



















Word Processing: Transform a Layout

<p>Aim: Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of creating simple cake recipe cards.</p> <p>I can change a page layout for a purpose.</p>	<p>Success Criteria: I can change the orientation of the page. I can change the size of the page. I can change the layout by using the column tool.</p>	<p>Resources: Lesson Pack</p> <p>Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) – 1 per pair where possible.</p> <p>Whiteboards</p> <p>Sheet of A5, A4 and A3 paper – 1 of each size</p>
	<p>Key/New Words: Columns, page layout, page size, A5, A4, toolbar, tool, menu, insert, picture, recipe.</p>	<p>Preparation: Cupcakes image- saved to a location to be accessed by the children</p> <p>Page Colour Adult Guidance – as required</p> <p>Recipe Card Activity Sheet – saved to a location to be accessed by the children</p>

Prior Learning: It will help if children have had opportunities to write instructions.

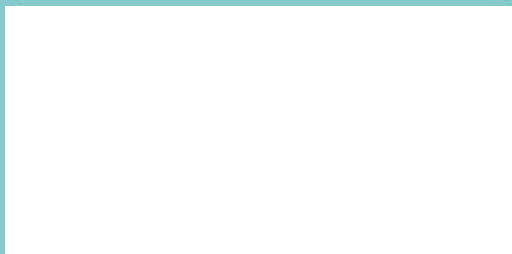
Learning Sequence

	<p>How Big? Show the children a sheet of A3, A4 and A5 paper and ask the questions on the Lesson Presentation. Discuss which size of paper would be appropriate for the various examples. You may wish to include examples from the classroom. Choose your software package and allow the children, in pairs, to explore the toolbar and find the settings shown on the Lesson Presentation. Discuss whether every printer can create A3 prints.</p>	
	<p>Which Way? Discuss 'orientation', using the Lesson Presentation to show children how to turn their page from portrait to landscape. Allow the children, in pairs, to follow the instructions on their computers.</p>	
	<p>Creating Columns: Discuss the purpose of columns in printed products. Collect ideas about using columns for different purposes. Allow the children, in pairs, to follow the instructions on the Lesson Presentation until they have created a document which is A4, landscape and shows three columns of text.</p>	
	<p>Recipe Cards: Introduce the activity to the children using the Lesson Presentation and discuss how the layout of the recipe card can be improved. Children may have their own suggestions which should be included.</p>	
	<p>Creating Recipe Cards: Challenge children to edit and improve the Recipe Card Activity Sheet and guide them in accessing the document and image (more able children may wish to download an image from the Internet). Can children change the orientation of the page, change the size of the page and change the layout by using the column tool?</p>	
	<p>Mixed ability pairs. Children use the Recipe Card Activity Sheet to create a recipe card with an appropriate layout and personalise it depending on their ability level.</p>	
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	<p>Mixed ability pairs. Children use the Recipe Card Activity Sheet to create a recipe card with an appropriate layout and personalise it depending on their ability level.</p>	
	<p>Page Colour: Ask children the questions on the Lesson Presentation and allow them to investigate the page colour tool (see Page Colour Adult Guidance for support). You may wish to print the children's work on the correct paper size.</p>	

Taskit

ResearchIt: Using Internet-based research techniques, task children with finding cake recipes that they can sell with their cakes.

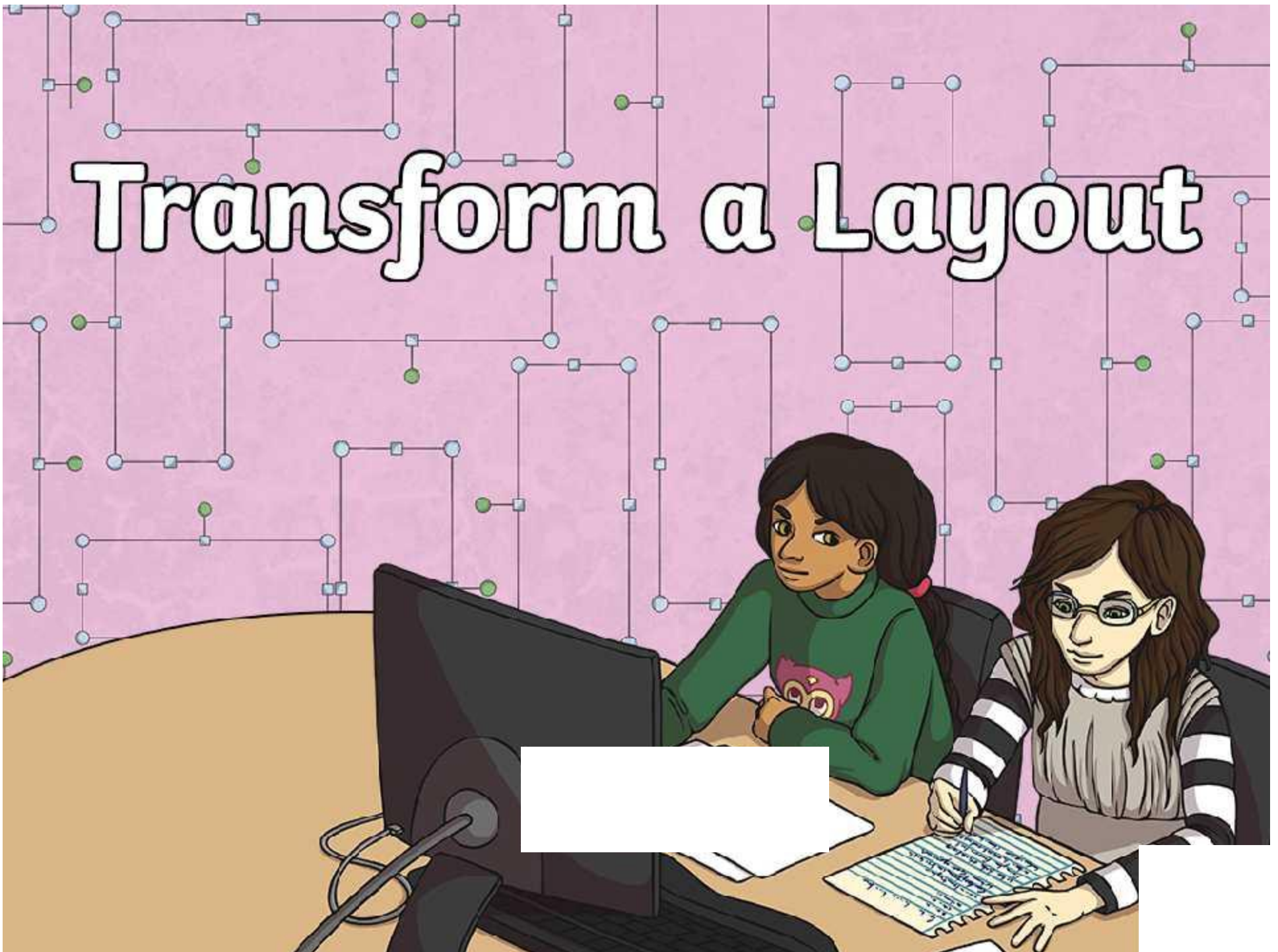
ReportIt: Ask children to use the column tool to create a short newspaper report about their cake sale or another topic area being studied in your class.



Computing

Word Processing

Transform a Layout



Aim

- I can change a page layout for a purpose.

