

# Holiday Worksheets With Word

By Lorrie Jackson

## WHY A TECHTORIAL?

### **What will I learn today?**

You will learn how to use Microsoft Word to create a holiday worksheet containing clip art, photographs, tables, and borders.

### **What hardware and/or software does the techtorial apply to?**

The techtorial applies specifically to Microsoft Word XP. Most of the techtorial, with some minor differences in button names, also will apply to Word 98, 2000, and ME, however.

### **Which National Educational Technology Standards for Teachers does the techtorial address?**

The techtorial will help teachers accomplish standard IIIc in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#), click Standards in the menu bar on the left, and then click the arrow to the right of Standards and Performance Indicators for Teachers.

## HOLIDAY WORKSHEETS

At this time of year, many teachers want to create for their students' customized holiday worksheets like this one.



Merry Christmas!



Write at least 9 new words you can find in the following phrase:

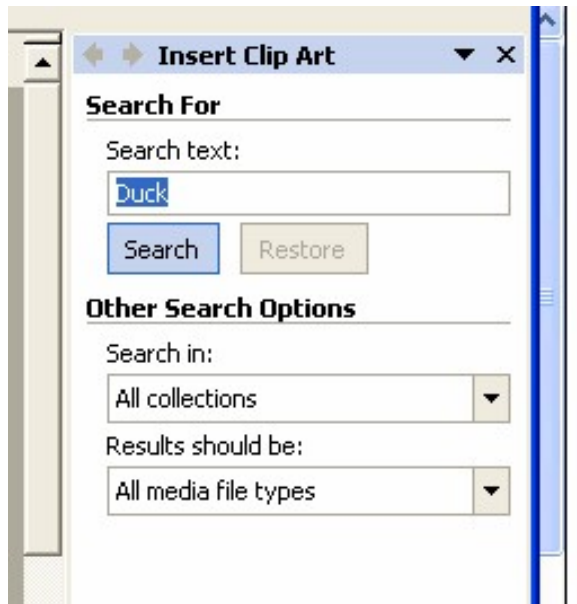
<b>Happy Holidays</b>		
Example: plaid		

In this techtorial, you will learn how to use the features of Microsoft Word to create your own worksheets for the holidays -- and throughout the year. Discover how to find, copy, insert, move, and size clip art and photographs; how to insert and use tables; and how to add backgrounds and borders.

**(Note:** The Word features used in this techtorial are considered standard and should be on most teachers' computers. Some features, however, might not be installed on *your* computer. If you get a message that a particular feature is not available to you, you might need to contact your tech staff and ask them to fully install Word with all its features or install the feature yourself using a Microsoft Office disk.)

## INSERT CLIP ART

To insert an image from your computer's clip art library into a Word document, go to the tool bar at the top of the Word window and choose Insert>Picture>Clip Art>. The clip art window will open.



- In the clip art Search box, type a search term -- holidays, for example.
- In the drop down menu beneath Search in, choose **All collections**.
- In the drop down menu beneath Results should be, choose **All (or multiple) media file types**, and check the box next to Clip Art.
- Click Search and wait for the images to load. (It takes a minute.)
- Double-click the image you want to use to insert it into your document!

## STILL SEARCHING

Didn't find what you wanted in your first search? Click **Modify** and change your search term -- to Christmas, for example.

Or, click **Clips Online** to go to the Microsoft Office [Clip Art and Media](#) page.



Click the drop down menu next to Search, choose Clip art, and type your search term. Click the green arrow to see the results. Click Next to browse all the results.



**Searched all media types for: "kwanzaa"**

[Options](#) | [Help](#)



