

# Microsoft Word: Text Features Bio Project

This project will be a bit different from the last one. I want you to demonstrate your reading comprehension abilities by reading and following directions on your own. I will get you started (steps 1-3), but then you must finish the project on your own. Ready? GO!

**Description of Project:** An article has been written about a famous person. The problem: IT'S BORING! It has no text features...just a bunch of text! Your job is to make the text more exciting **by adding 8 text features**. You **MUST** have:

- a title
- a picture
- a caption
- a bold/italicized/underlined word (but not just any word! It must be a somewhat new or unfamiliar word with context clues to qualify)

The remaining five are up to you! Some ideas might be headings (Childhood, Rise to Fame, etc.), bulleted lists (popular songs, movies, teams, etc.), a map (where the person was born, or where he/she lives now), etc. **PLEASE NOTE THAT YOU MUST INCLUDE A CAPTION WITH ANY PICTURES YOU ADD TO YOUR ARTICLE!**

## How to do it:

**Step 1: Find a Bio** Go to "My Computer," "Vol3" and open the Common Drive. Select "VOYAGERS," "STUDENT," and "BioShorts." Select a bio that interests you and open.

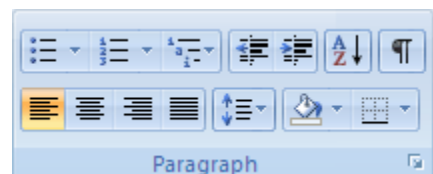
**Step 2: Save the File** Click on the Office Button in the upper left-hand corner of the screen. Select "Save As." **CHANGE THE FILE FROM THE COMMON DRIVE TO YOUR DRIVE!** Do not save it in the common drive... yet. Open your Reading Plus folder and save it as "Bio Project."

**Step 3: Read the Article** Read the article COMPLETELY before starting the project. You may want to jot notes about text features you think might be good on a sheet of paper.

The following are instructions on how to insert pictures, text boxes, bold/italicized/underlined words, and bulleted lists.

- **Center your title:**

- Select the text that you want to center between the left and right margins.
- On the **Home** tab, in the **Paragraph** group, click **Center**.

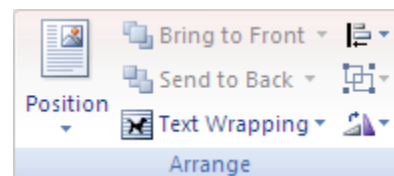


## • Insert a picture from a Web page:

1. Open the Microsoft Office Word 2007 document.
2. From the Web page, drag the picture that you want into the Word document. Make sure the picture that you choose is not a link to another Web page. If you drag a picture that is linked, it will be inserted in your document as a link instead of an image.
3. If this does not work, simply copy and paste the image into your document.

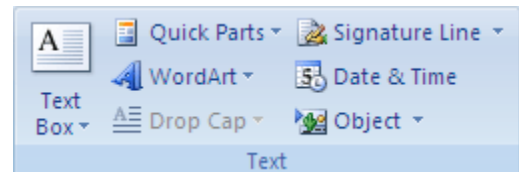
## • Move the picture where you want it:

1. Select the picture
2. Under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click **Position**. If you don't see **Position**, click **Arrange**, and then click **Position**.
3. Select a "With Text Wrapping" option. You may then resize and click and drag the picture to wherever you want it.



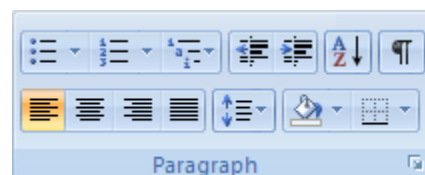
## • Insert a text box:

1. On the **Insert** tab, in the **Text** group, click **Text Box**, and then click **Draw Text Box**.
2. Click in the document, and then drag to draw the text box the size that you want.
3. To add text to a text box, click inside the text box, and then type or paste text.



## • Add bullets to a list:

1. Select the items to which you want to add picture bullets or symbols. To change an entire list level in a multilevel list, click one bullet or number at that level in the list.
2. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Bullets**.
3. Click **Define New Bullet**, and then click **Symbol** or **Picture**.
4. Click any symbol or picture that you want to use, and then click **OK** twice



Something not here? Type it in the Help pane of your Word document.

**FINISHED?** When you have all 8 text features, DO NOT PRINT! Save it in:

**Vol3 > COMMON > VOYAGERS > TURN IN > Stones > Text Features Word Project > Your Hour > Name the file your last name, 1st initial. Example: "stonesr"**