

Module Integration

Lesson Topic Copy from Paint into Microsoft Word®

In this lesson the learners will view a presentation explaining how to copy between Paint® and Word®. They will then complete an assignment.

Outcomes

- Know how to select a drawing in Paint®
- Know what the clipboard is
- Explain how the clipboard works
- Copy a drawing from Paint®
- Paste a drawing in Word®

Materials Needed

- CD with presentation: *Copy between programs*
- Copy of worksheet for each learner

Lesson

Content	Method	
1	Introduction	Revise the clipboard. What is the clipboard? How does the clipboard work?
2	Presentation	The learners view the presentation. Explain how to select a drawing in Paint®, how to copy it to the clipboard, how to open a new document in Word® and how to paste the drawing in Word®. Also explain how a drawing can be manipulated in Word®: resized and moved. It is also possible to change the wrapping of the drawing.
3	Practice	The learners can practice to copy drawings from Paint® to Word®. Skip this step if you do not have a computer for each learner.
4	Worksheet	The learners complete the worksheet. The worksheet consists out of questions on copying and pasting and the clipboard. The learners will then work on the computers to create a mouse pad.

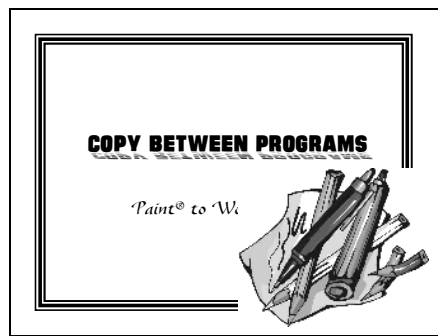
Assessment/ Assignment

An assessment rubric is included for assessing the project.

Notes

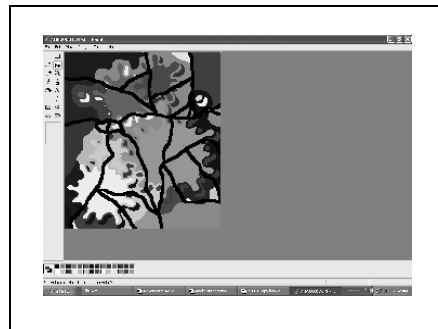
Skip the Practice-step if you do not have a computer for each learner. The worksheet consists out of a theory and a practical part. Some learners complete the practical part, while the rest work on the computer.

Slide 1



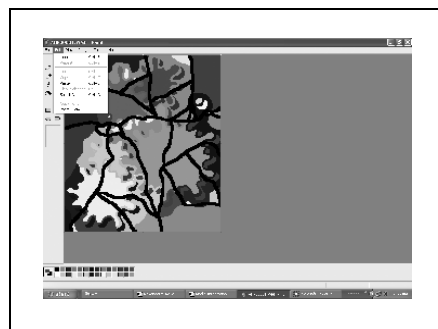
If you have something on the computer and you want it in another program, you do not have to redo it; you can just copy it between the programs.

Slide 2



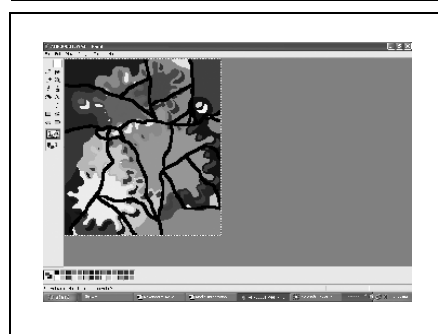
We will now see how to copy an image from Paint® to Word®. The first step is to create your drawing in Paint®.

Slide 3



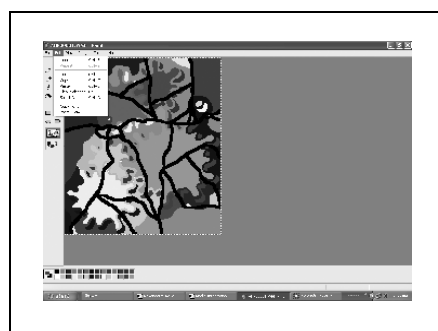
When you are finished, click *Edit* and click *Select All* from the drop-down list.