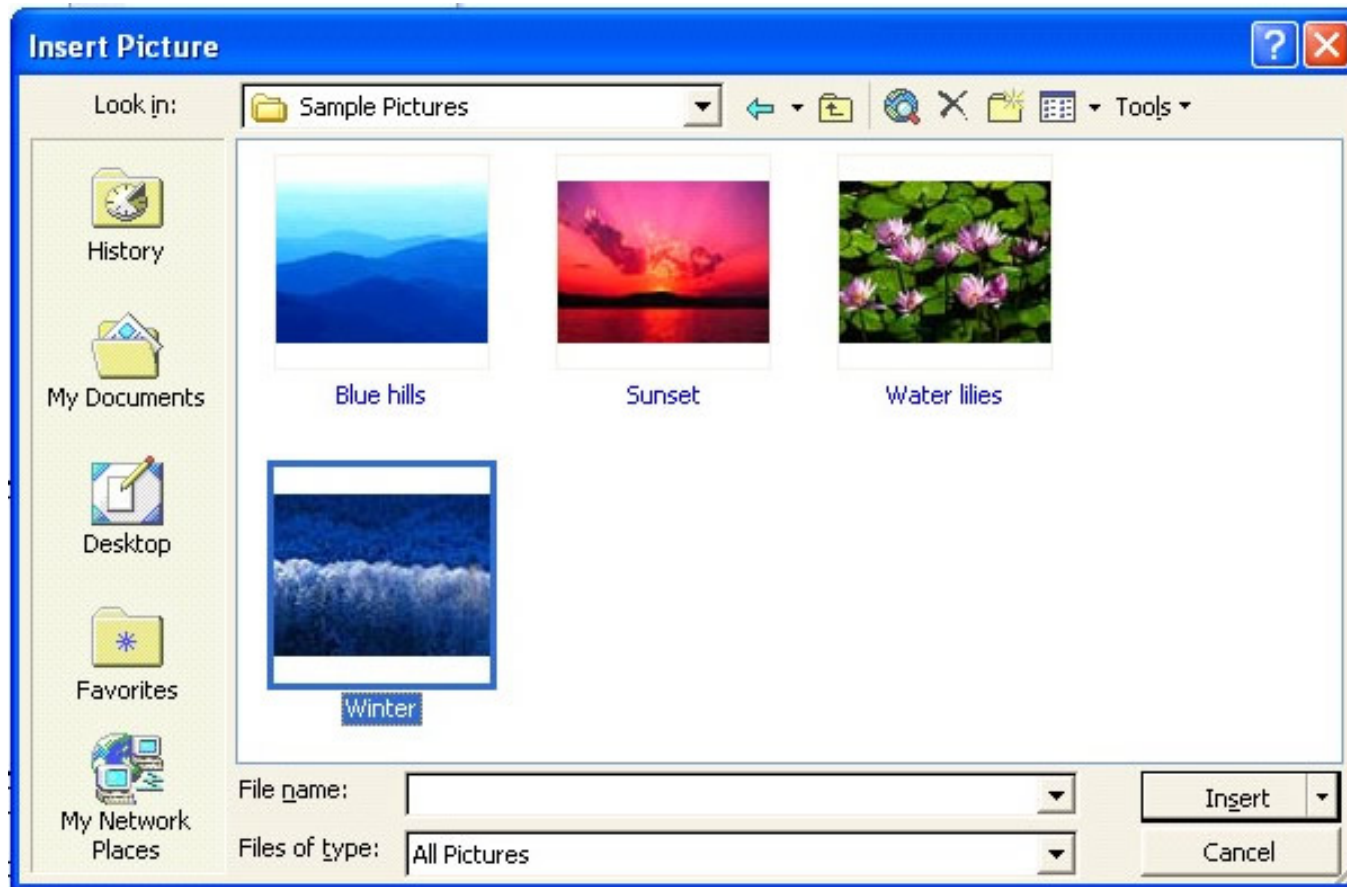
- Copy
- Add to Selection Basket
- Properties



To insert an image into your document, click the arrow next to that image, and then click **Copy**. You also might have to click **Accept** and "**Continue**" the first time you use Microsoft's Online Clip Art.