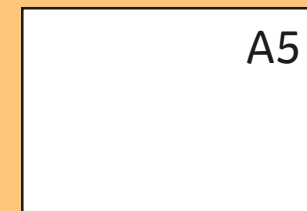
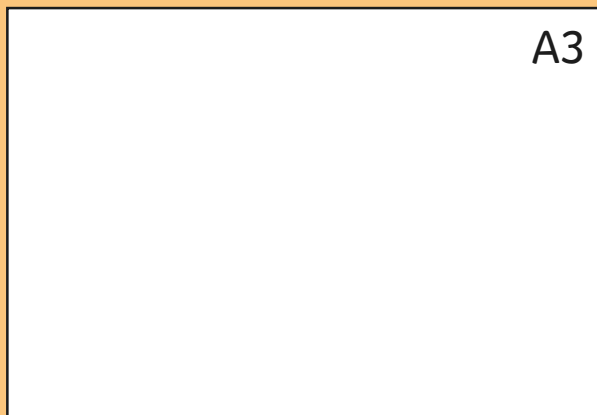
Success Criteria

- I can change the orientation of the page.
- I can change the size of the page.
- I can change the layout by using the column tool.

How Big?



Do you know the names of any paper sizes?
Today we are going to look at A3, A4 and A5 sizes.



What do you think each of these sizes would be useful for?
Can you see any of these in your classroom?

How Big?



Which paper size would you use to create each of these things?



How Big?

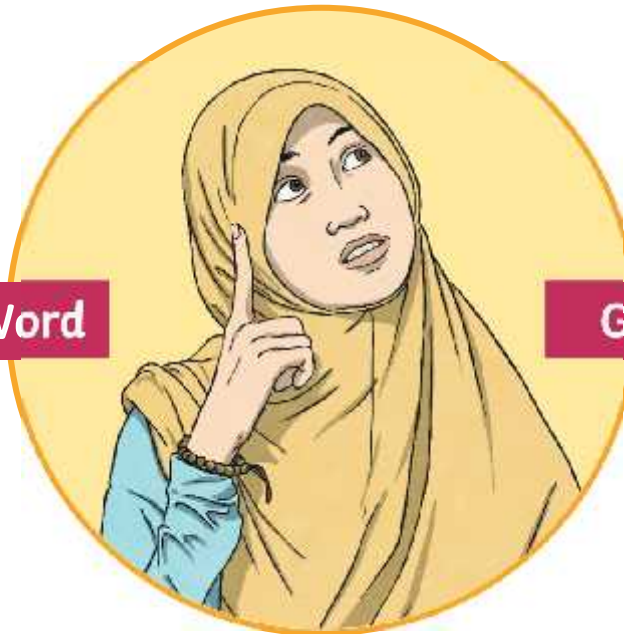


Open a new word processing document.

Can you find out how to change the paper size of your document?

Choose your software package:

Microsoft Word



Google Docs

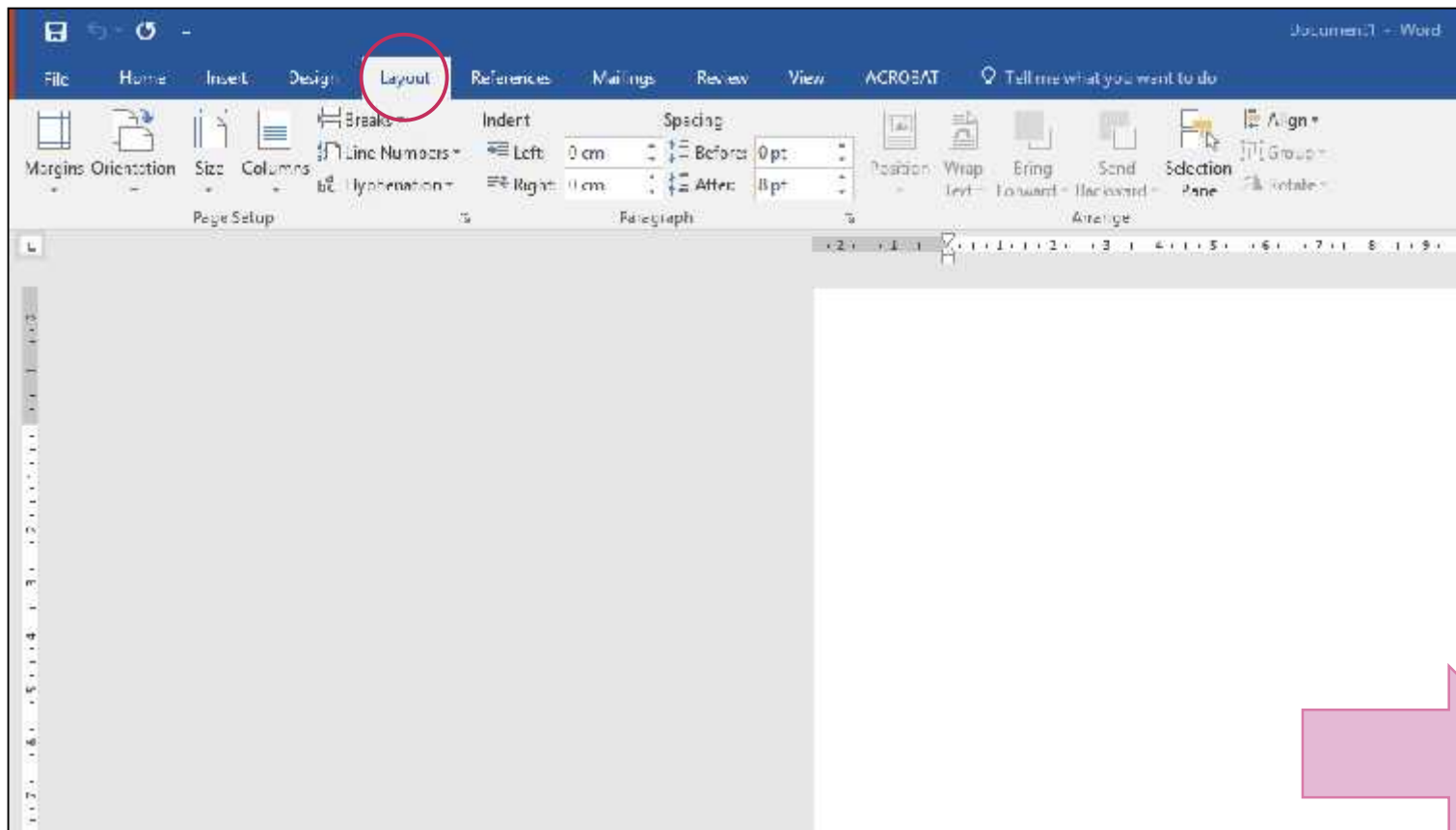
How Big?

Microsoft Word



Did you find the **Layout** menu?

Which of these buttons allows you to change the **size** of the paper?



How Big?

Microsoft Word



Click the **Size** button, and choose a paper size from the drop-down menu. Can you find A5, A4 and A3? Why might some sizes not be visible?

The screenshot shows the Microsoft Word interface with the 'Layout' ribbon selected. The 'Size' button is highlighted with a red box. A red-bordered text box contains the instruction: 'Remember to use the **Undo** button if you don't like a change.' The paper size dropdown menu is open, showing options: Statement (13.97 cm x 21.50 cm), Executive (18.41 cm x 26.68 cm), A4 (21.0 cm x 29.7 cm), A5 (14.8 cm x 21 cm), Folio (21.50 cm x 35.00 cm), Envelope #10 (10.41 cm x 24.1 cm), and Envelope 11 (11.0 cm x 22 cm). A large pink arrow points to the right from the bottom right of the screenshot.

Which Way?

