

TECHNOEzine

For Microsoft Word 2010 Student Workbook



TECHNOeBooks

Project-based Computer Curriculum eBooks



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SESSION 4

Music Mania

In this session, you write an article titled "Music Mania". Begin by researching a famous musician (or band) using the Internet. You will need to find a photo, as well as interesting facts. Using Microsoft Word you will Use your skills to organize the information in a logical manner. It is time for you to make your mark on the entertainment industry – does the music rock or flop?

Assignment 11: Picture of Musician or Band

Assignment 12: Musician or Band Facts

Assignment 13: Write Music Article

Session 4 Skill Review: Edit the Elvis Music Article

Session 4 Extension Activity: Add a Hyperlink

Assignment 11: Picture of Musician or Band

Refer to **Assignment 3 Planning the Content** for the musician or band you selected for this piece of writing. Follow the instructions to save a picture of the musician or band using the Internet.

Use a Search Engine to Find a Picture of a Musician

- ☞ Open *Microsoft Internet Explorer*. 
- ☞ Type **www.google.com** into the address bar and then press ENTER.
- ☞ Click *Images*.

Web Images Videos Maps News

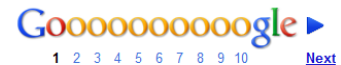


- ☞ Type the **musician name** into the search box and press *Search Images*.

Name of Musician or Band

Search Images

- ☞ Look at the search results. To see the next page, click *Next*.



- ☞ Find a picture you like. Click on the picture to make it larger.

Save a Picture to the Images Folder

- ☞ When you have found a picture that you want to save, **right click** on the picture.
- ☞ Select *Save Picture As* from the menu.
- ☞ Go to the **Images** folder inside the *Student Name Ezine* folder.
- ☞ In the *File name:* box type the **musician name**.
- ☞ Click *Save*.

Exit Microsoft Internet Explorer

- ☞ Click the *Close* button in the top right corner of the window.



TIP: Save more than one picture so that you can choose the best one for the article.

Assignment 12: Musician or Band Facts

Music Mania is an article about a popular musician or band.

Use the Internet to research the musician or band to answer the questions.

Use a Search Engine to Research Facts

☞ Open *Microsoft Internet Explorer*.



Option 1: Use a Bookmarked Website to Research a Musician or Band

☞ If the Favorites folder is located in the Favorites Center, click *Favorites*.
Click *Pin the Favorites Center* to anchor the pane in the browser window.



or ask your teacher where the *TechnoEzine Internet Favorites* folder is located.



☞ Open the *TechnoEzine Internet Favorites* folder.

☞ Open the **music** subfolder.

☞ Use the bookmarked sites to find information about a musician or band you would like to research.

Option 2: Use a Search Engine to Research a Musician or Band

☞ Type **www.google.com** or **www.bing.com** into the address bar of the web browser.

☞ Type the search term **musician name** in the search box.

☞ Find a web page about the musician.

Answer Questions About the Musician or Band

1. What is the name of the musician or band?

2. If writing about a band, what are the names of the members?

3. What is the music genre? (rock, pop, rhythm and blues, country, hip-hop, Latin, dance)

4. What hits songs are played by the musician or band?

5. What is the name of the best album made by the musician or band?

6. What music awards, video awards, or billboard ranking has the musician or band received?


7. When and where will the musician or band be touring? Are there any tour dates for your city?

8. What facts about the musician or band will teens find interesting?

Assignment 13: Write Music Article

Now you are ready to write the Music Mania article. Follow the instructions below to add the article to the saved TechnoEzine document.

Open the File TechnoEzine

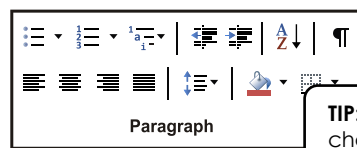
- ☞ Open Microsoft Word.
- ☞ Click the *File* tab.
- ☞ Select *Open* and go to your *Articles* folder. 
- ☞ Select the file **TechnoEzine** and click *Open*.

Insert a Page Break


You need to write your article. To do this, you must to add a new page.

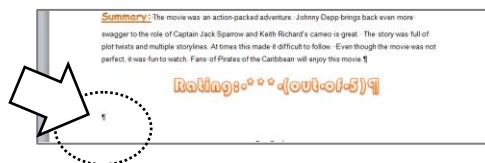
Follow the instructions to insert a page break to create a blank page after the Movie Review.

- ☞ Click the *Home* tab. Find the *Paragraph* group.

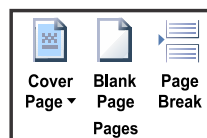


TIP: Show/Hide displays hidden characters. They DO NOT print.

- ☞ Click the *Show/Hide* command. 
- ☞ Scroll to the END of the document or press CTRL + END on the keyboard.
- ☞ Click the mouse in front of the last paragraph mark on the page.



- ☞ Click the *Insert* tab. Find the *Pages* group.

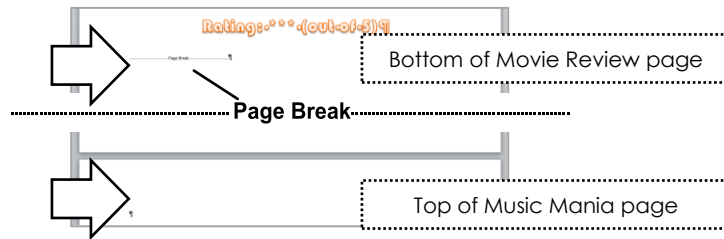


- Click the *Page Break* command. 

