



Formatting Dr. Seuss' "The Places" — Part 2



In this activity, you will add an image, a shape and a pre-formatted graphic (WordArt) to a previously created document. You will apply other various formatting features to enhance the look and feel of the document during this activity.

Note: This activity is written using Google Docs; however, it can be conducted using any word-processing application. If possible, this activity should be led on a smartboard while students follow along on their computers. The key is to experiment with inserting and formatting WordArt and shapes, regardless of the chosen word processor.

1. Open a web browser, and log on to your Google Drive account.
2. Open the document *ThePlacesEditedBy[yourName].doc*, which you created in a Lesson 2 activity.
3. In Google Docs, select **File | Make A Copy**. Enter the following new document name:
ThePlacesEditedBy[yourName]-Part2.
4. Place your cursor after the text "By Dr. Seuss" and type a space.
5. Select **Insert | Drawing**. From the **Shapes** menu, select the **Smiley Face**.
6. Click and drag to place the smiley face on the artboard. (Tip: Hold down the **SHIFT** key while dragging to create a perfectly symmetrical circle.)
7. Select the smiley face you just created, and change the **Fill Color** and **Line Color**. Then click **Save & Close**.
8. Select your smiley face, click the corner and while holding down the **SHIFT** key, move towards the center. This will shrink the shape. Shrink it to the smallest size possible
9. Highlight the title, "Oh, the Places You'll Go." Then copy it by pressing **CTRL+C**.
10. Select **Insert | Drawing**. From the **Actions** menu, select **WordArt**. Paste the title text you copied by pressing **CTRL+V**. Then press **ENTER**.
11. Change the font to **Comic Sans MS**, and change the **Fill Color** and **Line Color** to your liking.
12. Click **Save & Close**. This will replace the original text with the WordArt graphic you just created.
13. Click the **Share** button at the top-right corner of your document.
14. Enter your teacher's e-mail address.
15. Click **Done**.