

**Module** Word Processing

**Lesson Topic** The AutoShape menu

In this lesson the learners will explore the AutoShapes menu. They will draw a picture using Line tools.

#### Outcomes

- Locate the Autoshape menu on the Drawing Toolbar
- Draw with the Line tools
- Identify the following line tools: Line, Curve, Freeform and Scribble
- Draw with the line, curve, freeform and scribble tool
- Construct a drawing with the line tools

#### Materials Needed

- Transparency
- Copy of worksheet for each learner

#### Lesson

Content		Method
1	Introduction	Talk about airports. Where is the closest airport? Is it nice to fly with an aeroplane? What do you do while flying? Is the food nice?
2	Transparency	Use the transparency to: Identify the Drawing Toolbar <ul style="list-style-type: none"> <li>• Show how to activate the Drawing Toolbar if not active</li> <li>• Identify the AutoShapes Menu</li> <li>• Identify the Lines Menu</li> </ul> See the example of the transparency in the Teacher's Guide for more information.
3	Worksheet	The learners complete the worksheet. The worksheet consists out of a practical activity on the computer and a pen-and-paper part. If you do not have enough computers for all the learners, let some learners work on the computers, while others complete the worksheet.

#### Assessment/ Assignment

An assessment sheet is included on the worksheet.

# The Drawing Toolbar

Drawing Toolbar usually at the bottom of the screen



To activate the Drawing Toolbar  
 Menu bar → View → Toolbars →  
 Drawing

If there is a mark in front of Drawing, then the toolbar is active.

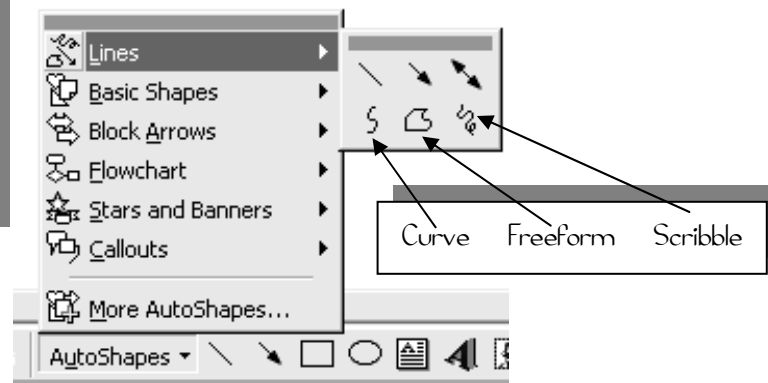
## The AutoShapes Menu

Click AutoShapes on the Drawing toolbar to expand this menu.



## The Lines Menu

Identify the different Line Tools: Curve, Freeform and Scribble. Let the learners draw with each to see the difference.



# Fly, Fly, Fly away

In this project, you will draw a picture of an aeroplane and put together the perfect flight meal!

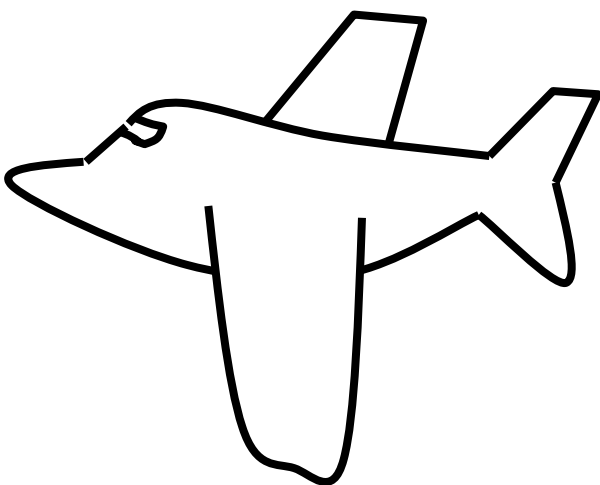
Do the following:

1. How must the food be that is served on aeroplanes?

- |   |  |
|---|--|
| <input type="checkbox"/> Easy to eat      | <input type="checkbox"/> Rich and fatty            |
| <input type="checkbox"/> Very hot         | <input type="checkbox"/> Fluid                     |
| <input type="checkbox"/> Served on plates | <input type="checkbox"/> Packed in single portions |
| <input type="checkbox"/> Healthy          | <input type="checkbox"/> Ready to eat              |

2. Make a list of the food that you would like to include in the flight meal.

3. You have to design a label for the food package. Draw the following picture in Microsoft Word®. Use different Line Tools. The picture will be added on the label.



Assessment rubric

	Max	Self	Mark
Characteristics of food (nr 1)	1		
Menu (nr 2): Food listed	2		
Menu (nr 2): Food healthy, but nice	2		
Menu (nr 2): Food easy to eat	2		
Menu (nr 2): Food original and creative	2		
Aeroplane drawn	2		
Shape more or less correct	2		
Different line tools used	2		
	15		