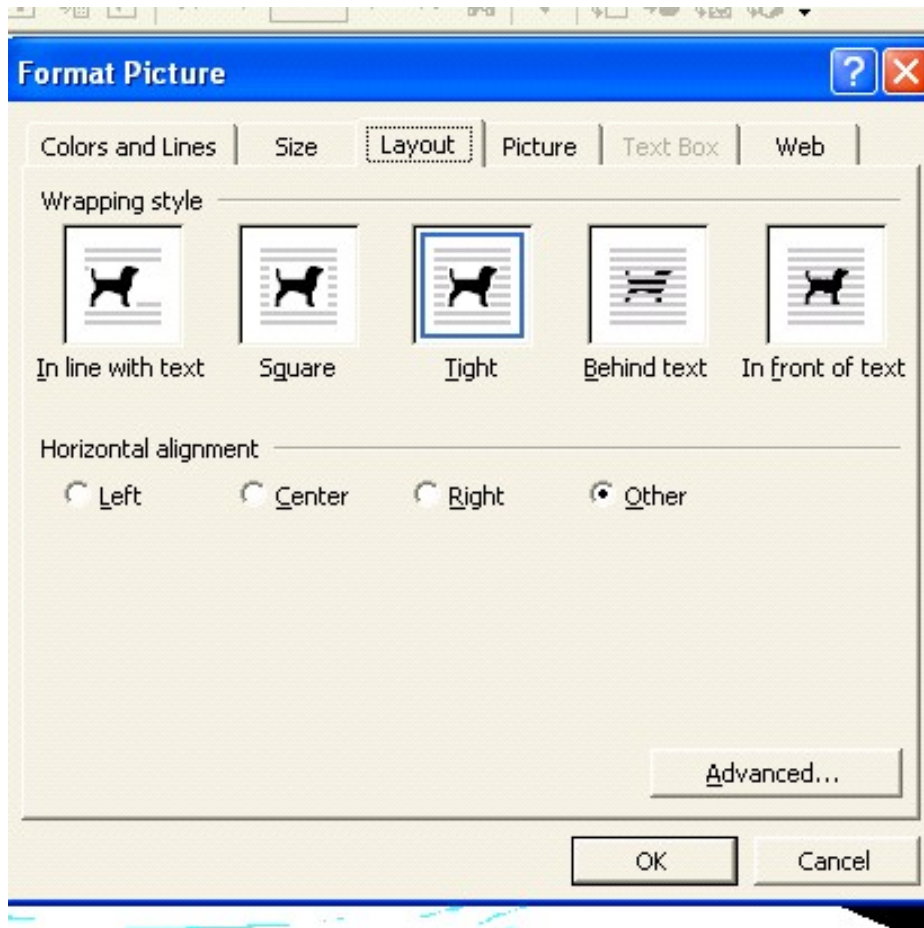
## USING PHOTOS

You also can insert digital photographs into your document. Go to Insert>Picture>From File. Browse to find a folder you keep photos in (My Pictures, My Documents, or Desktop, for example). Click to highlight the photo you want to use, and then click Insert.

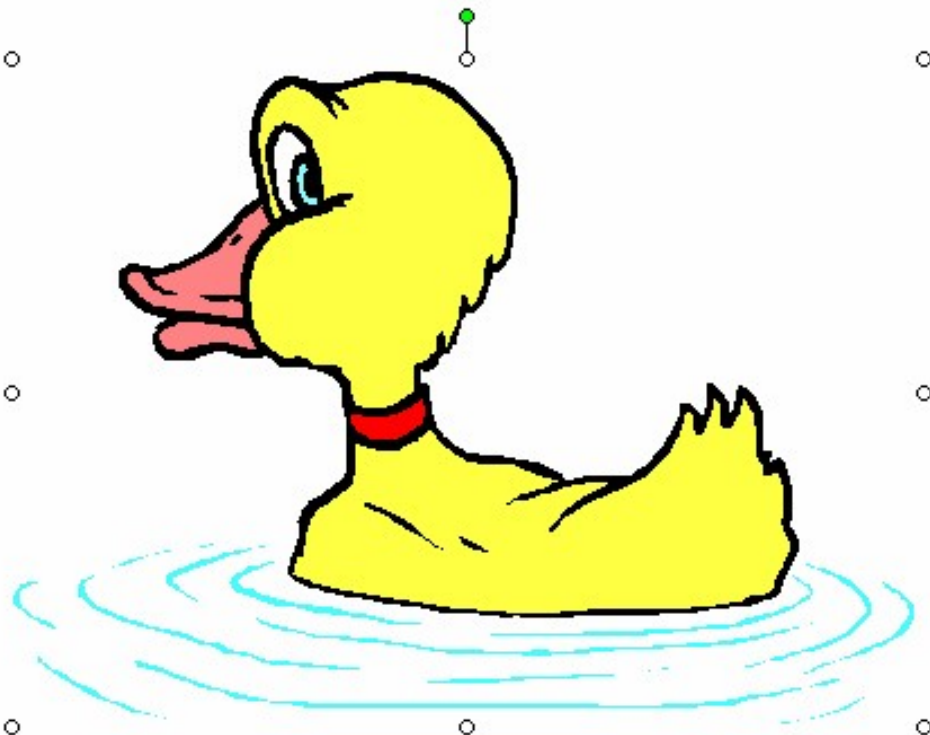


## WHERE'S THE IMAGE?

Clip art and photos, like text, want to stay on a line. To move your image, click or double-click the image to highlight it. Click **Format** in the tool bar at the top of the document window and choose **Format Picture** from the drop down menu.