Slide 4



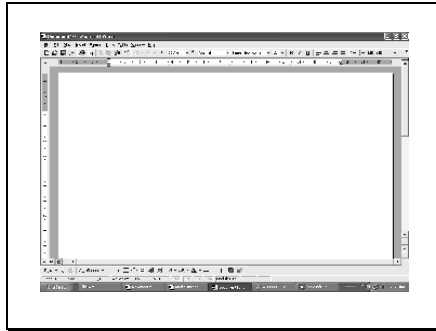
The dotted line around the drawing indicates that the drawing is selected. You can also select only a part of the drawing with the selection tool.

Slide 5



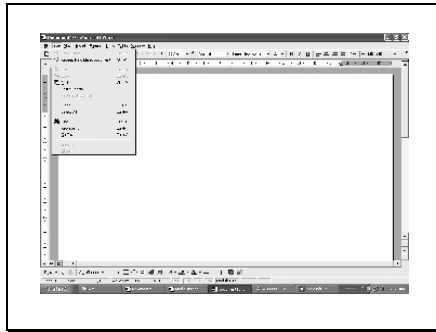
Click *Edit* and click *Copy*. The drawing is now copied to the clipboard.

Slide 6



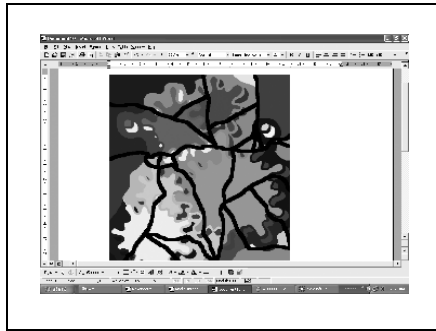
Go to Microsoft Word®. Click where you want the picture to be.

Slide 7



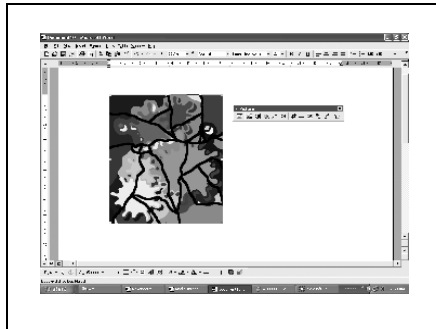
Click *Edit* and click *Paste*.

Slide 8



The drawing is now pasted from the clipboard into the document.

Slide 9



You can change the wrapping of the picture, move or resize it.

Slide 10

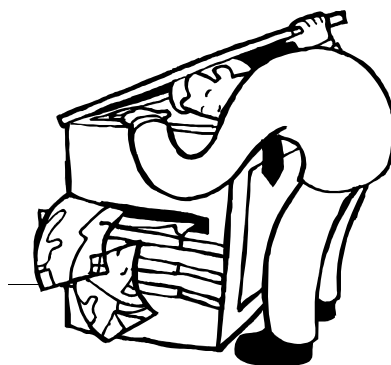
SUMMARY

- Create the drawing in Paint®.
- In Paint®: Edit → Select All.
- In Paint®: Edit → Copy.
- In Word®: Edit → Paste.
- Select the drawing in Word® and move or resize.

