

CREATING A GRAPHIC ORGANISER WITH MICROSOFT WORD

WHAT'S A GRAPHIC ORGANISER?

When we make posters about processes or how things work we can use symbols like arrows, boxes, and circles, as well as images, to explain things. That's a **Graphic Organiser**

With Microsoft Word you can make some really neat looking graphic organisers. The Drawing toolbar (View > Toolbars > Drawing) gives you lots of choices for flowcharts, shapes, and more. And you can also use the same skills to produce graphic organisers in PowerPoint and Excel too.

Here's the Story we are going to illustrate in this lesson

Last month the Mulga Mob went to a camp in the city. Everyone especially enjoyed the trip to the zoo. The sea lions were amazing. The teacher, Mr. Williams was drenched with water by the sea lions when he came too close. Today we are going to produce a poster for the kids about their trip to the zoo.

CREATE A FLOWCHART

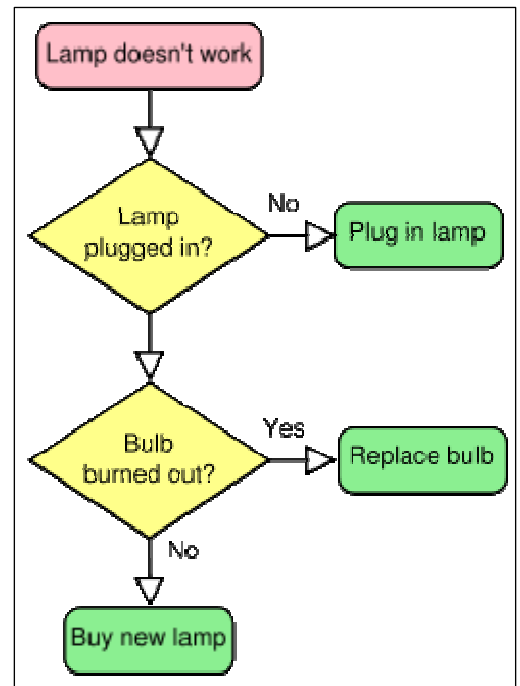
First, let's make a simple flowchart for the trip to the zoo.

What's a Flow Chart? Here is one about a lamp not working.

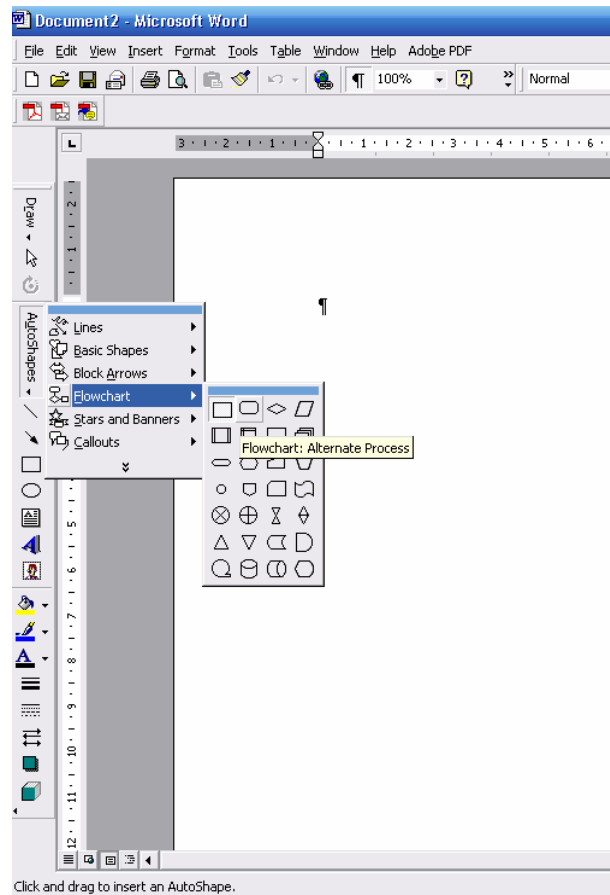
So now we know let's make one for our trip.

- ❑ Open Microsoft Word.
- ❑ Click File > Page Setup, select Landscape orientation, and then click OK.
- ❑ Click View > Zoom, type 100 percent, and click OK. (We want to see the whole page at once, so you might have to go back and adjust the percentage.)
- ❑ If you can't see the Drawing Toolbar then Click View > Toolbars > Drawing
- ❑ On the Drawing toolbar, find the Autoshapes tool. (It might look like a grey circle, triangle, and square)
- ❑ Click Autoshapes > Flow Chart. Select a box for the first item in the flow chart. (The box at top left is called Process and is a good choice.)