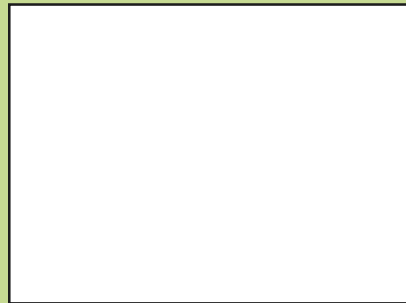
Microsoft Word



Sometimes, we might need the paper to be the other way around. Do you know what these different shapes are called?



Portrait



Landscape

Can you spot the portrait and landscape pages around your classroom?



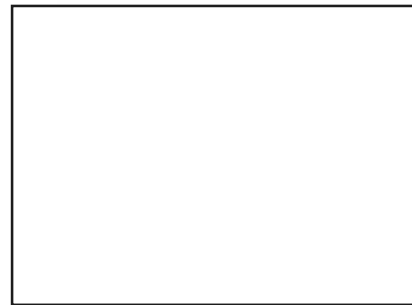
Which Way?

Microsoft Word



Can you find the button which will change the **orientation** of your page?

See if you can make your document **landscape**.

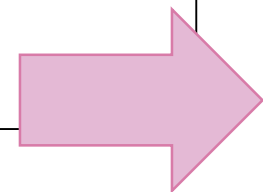
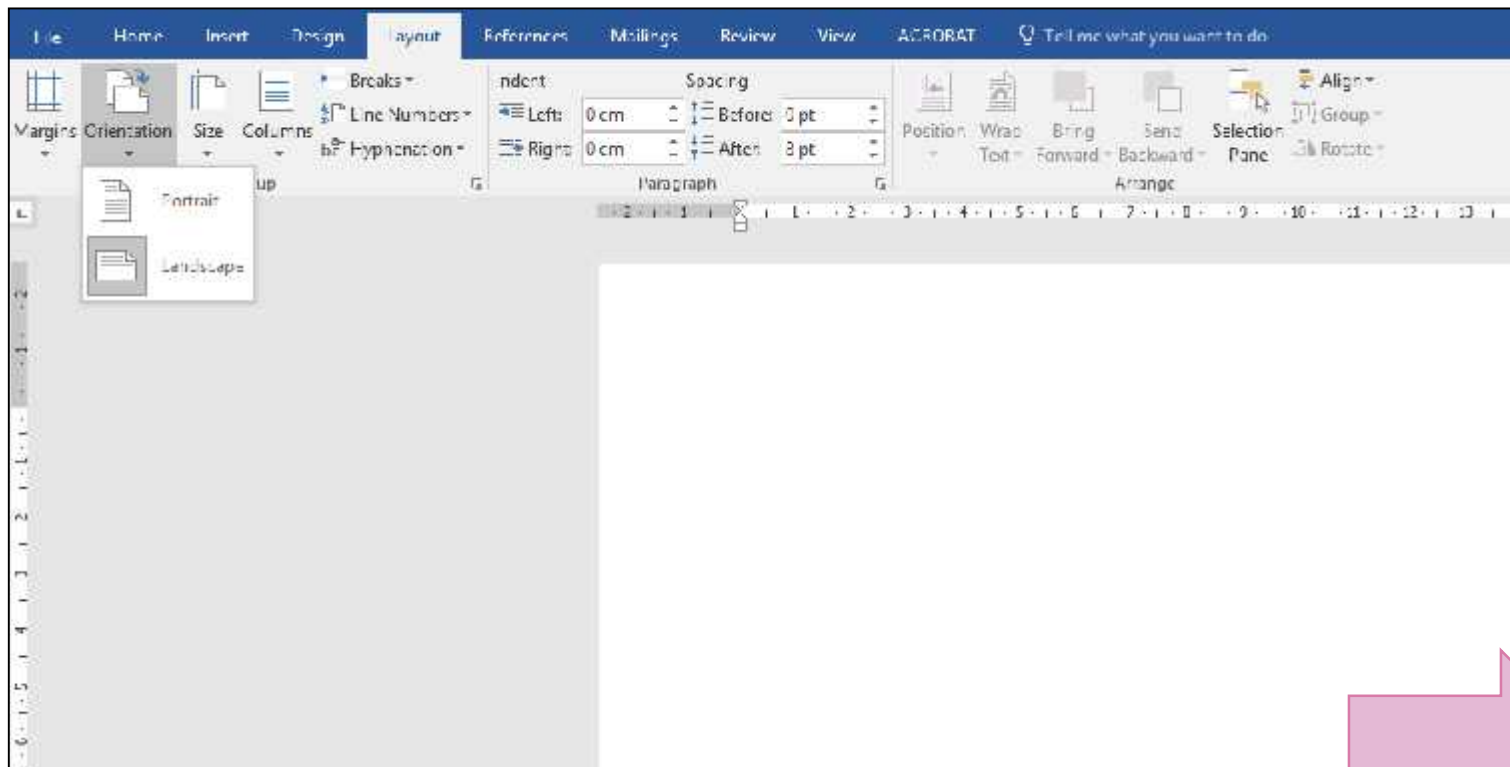


Which Way?

Microsoft Word



Did you find the **Orientation** button?
Make your document **A4 size** and **landscape**.

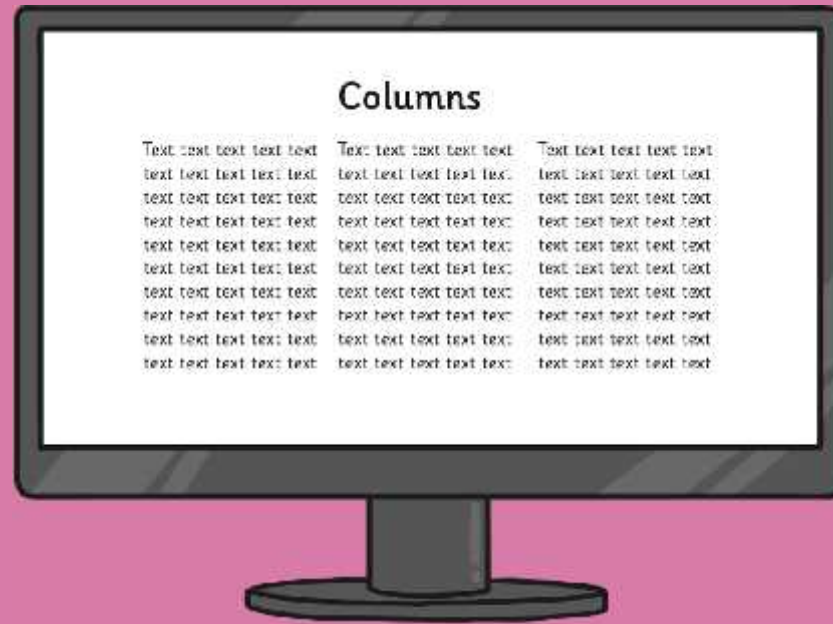


Creating Columns

Microsoft Word



Sometimes, we need to lay out text in **columns**.
Can you think of any places where you have seen text in columns?