Copy between programs

1. Write down the steps that you have to take to copy a drawing from Paint® to Microsoft Word®.

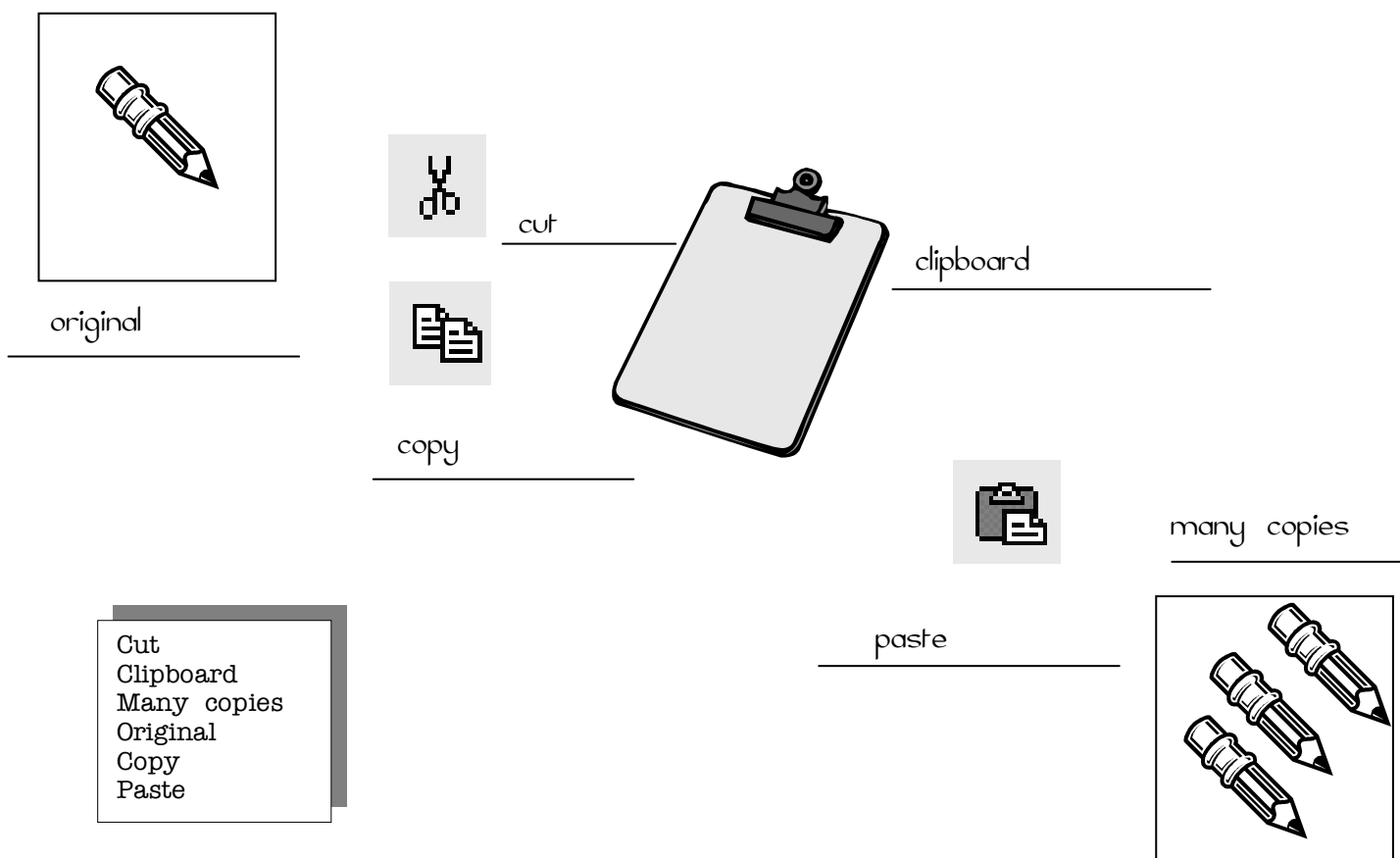
1. Complete the drawing in Paint®.
2. Select the drawing.
3. Copy the drawing to Word®.
4. Paste the drawing in Word®.



2. What is the clipboard?

A place to where drawings and text can be copied. It is stored there and can be pasted in a different place.

3. Add labels below to explain how the clipboard works.



Make a mousepad

You will now create a drawing in Paint®, copy it to Word®, add text, print it out and laminate it to make a mousepad.

Do the following:

1. Open Paint®.
2. Create a drawing showing the following: a book, pens, ruler, eraser and crayons.
3. Add colour to your drawing.
4. Select the drawing and copy it to Microsof
5. Paste the drawing in Microsoft Word®.
6. Make the drawing bigger.
7. Type your name and the date.
8. Print the document.



You may plan your drawing here:

Assessment Rubric:

		Self	Peer	Teacher
Content of drawing	5			
Colour	2			
Creativity and appeal	3			
Name and date	2			
Overall impression	3			
	15			

