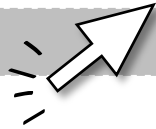


















How to make beautiful worksheets



Goal: To create visually-interesting worksheets.

Home	Insert	Insert: Put tables, pictures, clip art, shapes, and textboxes in your worksheets.	
 Table	<p>Go to Insert. Click on Table.</p>	 Picture	<p>To get pictures from your computer: Go to Insert. Click Picture.</p>
		 Clip Art	<p>To get pictures from Microsoft Office: Go to Insert. Click Clip Art.</p>
 Shapes	<p>To make squares, boxes, etc.: Go to Insert. Click and pick Shapes.</p>	 Text Box	<p>To write texts over images and other text: Go to Insert. Click Text Box.</p>
		 WordArt	<p>To make big headlines: Go to Insert. Click on WordArt.</p>

Acrobat	Picture Tools	Format: Edit pictures, shapes, and text boxes. (Pink) Shows up if you click on the picture.
Format		
 Bring Forward	<p>Brings image in front by one step.</p>	 Remove Background <p>Gets rid of background colors and images.</p>
 Send Backward	<p>Sends image behind by one step.</p>	
 Corrections	<p>Sharpens, blurs, and stylizes.</p>	
 Color	<p>Changes color of image.</p>	
		 Crop <p>Cuts out pieces of an image.</p>

Acrobat	Drawing Tools	Format: Edit pictures, shapes, and text boxes. (Orange) Shows up if you click on the text box.
Format		
 Shape Fill	<p>Fills in the shape or picture with the chosen color.</p>	 Wrap Text <p>Changes the way text goes around a selected object (in front of text, behind, etc.)</p>
 Shape Outline	<p>Choose the color, size, and style of an image's or shape's outline.</p>	
 Shape Effects	<p>Add shadows, glows, or reflections.</p>	

Layering: How to Arrange Images and Shapes

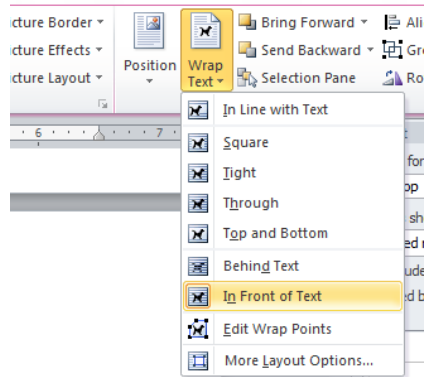
- ① Get pictures and shapes.



- ② Click on each picture and go to



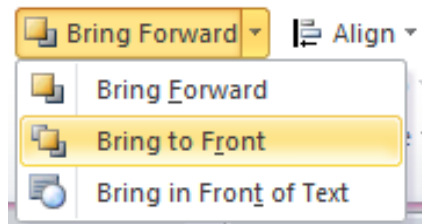
- ③ Click on **Wrap Text** and pick **In Front of Text**. Each picture can be moved freely.



- ④ To get the bubble in front of the pet shop, click on the bubble.

- ⑤ Go to **Format** and click on  **Bring Forward**

- ⑥ Select **Bring to Front**.



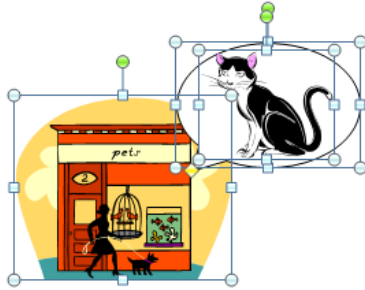
- ⑦ To get the cat in front of the bubble, click on the cat. Repeat steps 5 and 6.



Grouping: How to Make One Image from Many

① Click on all of the pictures and shapes you'd like to group.

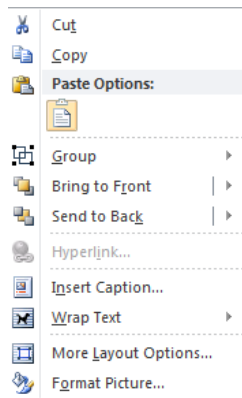
*To select many pictures at one time, hold CTRL and click on the picture.



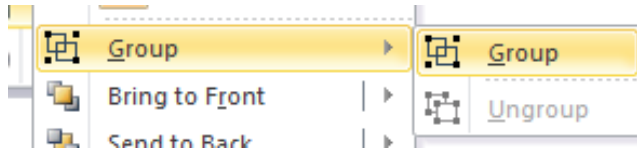
How do I select many pictures at one time?