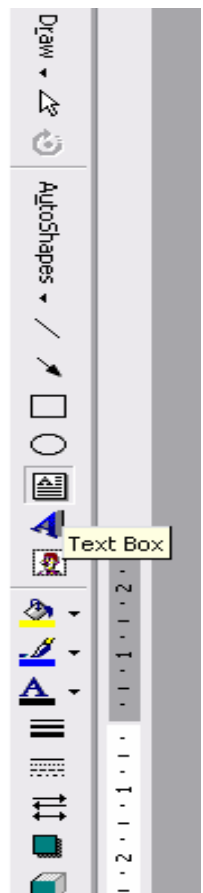
(The picture on the next page will help here)



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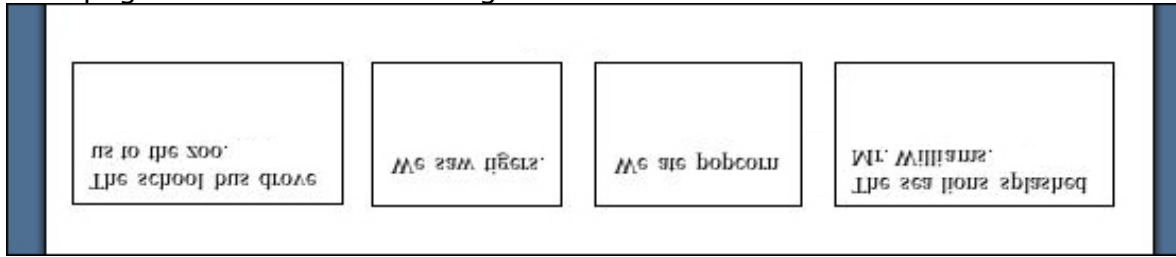
- ❑ Click the selected box, hold down the mouse button, and drag the mouse on your document to create a box. Try to place the box at the far left of the document.
- ❑ Click the Text Box icon.
- ❑ Click in the first box and type, "The school bus drove us to the zoo." (You can click and drag a corner of the box to enlarge it, if you need to.)
- ❑ Click outside the box.
- ❑ Click Autoshapes > Flow Chart and draw a second box just to the right of the first box.
- ❑ Click the Text Box icon and type in the second box, "We saw the tigers."
- ❑ Create a third with the words, "We ate popcorn."
- ❑ Create a fourth box with the words, "The sea lions splashed Mr. Williams!"



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MAKE CONNECTIONS

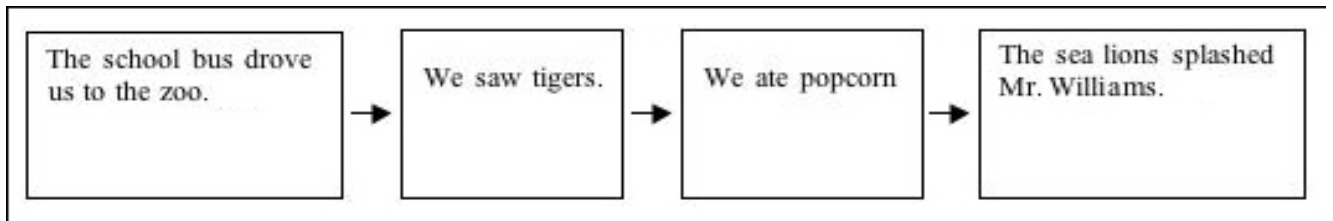
Your page should look something like this



Now, let's connect these events.

- ❑ Click Autosshapes again
- ❑ Click Block Arrows.
- ❑ Select a left-to-right arrow.
- ❑ Draw an arrow between each box and the box on its right.

See now we have A simple flow chart:



NOW TO MAKE IT ARTY

Try a few of these tips

Font: Change font color, size, and style just as you would in any Word document. Not sure what look you're going for? Highlight a few words and play with the tools on the Formatting toolbar

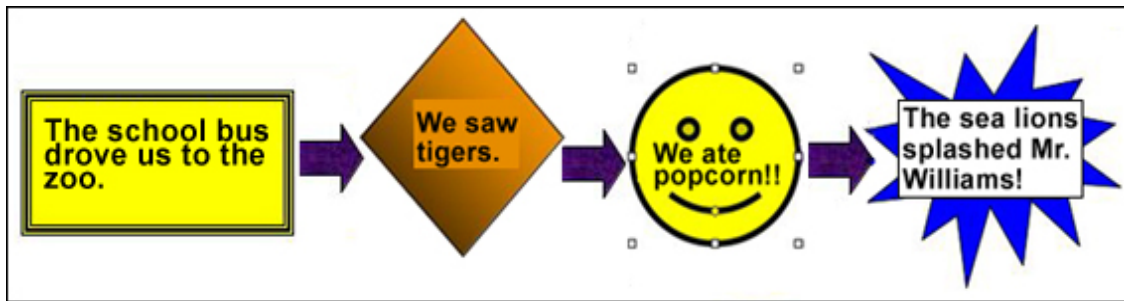
Boxes: Use the paint can icon on the Drawing toolbar to add a fill color (play with the Gradient, Textures, and Patterns options), or select another drawing tool to change line width or color.

