

Intro To Computers

Word #15 – Winter Scene

Objective: Use the Drawing Tools.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_15*.
2. Open a NEW document in Word.
3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #15*. Right aligned in the header should be your *FIRST LAST* names. These should **not** be italicized.
4. Save the document in your *first_last_word_15* folder as *WinterScene.docx*.
5. Using the drawing tools (Insert Shapes), create a scene using the one passed out in class as a guide. **SAVE OFTEN!**
 - a. Start building the snowman. Using the circle tool, create 3 circles with a 2 pt. black line border and white fill. One circle will have height and width 1.75", one will have height and width 1.5" and the last will have height and width 1.15".
 - b. Stack the circles from largest to smallest as shown in the handout.
 - c. To make the hat, start with the brim. Using the rectangle tool and a 1 pt. black line border, draw a rectangle measuring .15" height and 1.35" width. Place it on top of the snowman's head.

Next, use the rectangle tool and a 1 pt. black line border and draw a rectangle measuring .65" height and .85" width. Place this box on top of the brim.

Fill the hat and brim with any colors you choose.
 - d. After the body and hat of the snowman are complete, select each element and align to center.
 - e. To add eyes to the snowman, use the circle tool and draw two circles with no line border measuring .15" in width and height. Fill both with black color. Place them on the snowman's face.
 - f. To make the nose, use the scribble tool to draw a carrot shape with a .75 pt. black line border. Fill it with orange. Place it on the snowman's face.
 - g. To make the mouth, use the scribble tool and a 3 pt. black border to draw a curved smile that measures approximately .15" height and .45" width. Place it on the snowman's face.
 - h. To make the pipe, use the line tool to draw a straight line from the snowman's mouth with a black 2 pt. line width. For the top of the pipe, you can either use the rectangle tool or the scribble tool with a 2 pt. black line border.
 - i. To make the arms, use the scribble tool and a 3 pt. black line border. Use your imagination.

- j. Once your snowman is complete, you can accessorize it as desired. (The sample is not accessorized so be creative!) You should group all of the elements that make up your snowman.
 - k. To make the tree base, use the rectangle tool to draw a box with a .75 pt. black line border, a height of .5" and a width of .75". Fill it with brown.
 - l. To make the tree, use the triangle tool to create 3 triangles with a .75 pt. black line border and green fill. One triangle will have a height of 1.88" and a width of 3.25". The second triangle will have a height of 1.44" and a width of 2.5" while the last triangle will have a height of 1.05" and a width of 1.81".
 - m. Stack the triangles from largest to smallest using the sample as a guide.
 - n. Make the star at the top of the tree using the star tool with a .75 pt. black line border and yellow fill. The star should have both a height and width of .75".
 - o. At this point, you can decorate the tree as you choose. (The tree in the sample is not decorated. Be creative!) Then, group all the elements that make up the tree.
 - p. Make the body of the house using the rectangle tool to draw a box with a .75 pt. black line border and a height of 1.15" and a width of 1.25". Fill it with the color of your choice.
 - q. To make the roof of the house use the triangle tool to draw a triangle with a .75 pt. black line border measuring .88" height and 1.5" width. Fill it with your choice of color and place it on top of the house.
 - r. The chimney is made using the rectangle tool to draw a box with a .75 pt. black border that measures .5" height and .13" width. Fill it with the color of your choice and place it on the roof. NOTE: You will probably have to use the "send to back" option to make it look like it is behind the roof.
 - s. Using the tools of your choice, add windows and a door to your house.
 - t. Snowflakes are next. Use the drawing tools of your choice to create snowflakes in different shapes and sizes. You will need at least 20 snowflakes.
 - u. Using the tools of your choice, add elements to make the picture look more interesting. Some suggestions include mountains, driveway, chimney smoke, etc.
6. Resave the document and exit out of Word.
7. Zip up your *first_last_word_15* folder. Turn in your *first_last_word_15.zip* file.