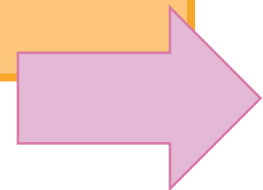
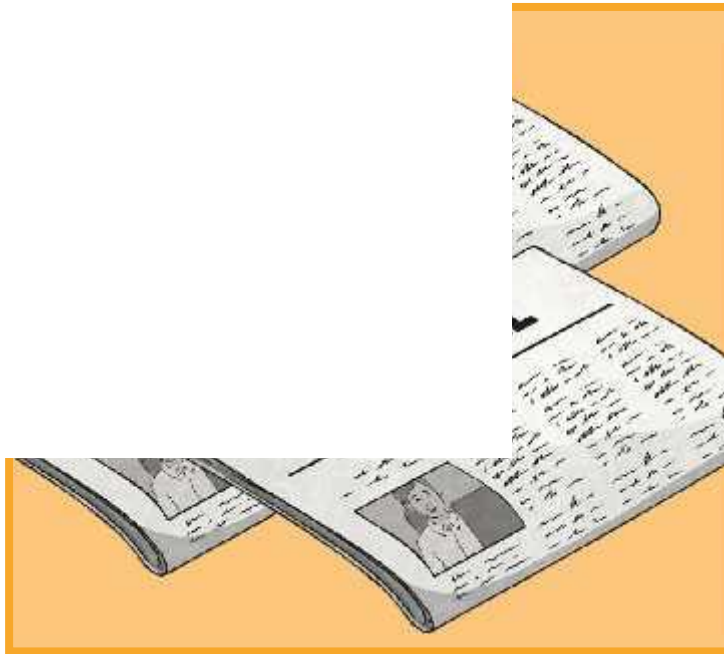


Creating Columns

Microsoft Word



Columns can be used for **laying out text on a single page**, or for a page which is going to be **folded over**.



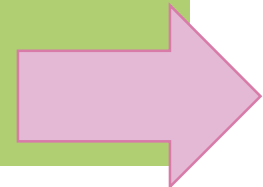
Creating Columns

Microsoft Word



First, set your **font size to 48pt**, and then hold down your favourite letter until it fills **one page**.

aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
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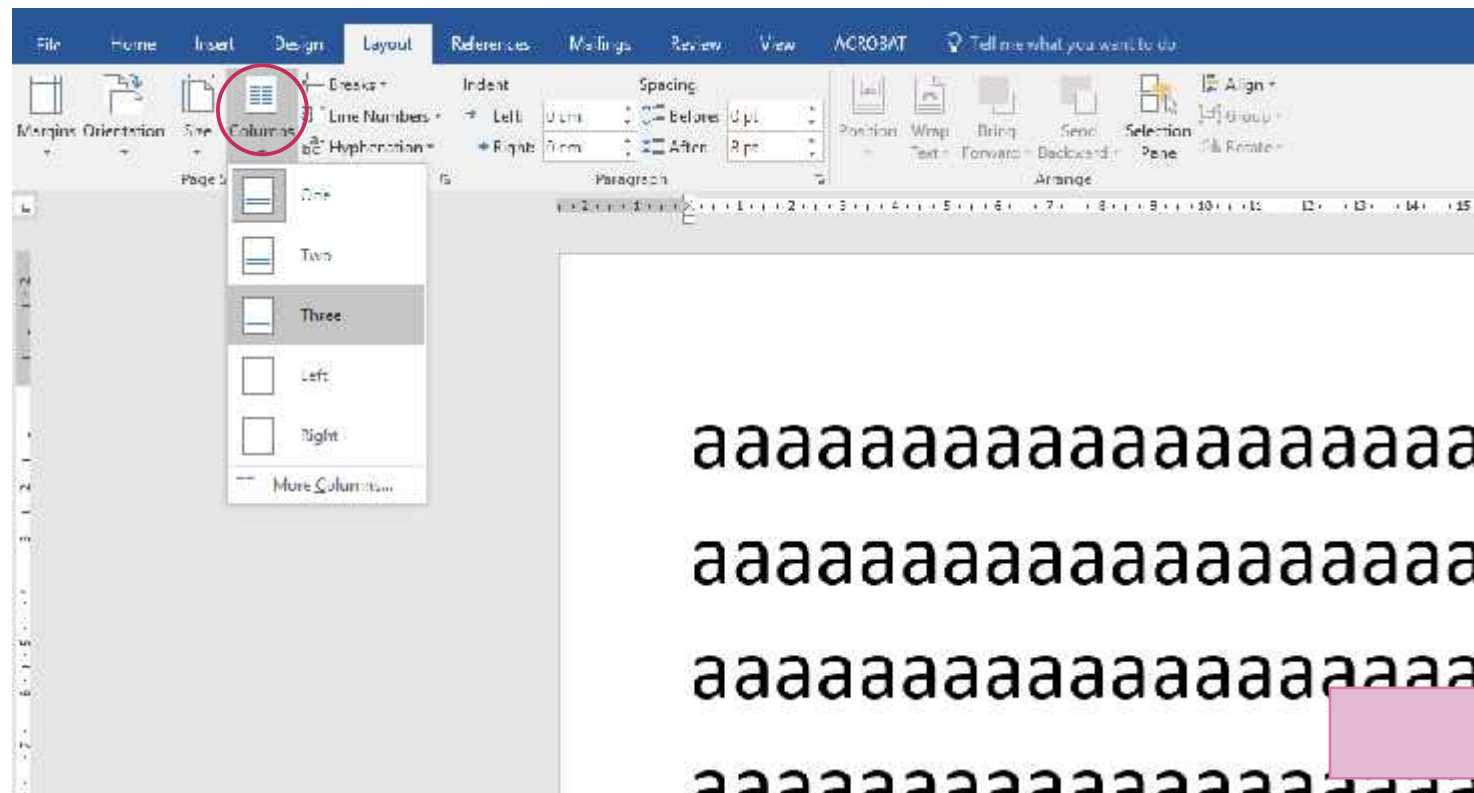


Creating Columns

Microsoft Word



In the **Layout** toolbar, can you find the button which puts your text into **columns**?

