1 month from this Saturday's date)
- ✓ Gluten Free Foods
- ✓ Huge selection of Organically Grown Produce
- ✓ Discount Coupons & Free Samples Every Day
- ✓ Products: Organic Foods, Tofu, Carob, Soy Products, Herbal Teas, Vitamin Supplements and Organic Produce
- ✓ The store's slogan is Healthy & Happy ~ Good Food for Good Health!

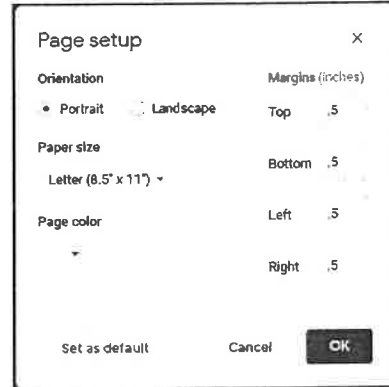
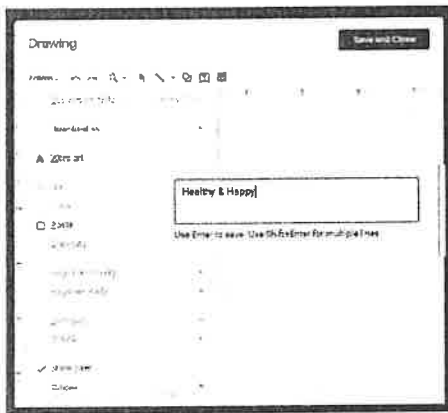
### Formatting:

- ✓ Use **Word Art** for the Title – **Healthy & Happy**
- ✓ Insert **Text Boxes**
- ✓ Choose **only three Font Styles** for the entire poster. More than 3 fonts look too busy.
- ✓ **Vary Font Sizes**
- ✓ **Change Text Colors** but do not use too many
- ✓ Include at least one **Shape**
- ✓ **Right mouse** on the **Shape** and click **Edit Text** – You can now add text by typing in the Shape.
- ✓ Include **2 related Clip Arts**.
- ✓ Use **Bullets** for at least **2 lines of text**.
- ✓ At least one word of text needs to be **Bolded** [not including the title] and one word needs to be Underlined.

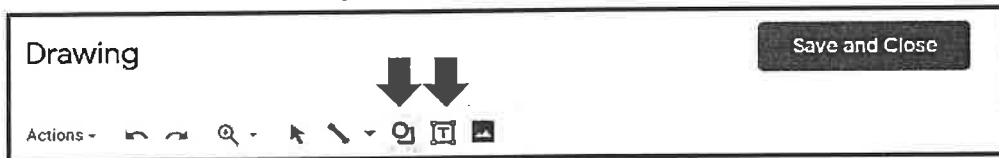
The information your boss gave you must be included in the poster in various ways.

**Directions:**

1. Open **Google Docs** and begin with a **Blank Document**.
2. Change the **Margins** by clicking **File** → **Page Set Up** – Type **.5** in the **Top, Bottom, Left** and **Right** margins and click **OK**.
3. **Insert Word Art** by clicking **Insert** → **Drawing** → **New**.
4. Click **Actions**, → **Word Art** and type **Happy & Healthy** in the **Word Art** box and click out which allows you to format the Text Color, Font, Font Size, etc. – click **Save and Close** when finished.



5. Click **Wrap Text** which will allow you to move the Word Art within the document.
6. **Insert Text Boxes and Shapes** by clicking **Insert** → **Drawing** → **New**.



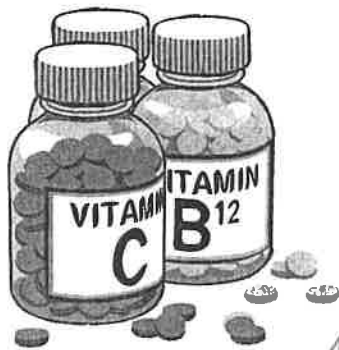
7. **The entire poster must fit on one page.** The entire page should be utilized and everything sized appropriately, do not leave a lot of white space. Resize the clip art or change the size of the font if you go onto two pages. Remember to wrap text on all clip art so you can move it around the document.
8. **Spellcheck** the document and make any needed corrections.
9. Rename the file as **Healthy & Happy Flyer**.