② **Double click** on the border of one image.



③ Click on **Group** and select **Group**.



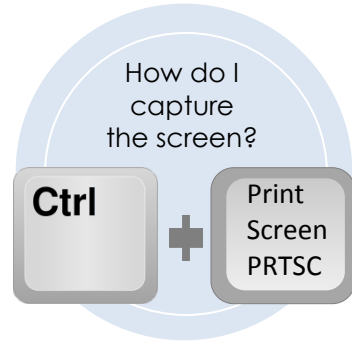
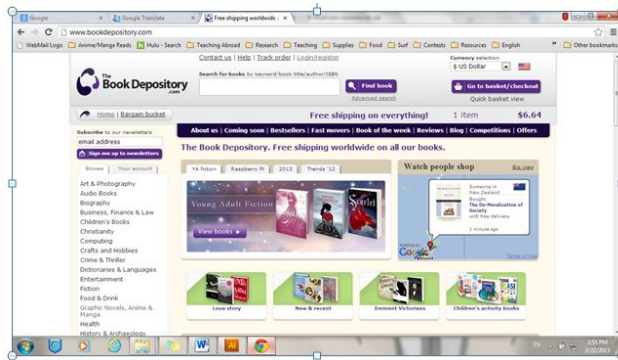
The pictures and shapes should be in one big box.



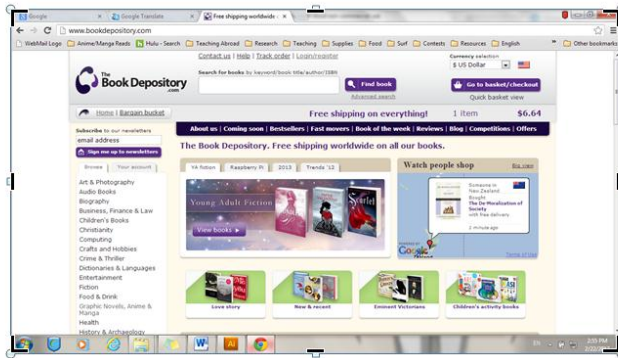
Questions? Please ask! You can also email Jd at jeridelbanks@gmail.com.

Cropping: How to Cut Out Pieces of a Picture

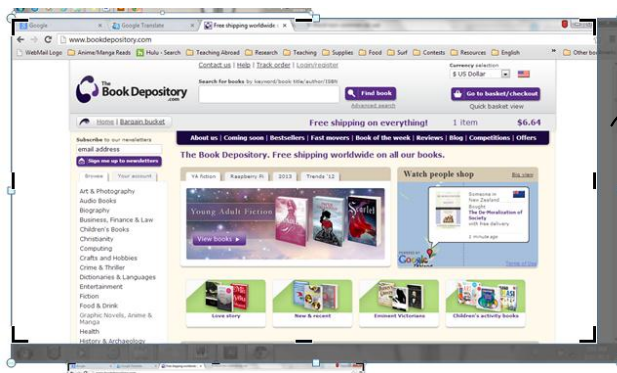
- ① Click on the picture, then click on **Format**.



- ② Click on . Black lines will appear on the border of the picture (see below).



- ③ Click on the **edges** you'd like to crop. The grey area is the area that will be cropped.



This grey area will be cut off!

- ④ When you're done, click on the **Crop** button again.



Basic Design Skills

Following lines – Try to line up everything.

Why is this important?

The page looks clean and easy to read.

When there's a lot of information, the page won't overwhelm the eyes.

Consistency in Text and Fonts

Use only **2-3** fonts. More fonts can be confusing.

Pair a **fancy** font with a straight font.

Try to avoid using **Sans Serif** fonts (Times New Roman, Cambria, or Century). They are distracting and ugly. Use fonts like Calibri, Arial, or Tahoma.

Consistency in Pictures

When picking pictures, try to get pictures that look similar.

You can find pictures from the same source.

The example to the right are provided

from the same source (Microsoft).



Types of Pictures

There are many kinds of pictures: .JPG or .JPEG, .GIF, .TIFF, and **.PNG**.

The good thing about .PNG is that their resolutions (quality) don't change. Also, they usually don't have a background, so you can just paste it over text.

The good thing about .JPG is that they use less space than other file types.

Design book recommendations
(日本語) デザインのアイデア&ヒント by MdN 編集部
(英語) The Design Book by Robin Williams