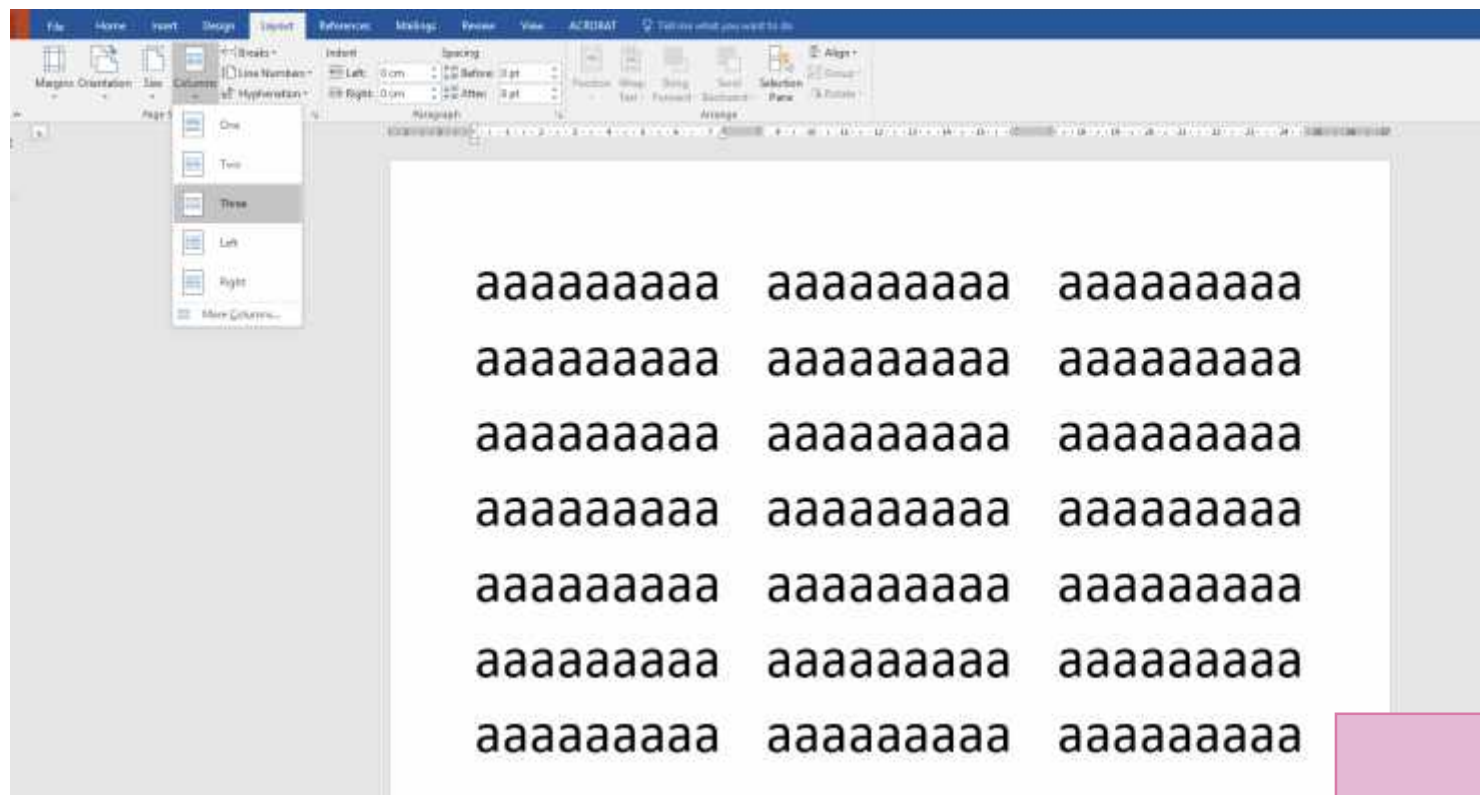


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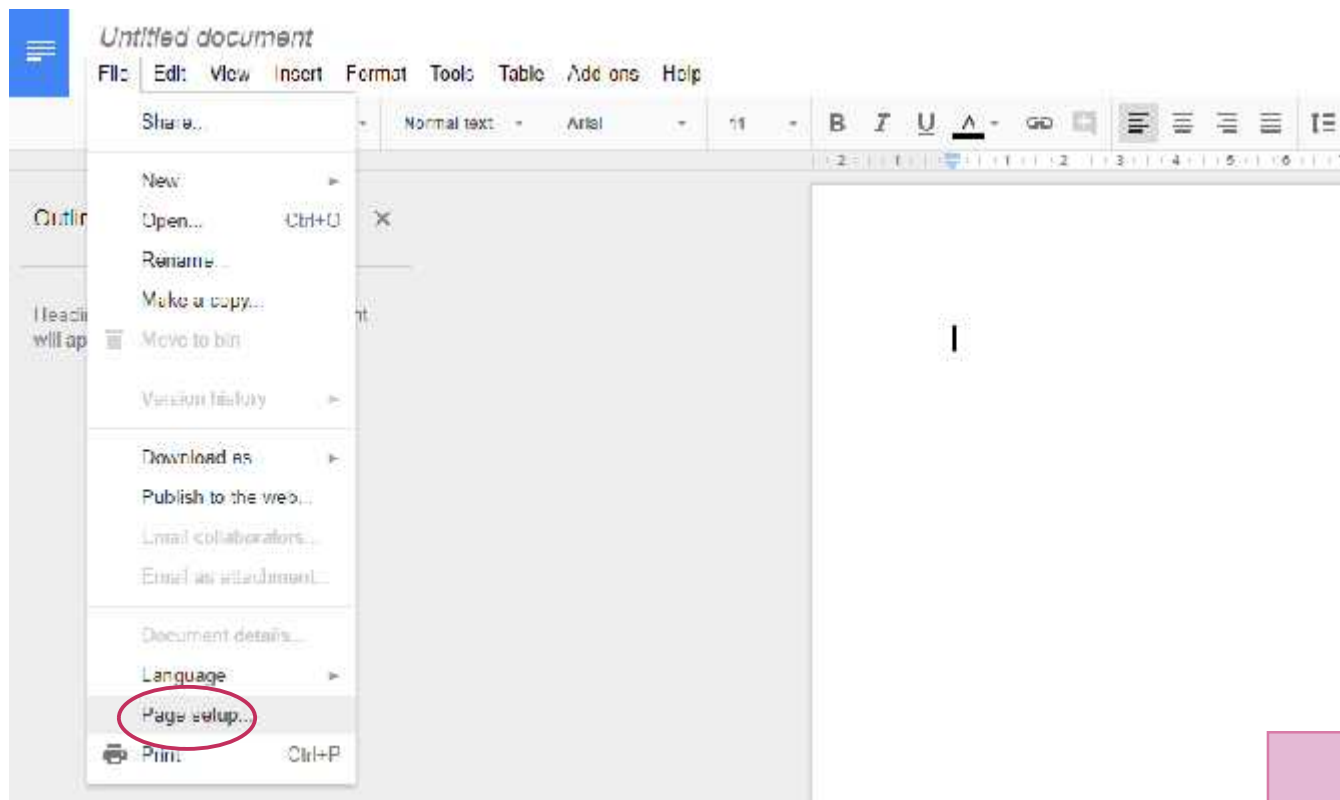


How Big?

Google Docs



Did you find the **Page setup** menu?



How Big?

Google Docs



Which of these buttons allows you to change the **size** of the paper?

The screenshot shows the Google Docs interface for an 'Untitled document'. The 'File' menu is open, displaying options such as 'Share...', 'New', 'Open...', 'Rename...', 'Make a copy...', 'Move to bin', 'Version history', 'Download as', 'Publish to the web...', 'Email collaborators...', 'Email as attachment...', 'Document details...', 'Language', 'Page setup...', and 'Print'. The 'Page setup...' option is highlighted. A 'Page setup' dialog box is open, showing settings for Orientation (Portrait selected), Paper size (A4 (210 mm x 297 mm) selected), and Margins (Top, Bottom, Left, and Right, all set to 25.4). The dialog box has 'OK', 'Cancel', and 'Set as default' buttons. A large pink arrow points from the right side of the dialog box towards the right edge of the slide.

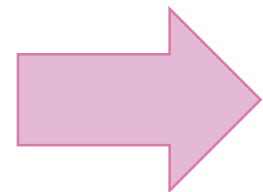
How Big?

Google Docs



Can you find A5, A4 and A3? Why might some sizes not be visible?

Remember to use the **Undo** button if you don't like a change.



Which Way?

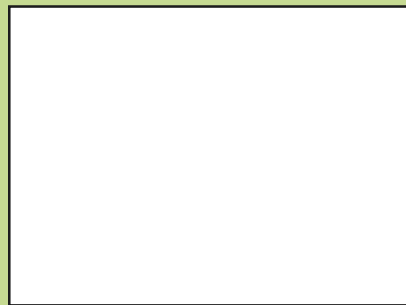
Google Docs



Sometimes, we might need the paper to be the other way around. Do you know what these different shapes are called?



Portrait



Landscape

Can you spot the portrait and landscape pages around your classroom?



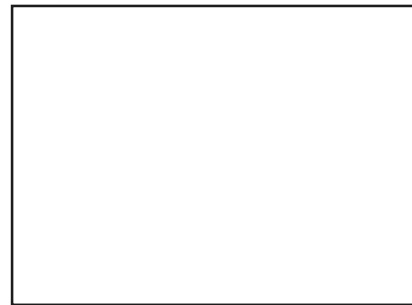
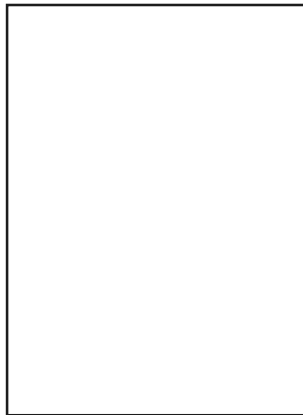
Which Way?