Example (Assignment 2)

# Healthy & Happy

Healthy & Happy ~ Good Food for Good Health!

**Grand Opening!**  
Saturday, Month, DD, YEAR  
River Brook Mall  
9:00 AM



- ★ *Organic Foods*
- ★ *Tofu*
- ★ *Carob*
- ★ *Soy Products*
- ★ *Herbal Teas*
- ★ *Vitamin Supplements*
- ★ *Organic Produce*

Gluten Free Foods

Huge selection of Organically Grown Produce

Discount Coupons  
&  
Free Samples  
Every Day



Assign. 2 #:

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# Week 3

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# Google Slides

## Autobiography ~ Past, Present, & Future

### Overview:

Create a Google Slides autobiography presentation to include your life from the past, the present, and the future. There will be a total of 10 slides.

### Directions:



- Open **Google Slides** and choose a **Theme** of your **choice**. Type the **Slide Titles** as shown in **Bold** below and complete the slides with required information.
1. **Slide 1 - Title Slide** Type an appropriate title, type your first and last name in the subtitle.
  2. **Slide 2 - Birthday** – List the Month, Day and Year you were born. If you know details such as the time you born and/or the city and state in which you were born, please include, otherwise just your birthday.
  3. **Slide 3 - Family, Siblings, Current Pets** – Include all members of your immediate family living with you in the same household.
  4. **Slide 4 - Something Newsworthy** that happened during the year you were born. Include a picture. Be sure to choose a major newsworthy event. Use the Internet to find a major newsworthy event.
  5. **Slide 5 - Spill the Beans** – List some cute, funny, or embarrassing thing/s you did as a child.
  6. **Slide 6 - Favorite Things as a Child** - What were your favorite things to do when you were younger?
  7. **Slide 7 - Sports/Interests/Activities** you enjoy. List at least one Sport, one Interest and one Activity you enjoy. Include at least one picture.
  8. **Slide 8 - Happy and/or Sad Moments** [include one Happy and one Sad or two of the same].
  9. **Slide 9 - Favorite Entertainment** – TV shows, music, movies, etc. For example, if you really enjoy listening to 70s music, this would be a good example along with the names of a few songs/artists.
  10. **Slide 10 - My Future** – this slide should list **three details** regarding where you would like to see yourself in 10 - 15 years. For example, what college you attended, your current career, your family, etc. Include a picture.

11. Spellcheck the presentation and make any necessary corrections.

12. Include a total of 5 pictures. There are some slides that ask for pictures specifically so be sure to have pictures on those slides and you can choose where to place pictures for the remaining slides.

### Autobiography Grading Sheet

Name \_\_\_\_\_

| Item  | Points Possible | Your Points |
|---|-----------------|-------------|
| Your First and Last Name & Title                              | 2               |             |
| Birthday – Date   | 1               |             |
| Family, Siblings, Current Pets                                | 1               |             |
| Something Newsworthy [major event] during the Year you Born   | 2               |             |
| Spill the Beans   | 1               |             |
| Favorite Things a Child                                       | 2               |             |
| Sports/Interests/Activities                                   | 3               |             |
| Happy and/or Sad Moments                                      | 2               |             |
| Favorite Entertainment  | 2               |             |
| Your Future – Details as to where you will be in 10-15 years. | 3               |             |
| Design Theme Applied  | 1               |             |
| 5 Appropriate Pictures/Clip Art                               | 5               |             |
| Presentation Free from spelling & grammar errors              | 5               |             |
| Total Points  | 30              |             |