Choose the Layout tab and click Tight. Click OK. Now, you see white circles in the border around the image.



Click within the border, then hold down the mouse button, and drag the image to where you want it. You also can use the green circle in the border to rotate the image.

### WHAT'S A TABLE?

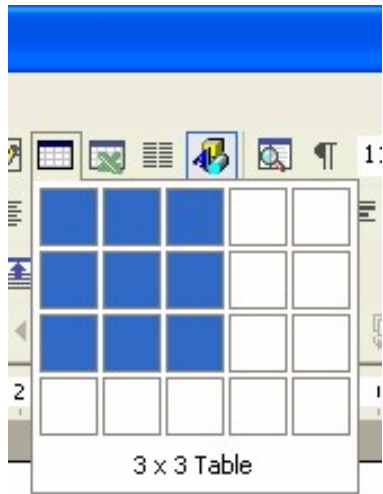
A table is simply an arrangement of columns and rows. You can use tables to easily create a holiday worksheet.

<b>Things that squeak</b>	<b>Things that bark</b>	<b>Things that buzz</b>
Rusty hinged doors	Dogs	Bees
Mice	Drill Sergeants	Pagers

To add a table to your Word document, click the Table icon in the toolbar at the top of the Word window.



Drag the mouse across and down the table to highlight the number of rows and columns you want in your worksheet table. (Don't click the mouse button.)



When the number of columns and rows you want are highlighted, click the table to insert it into your document.

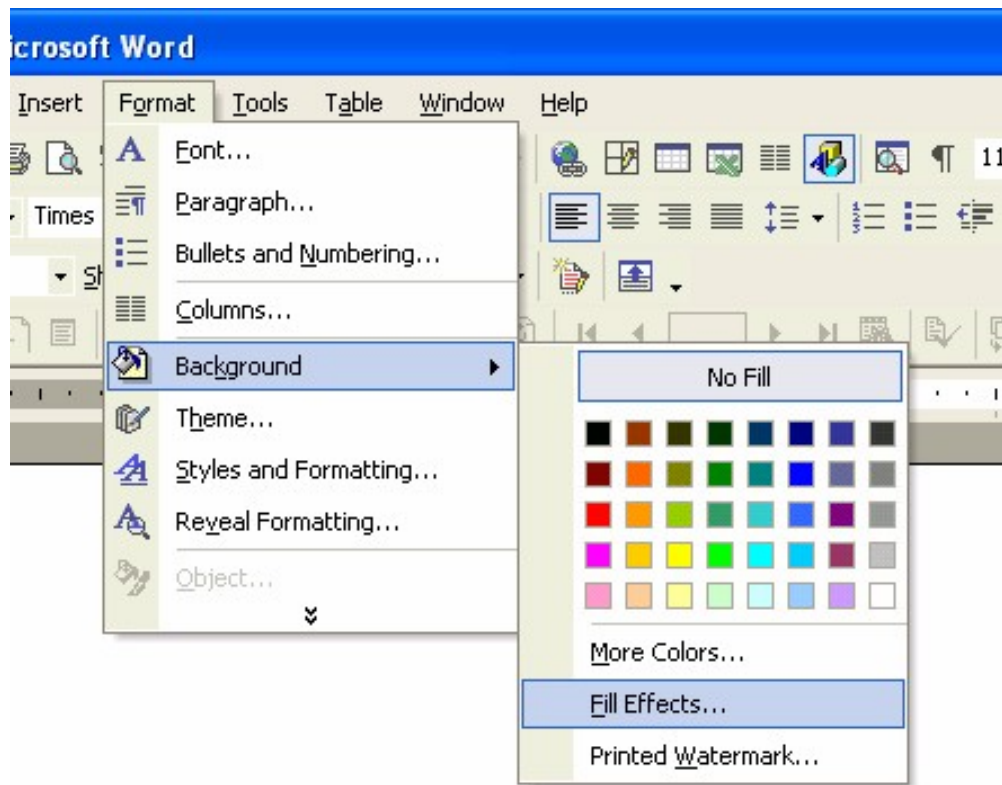
Or click **Table** in the toolbar at the top of the Word window and select options from the drop down menu to create and insert a table.

Insert clip art, photographs, or text into your table by clicking in a cell or row and then following the same steps you would to insert text, clip art, or photos into any other part of the Word document.

### **BACKGROUND BASICS**

Get fancy by adding background to your worksheet. The background can consist of color(s), a picture, a texture, and more.