Google Docs



Can you find the button which will change the **orientation** of your page?

See if you can make your document **landscape**.

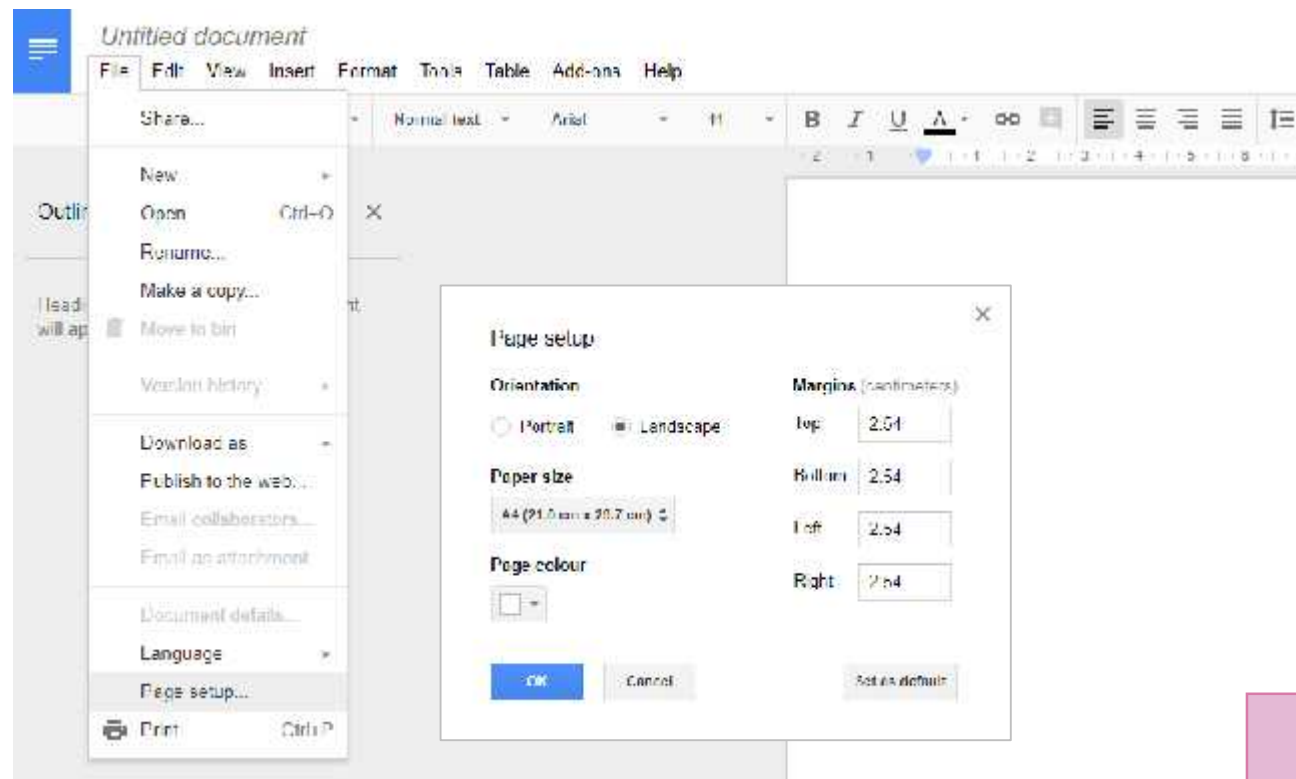


Which Way?

Google Docs



Did you find the **Orientation** buttons?
Make your document **A4 size** and **landscape**.



Creating Columns

Google Docs



Sometimes, we need to lay out text in **columns**.
Can you think of any places where you have seen text in columns?

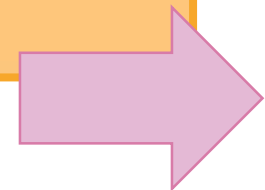
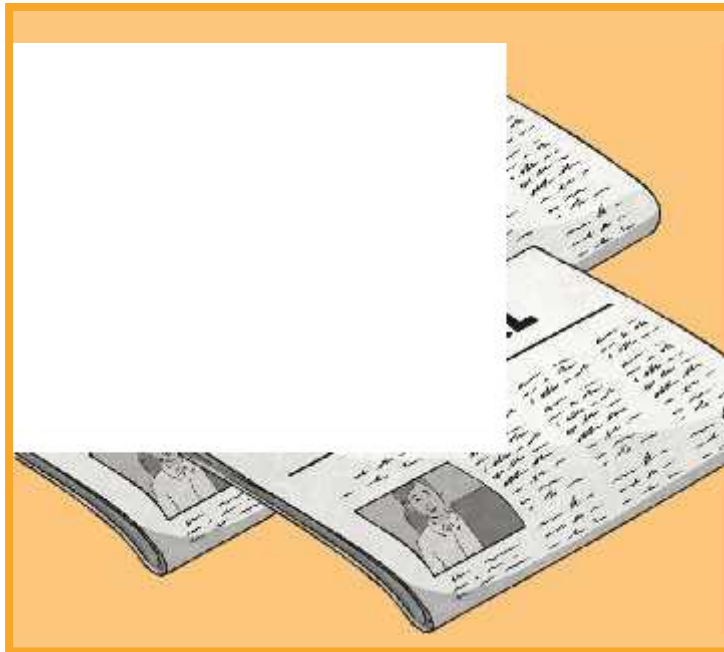


Creating Columns

Google Docs



Columns can be used for **laying out text on a single page**, or for a page which is going to be **folded over**.



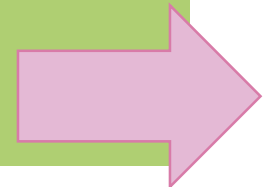
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First, set your **font size to 48pt**, and then hold down your favourite letter until it fills **one page**.