Notice the dotted line that appears below the text. It says *Page Break*. A page break is a code that causes information to go on the next page, even if the current page is not filled.

The cursor is now at the top of the **next** page.

You can turn off the hidden characters by clicking a *Show/Hide*. 



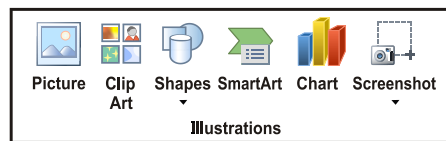
Add and Format the Music Mania Title


- Use a shape, text box, or WordArt to add the title **Music Mania**.
- Use your skills to format the text.

MUSIC MANIA

Insert a Picture of the Musician or Band

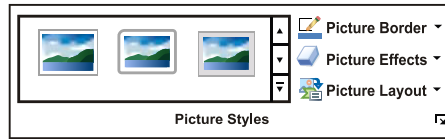
- Click the mouse so the cursor appears below the title.
- Click the *Insert* tab. Find the *Illustrations* group.



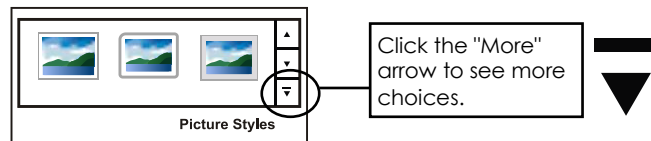
- Click the *Insert Picture from File* command. 
- Go to the **Images** folder inside the *Student Name Ezine* folder.
- Select the picture of the musician or band saved in Assignment 11.
- Click *Insert*.

Add a Picture Style

- ☞ **Double click** on the picture. The *Picture Tools – Format* tab shows up in the ribbon.




- ☞ Rest the mouse pointer over one of the pictures styles. Watch the clip art to see how it will look with that style.
- ☞ To see more styles, click the *More* arrow in the corner of the gallery.




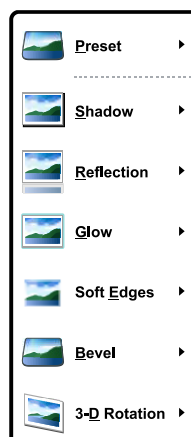
- ☞ When you find a style you like, click on it.

Change the Border

- ☞ Click *Picture Border*. 
- ☞ Click on any color in the palette to change the color of the border.
- ☞ Click *Weight* and pick a border thickness. **TIP:** Often a thinner border is better.

Add a Picture Effect

- ☞ Click *Picture Effects*. 
- ☞ Apply effects to make the picture look great.



Write Music Article

- Use your skills to create a music article that teens will enjoy reading. You need to make the music article look great. Use the checklist to help you.

Microsoft Word Commands

Write a music article. Use the following commands at least once.

- Text Box and/or Shapes
- WordArt and/or Clip Art
- Insert Picture from File
- Picture Styles, Picture Border, or Picture Effects

Content of the Music Mania Article

- Include information that teenagers want to know about the musician or band.
- Keep the information accurate, you should not make up facts.
- Use language that teenagers will understand.
- Keep sentences short and avoid long paragraphs.
- Include a picture of the musician or band.

About the Graphics

- Use pictures that will attract the attention of teenagers.
- There should be white space to make the information easy to read.
- Avoid clutter.

About the Words

- Use a title that will attract attention.
- Select fonts that are easy to read.
- Font size should be used to show important information. The title should be larger than the words in the body of the article.
- Font color should be used to attract attention and must be easy to read.
- Proofread your article for spelling and grammar errors.

Save your Work and then Exit Microsoft Word

- Save the changes to the **TechnoEzine** document.
- Exit Microsoft Word.



WHAT DO TEENS THINK OF YOUR ARTICLE?

Show your music article to a teenager. Have them answer the questions. Use this information to improve your article.

What was your first impression of the article?

At first glance, did the article LOOK like something you wanted to read? If yes, what attracted your attention? If no, what could be added to attract your attention?

Is the article written in a way that teens will understand? If no, what changes do you think need to be made to the article?

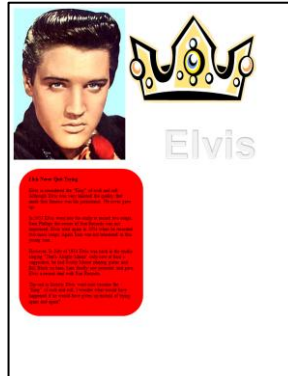
What information in the article did you find most interesting?

What other information do you think should be included in the article?

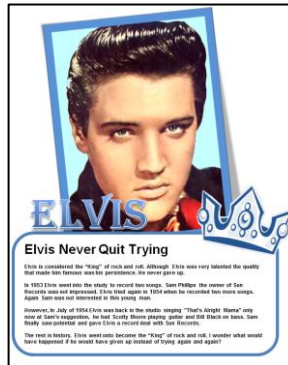
Session 4 Skill Review: Edit the Elvis Music Article

Edit the layout and formatting used in the Elvis music article to make it something that teens will want to read.

1. Open the *Music Article* template in the *Ezine* folder.



2. Use your skills to edit the layout and format of the article. For example:



3. Save the article as **music**.
4. Print the article.
5. Exit Microsoft Word.