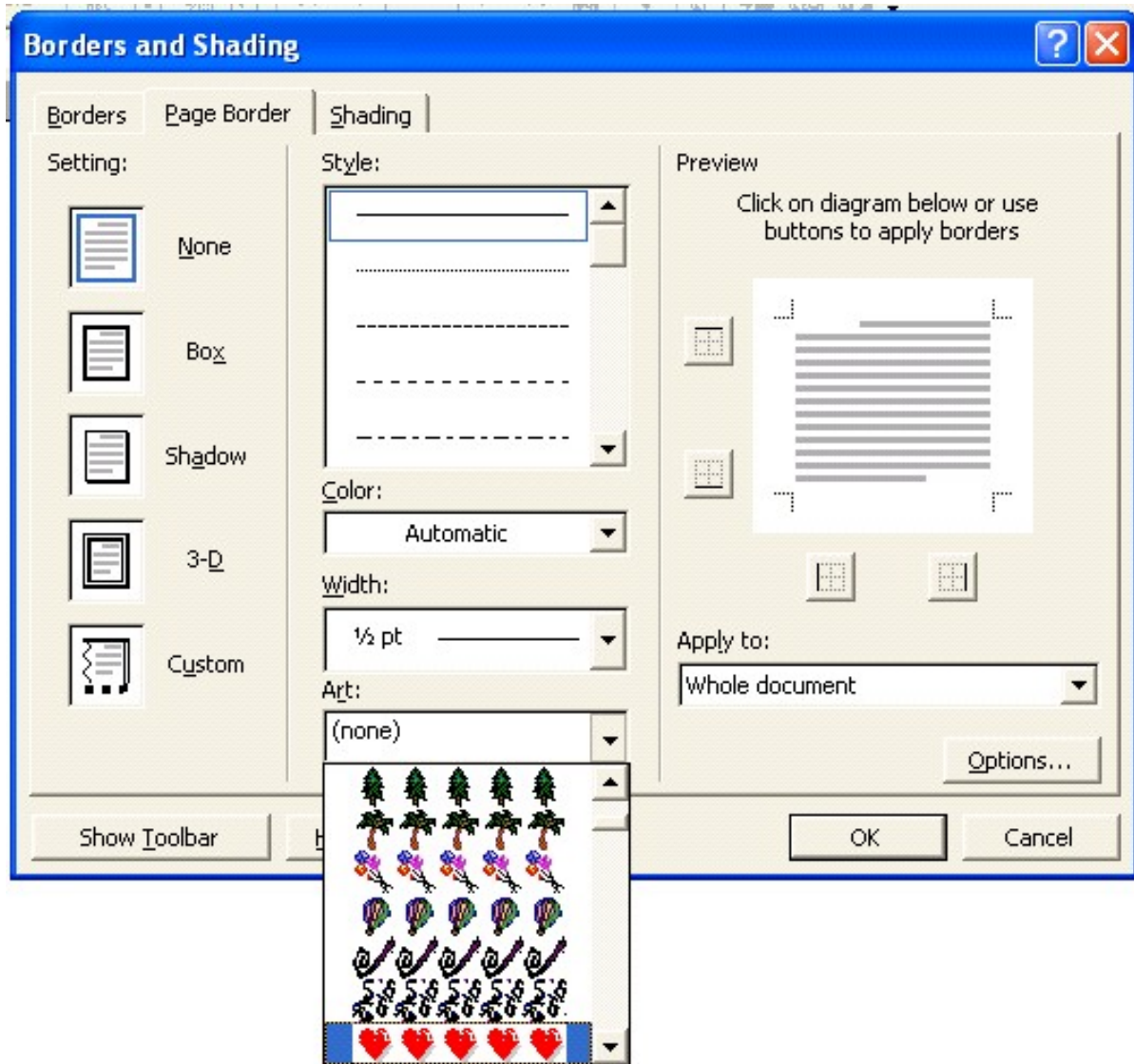
Go to Format > Background.



Click a color to choose it for your background. Click **Fill Effects** to choose a background texture, pattern, or picture.

### **BORDER BASICS**

To add a border to your worksheet, click **Format** and then click **Borders and Shading**. Select the Page Border tab.



Click Art and then click the border you want to use. Click OK.

**TELL ME MORE!**

**Where can I find more information on using Word?**

Additional tutorials on using Word features can be found at [Internet4Classrooms](http://Internet4Classrooms.com). Or you can use one of Microsoft's holiday templates.