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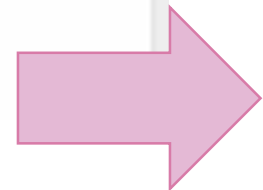
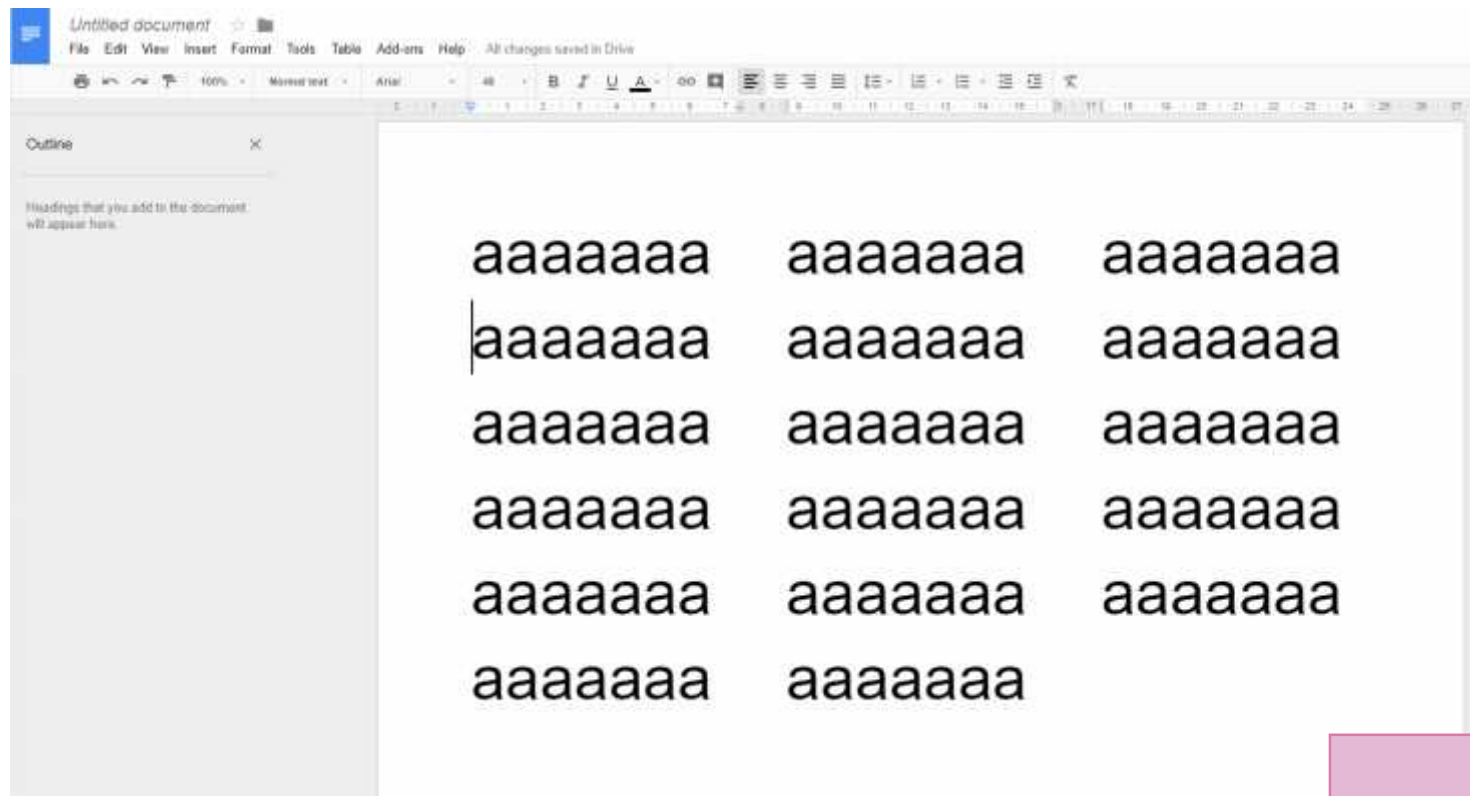


Creating Columns

Google Docs



Put your text into **three columns**.



Recipe Cards

When customers buy and eat your cakes, they might like them so much that they'd be interested in making their own cakes at home. Is there a product that you could sell alongside your cakes that would help your customers do this?

You could sell recipe cards that give your customers the ingredients they need and the instructions of how to make your cakes.



Recipe Cards

What is wrong with this recipe card?

The text is all the same size.

There are no pictures of the recipe.

There is wasted space at the bottom of the page.

The recipe is not numbered.

Recipe: Baked Cakes

Ingredients

- 200g (8oz) unsalted butter, softened
- 250g (9oz) caster sugar
- 200g (8oz) self-raising flour
- 1 pinch of salt
- 4 medium eggs

Equipment

- A bowl
- A whisk
- 12 Paper cases
- A spoon
- A rolling pin

Method

- 1 Preheat the oven to 180°C, or gas mark 4.
- 2 Beat the butter in a bowl until softened.
- 3 Add the sugar, flour, salt, eggs and milk and whisk until you have a smooth mixture.
- 4 Divide the mixture between all the paper cases with a spoon.
- 5 Place the tin in the oven and bake for 12-15 minutes, or until the cakes are golden brown.
- 6 Remove the tin from the oven. Leave to cool in the tin for a few minutes, then move them onto a wire cooling rack.

Recipe Cards

How can we improve it?

The text is
the same s

Make the ti
different si
and colour.

There is was
space at the
bottom of th

Turn the page
landscape and use
columns.

How to Make Cupcakes

Ingredients

250g (8oz) unsalted butter, softened
250g (8oz) caster sugar
250g (8oz) self-raising flour
Pinch of salt
4 medium eggs

Equipment

A bowl
A whisk
12 Paper cases
A spoon
A muffin tin

Method

1. Preheat the oven to 150°C, or gas mark 5.
2. Beat the butter in a bowl until softened.
3. Add the sugar, flour, salt, eggs and milk and whisk until you have a smooth mixture.
4. Divide the mixture between all the paper cases with a spoon.
5. Place the tin in the oven and bake for 15-18 minutes, or until the cakes are golden brown.
6. Remove the tins from the oven. Leave to cool in the tins for a few minutes, then move them onto a wire cooling rack.



There are no
pictures of
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and a picture
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right the
ctions and

use the
numbering button.

Create a Recipe Card



Open your **Recipe Card Activity Sheet**. Your task is to make your recipe card look as good as this one. Can you remember what steps to take?

How to Make Cupcakes

Ingredients

250g (8oz) unsalted butter, softened
250g (8oz) medium sugar
250g (8oz) self-raising flour
Pinch of salt
4 medium eggs

Equipment

A bowl
A whisk
12 Paper cases
A spoon
A muffin tin

Method

1. Preheat the oven to 150°C, or gas mark 5.
2. Beat the butter in a bowl until softened.
3. Add the sugar, flour, salt, eggs and milk and whisk until you have a smooth mixture.
4. Divide the mixture between all the paper cases with a spoon.
5. Place the tin in the oven and bake for 15-18 minutes, or until the cakes are golden brown.
6. Remove the tins from the oven. Leave to cool in the tins for a few minutes, then move them onto a wire cooling rack.



When you have finished, choose an appropriate **paper size** for your recipe card.

Page Colour



Have you been able to use these tools successfully?
Which did you find the most useful?
What page size did you choose?
Can you think of other types of document which could make use of these tools?



There is also a way to change the **Page Colour**. Can you find out how to do this?
Experiment with this tool. How could it improve your recipe card?

