

## Learning Goal: Demonstrate ability to work with shapes, images and layout tools

# PARTY MENU

Don't forget to complete the [Learning Log!!](#)

Here's [the Demo](#)

[Here's the Rubric](#)

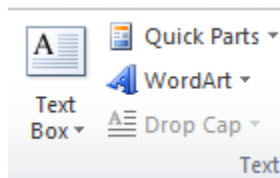
You will create a party menu for children. For this assignment you will be using

- Shapes and images
- Layout tools

Save the file to your Word folder as **Party Menu**

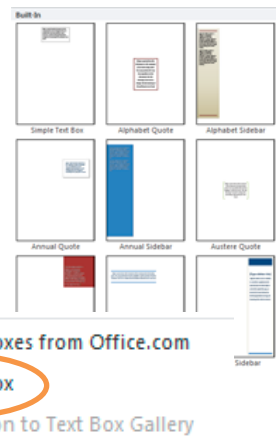
Directions:

- ▶ Use WordArt for your title and the title of each subheading
- ▶ Use a textbox for each of your subheadings:



Textbox & WordArt can be found under "**Insert**" in the menu bar.

- ▶ Choose the option "Draw Textbox" at the bottom of the built-in options
- ▶ Use the following subheadings for your Party Menu:
  - Appetizers
  - Entrées
  - Desserts
  - Drinks



To get the accent on the e: Hold down the ALT-key and type 130 on the numeric keypad. Release the Alt-key and type the e

### Vocabulary /Tools

#### Textbox

- ▶ Layout tool that allows you to place text or images with more control
- ▶ Can be formatted in a variety of ways, including "invisible"

#### WrapText


- ▶ In order to get control of the layout of your page, you must use the **WrapText** feature.
- ▶ When you first place an object on the page it is "stuck" to it. Once you use **WrapText** you can move it.

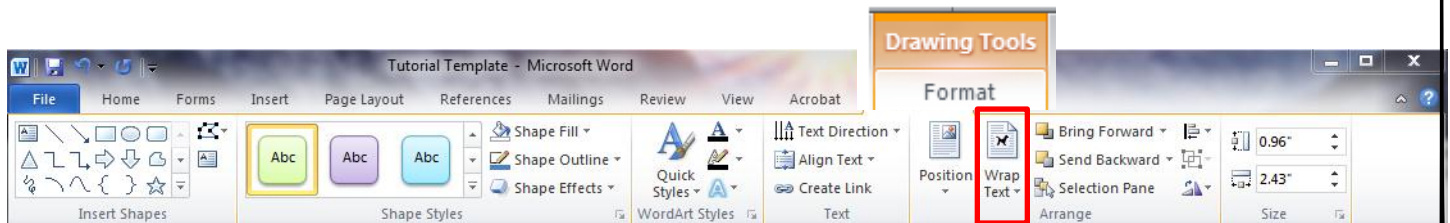
#### Accent

- ▶ Here it means the symbol on top of the e in Entrées.

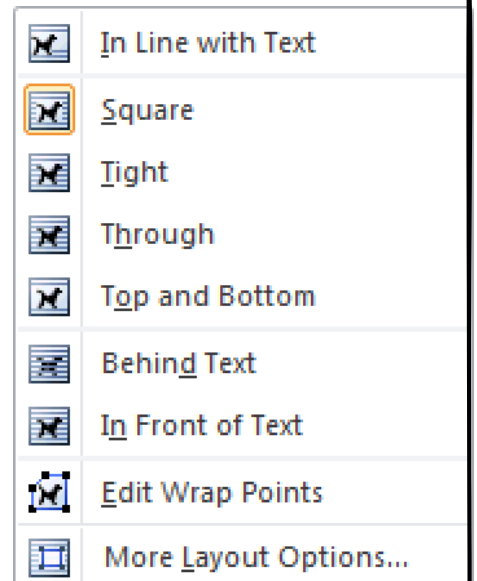
## New to Learn Today

### Putting a WrapText on your objects

- ▶ When first placing an object on your page, it is “stuck” to it. You cannot move it around. The only way to position it is to use the alignment feature. 
- ▶ To give you more options you need use WrapText → This feature makes the object “float” on the page and you can move it where you need/want it.
- ▶ How to: Select the object and click on Drawing Tools → Format

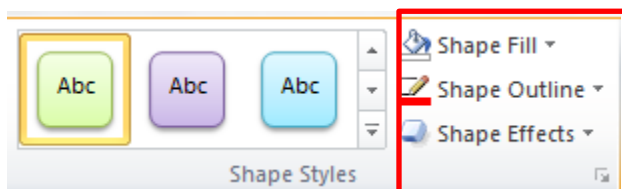


- ▶ In the drawing toolbar, select → WrapText.
- ▶ Choose the one that fits your need. Get a clue by looking at the icon next to the type of Wrap.
- ▶ For the Party Menu you'll probably want Square to place items next to each other, In Front of Text to “layer” images.
- ▶ Time to experiment to get the best look you want.



### Modifying your Textboxes

To create variety in your textboxes you can use the shape styles or to get more “creative,” use the Shape Fill, Shape Outline, and Shape Effects option:



**Good idea:** Select items that belong together → Select the first item. Hold down the Shift-key and select the other items. Let go of the Shift-key and right click on the line of one of the items. Select “Group” to combine them. This will help in positioning various items.