

ONLINE SOFTWARE SKILLS BUILDERS

Using Desktop Publishing to Create a Science Handout

In this activity you will be creating a Science handout for your students. The commands necessary to achieve each step may vary slightly depending upon the desktop publishing software you are using. Follow the steps below to complete this project.

1. Start your desktop publishing software.
2. Select the blank page option to start a clean new page.
3. Add the following:
 - a. Handout Title – **Animal Groups**. Change the font to Arial, 36 point. Make the font blue. Bold and center the title.
 - b. Handout Directions – Add a text box with the directions (Arial, 12 pt., bold and italics) as follows:
Name three animals for each of the Animal Groups below. Write the names of the animals in the boxes next to the group it belongs to.
 - c. Add Animal Group Names as follows:
 - ? Bird
 - ? Reptile
 - ? Fish
 - ? Insect
 - ? Mammal
 - ? AmphibianCreate a separated text box for each name. Change the font to Arial, 26 pt. Bold the names and make each name a different font color.
 - d. Add a clip art of an animal representing each group. Arrange names and images as shown on the final handout illustrated on the second page of this Skills Builder.
 - e. Add an empty text box with a border matching with a line color matching the animal name font to the right of each group in which students will add their own animal names.
4. Adjust the document so that it appears similar to the one below. You may need to size, position, and align objects to achieve a similar effect.
5. Save the document as Science Handout.
6. Print the document to hand in.

Finished Handout

Animal Groups

Name three animals for each of the Animal Groups below. Write the names of the animals in the boxes next to the group it belongs to.

Amphibian



Bird



Fish



Insect



Mammal



Reptile