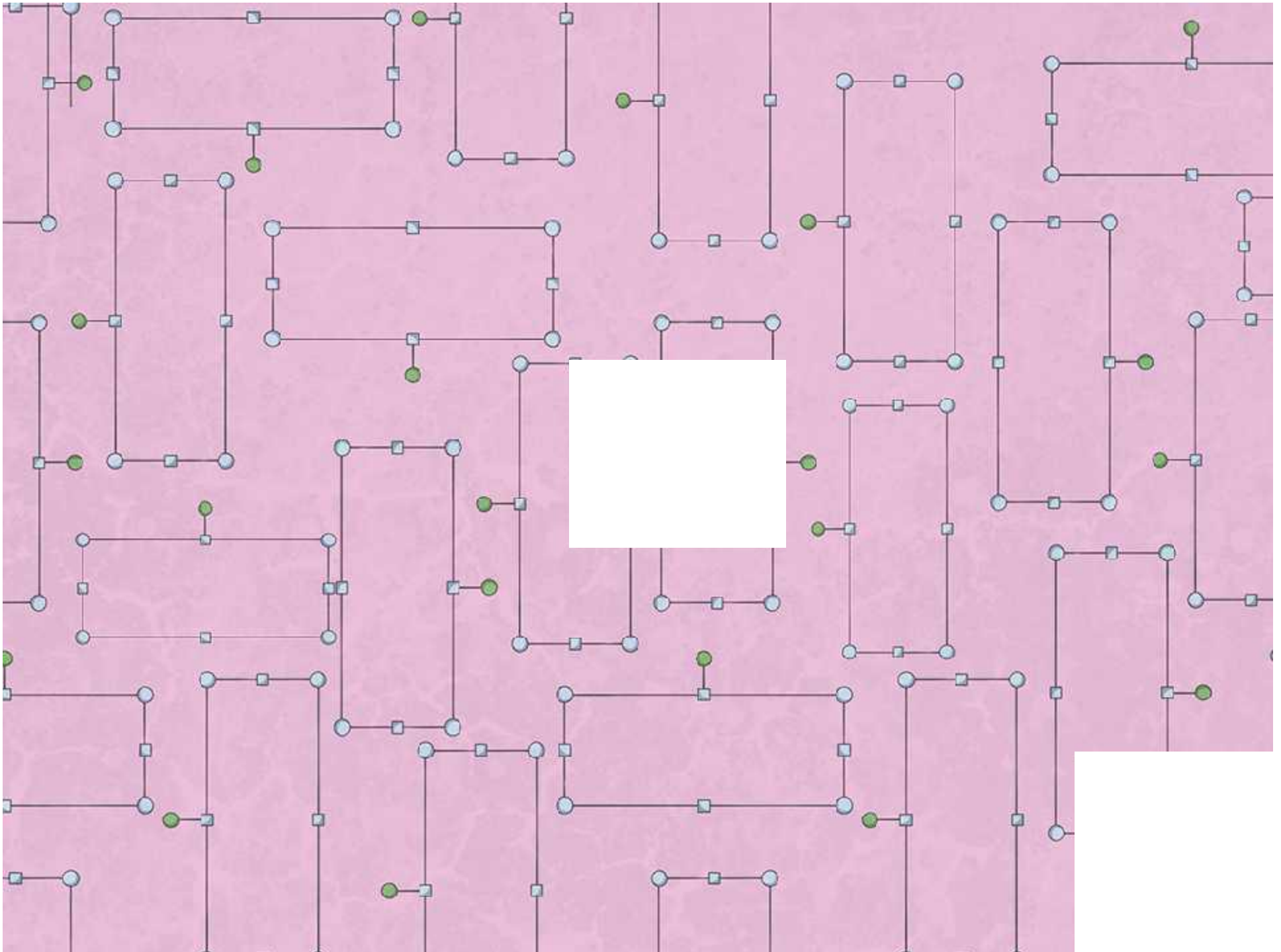
Aim



- I can change a page layout for a purpose.

Success Criteria

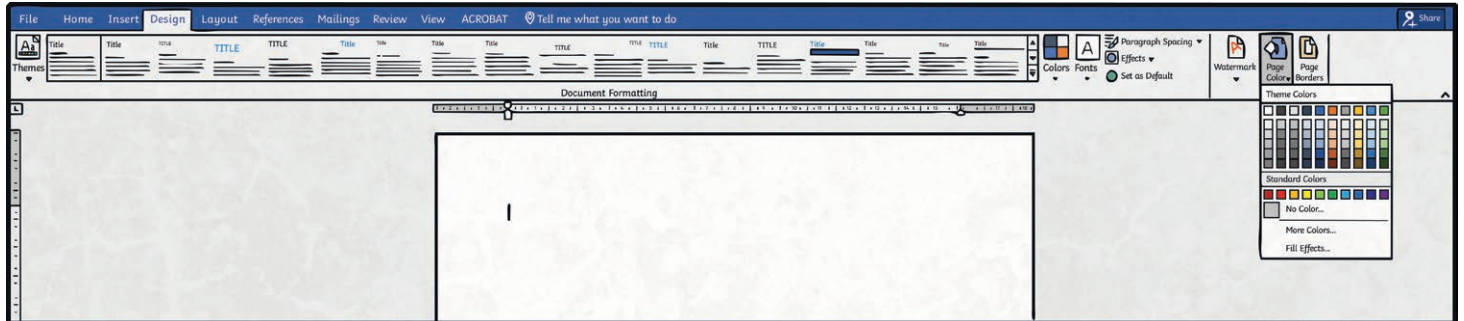
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Page Colour

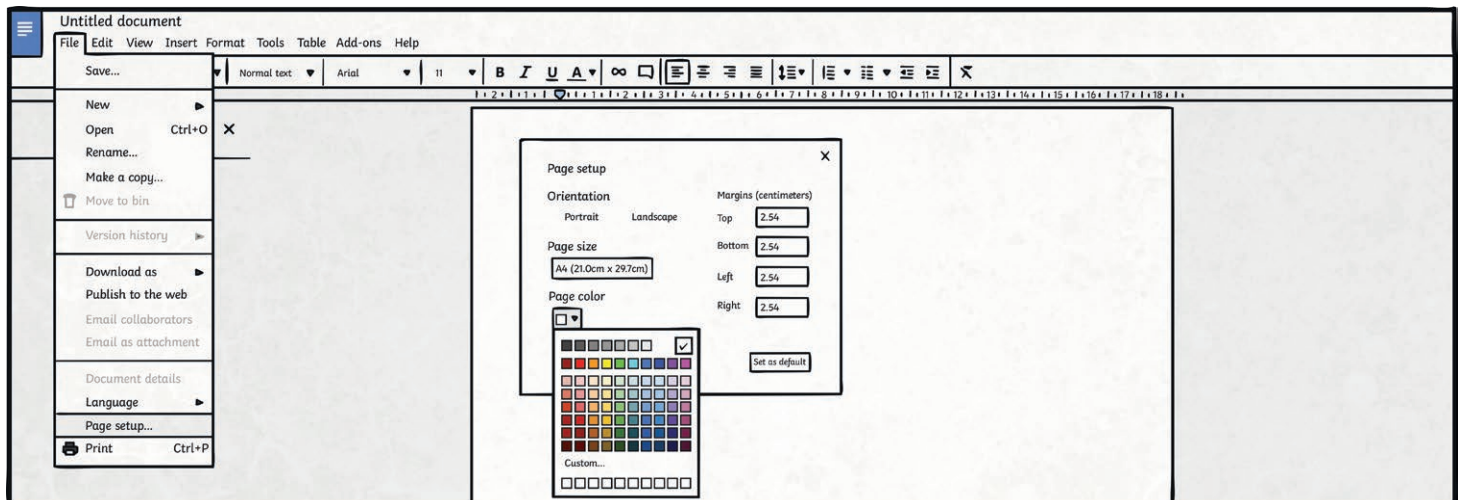
Microsoft Word

To change the colour of a page, use the **Design** toolbar and look for the **Page Colour** button.



Google Docs

To change the colour of a page, use the **File** menu and click **Page Setup**, then choose from the **Page colour** drop-down menu.



Make sure that children are aware that choosing a similar colour of page background and font will make the font less easy to read.

How to Make Cupcakes

Ingredients

250g (8oz) unsalted butter, softened

250g (8oz) caster sugar

250g (8oz) self-raising flour

Pinch of salt

4 medium eggs

Equipment

A bowl

A whisk

12 paper cases

A spoon

A muffin tin



Method

Preheat the oven to 190°C or gas mark 5.

Beat the butter in a bowl until softened.

Add the sugar, flour, salt, eggs and milk and whisk until you have a smooth mixture.

Divide the mixture between all the paper cases with a spoon.

Place the tin in the oven and bake for 15-18 minutes or until the cakes are golden brown.

Remove the tins from the oven. Leave to cool in the tins for a few minutes, then move them onto a wire cooling rack.

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