Use a different AutoShape (smiley faces and other fun shapes are available) or adjust the size of the boxes.

Arrows: Change line width or color.(Right click on the arrow and checkout the choices)

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This is what your flow chart might look like now:

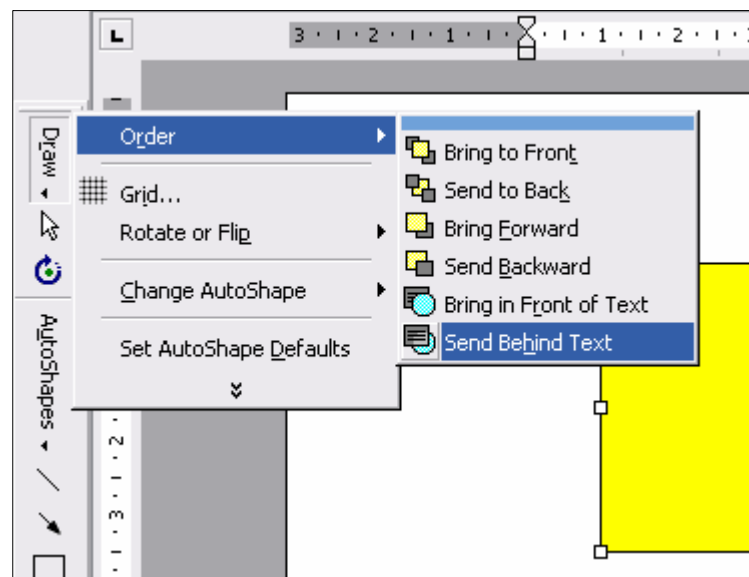


BACKGROUND MATERIAL

Now, let's do something about that white background!

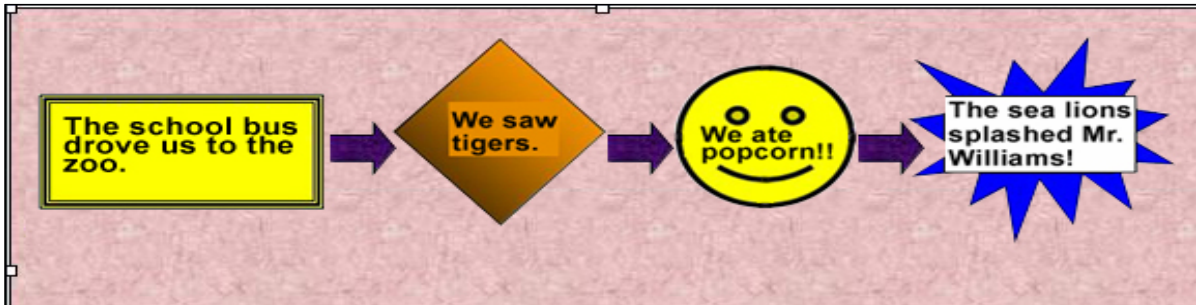
If all you're going to do is view or present the flowchart on your computer -- and *not* print it --

- ❑ Click Format > Background > Fill Effects and pick a really cool background.
- ❑ To *print* a flowchart with a background, however, you'll need to:
- ❑ Click View > Zoom > 80 percent and OK to make sure you can see the whole page.
- ❑ On the Drawing toolbar, click AutoShapes and a rectangle, and then draw a rectangle that covers the entire document. (Your flowchart now is hidden.)
- ❑ On the Drawing toolbar, click the paint can to select color, gradient, texture, and so on for the rectangle's background.
- ❑ Click the first icon on the Drawing toolbar. On some versions of Word, it's a blue A; on others, it's the word Draw. Click Order > Send to Back. or Send Backwards, or Send Behind Text, which moves you back one layer.)



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Now your background might look like this



KEEP IT FLOWING

Let's experiment with doing a bit more on our flowchart by substituting clip art and photos for boxes and shapes.

- ❑ Click Insert > Picture > Clip Art. The Microsoft Office Clip Art Gallery should appear. Look for an image of a school bus. If you can't find one in the gallery on your computer, click the Online button to access Microsoft's online Clip Art Gallery.
- ❑ To use an image from the online gallery,
 1. Check the box below the bus;
 2. Click Download;
 3. Read the License Agreement and click Agree; and then
 4. Click Download again if necessary. or
 5. You can right-click the image and then copy and paste it onto the page.
- ❑ You might not see the school bus straight away after inserting it into the document; be sure to click the Draw (or Arrange) icon and select "In front of text" or "Bring to front."
- ❑ Delete the original autosshape and put the school bus in its place. Click the Text box icon and type, "The school bus drove us to the zoo."
- ❑ Replace the other three boxes with either clip art or photos.

This is what your chart might look like now:



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At the camp the Mulga Mob saw some posters in the building. They took photos of a couple. The kids hoped that they could get someone to teach them how to do complex posters like these on the computer. Then they can put it on the website for everyone in the world to look at. What do you reckon – could you show them how?

