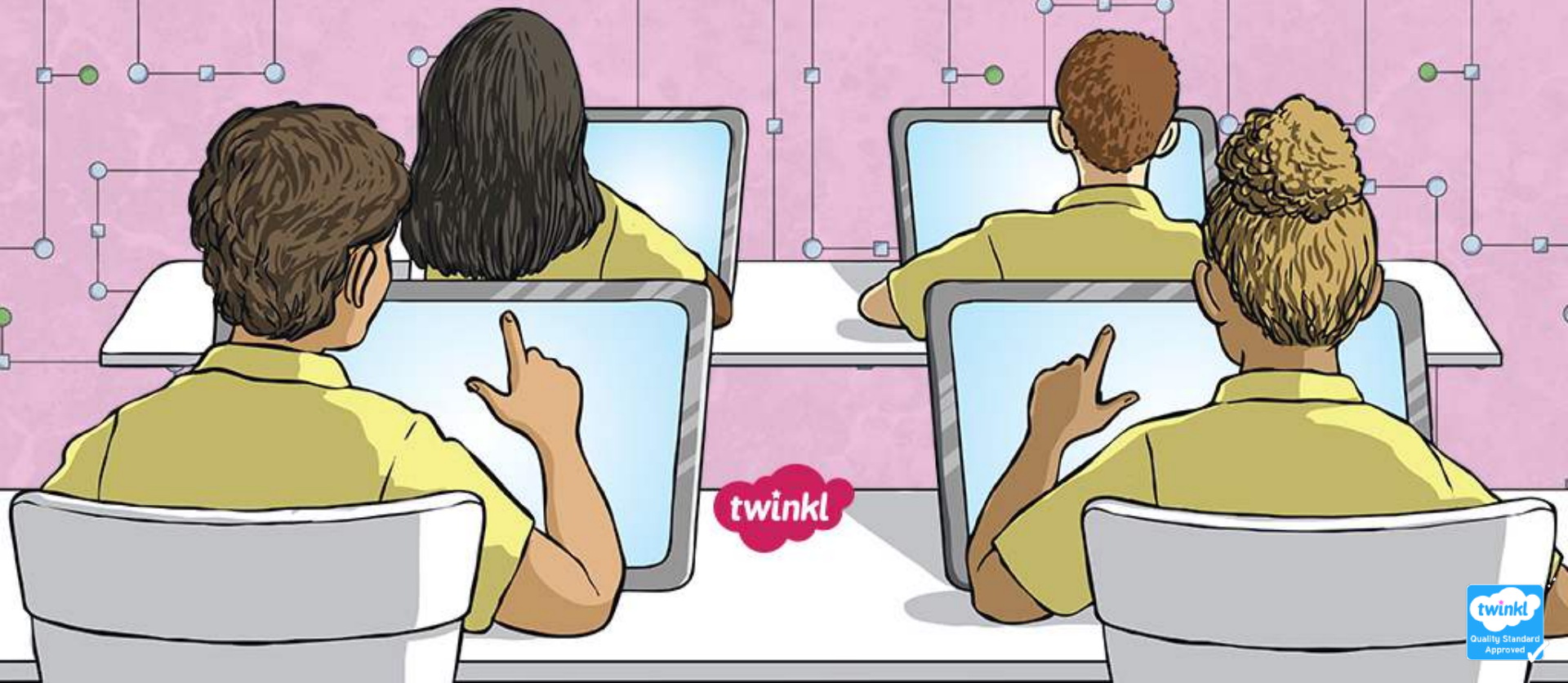


Ingenious Images



Aim

- I can format images for a purpose.

Success Criteria

- I can select, edit and manipulate text in different ways.
- I can insert images onto a document.
- I can format images to achieve various effects.

Can You Edit Text?

In what ways can we edit text using the computer?

Open a new document and look at your [Can You Edit Text? Activity](#) (on next slide).

Use your keyboard to type the text shown in the 'Type this' box.

Now use the font type, font colour, font size and align tools to edit the text you have typed.

Type this	Edit			Now your sentence should look like this
	Font type	Font size	Font colour	
This sentence is in font size 18.	Arial	18	Blue	This sentence is in font size 18.

Use your keyboard to type the sentence.

Use the text editing tools to change how the sentence looks.

If you have followed the edit instructions correctly, your sentence should look like this.

Type this	Edit				Now your sentence should look like this
	Font Type	Font Size	Font Colour	Font Effect	
This sentence is in font size 18.	Arial	18	Blue	Bold	This sentence is in font size 18.
This sentence is in the font type Calibri.	Calibri	12	Black	<i>Italic</i>	This sentence is in the font type Calibri.
This sentence is in the font colour yellow.	Comic Sans	24	Yellow	<u>Underline</u>	This sentence is in the font colour yellow.
This sentence is pink and in Times New Roman.	Times New Roman	8	Pink	None	<small>This sentence is pink and in Times New Roman font.</small>
This sentence is bold and in font size 16.	Times New Roman	16	Red	Bold	This sentence is bold and in font size 16.

The Perfect Poster



Over the next few lessons, we will be learning how to create the perfect poster.

Think, Pair, Share!

Think about why people make posters.

Next, share your ideas with your partner.

Now share your ideas with the rest of the class.



The Perfect Poster



Think, Pair, Share!

Think about why people make posters.

Next, share your ideas with your partner.

Now share your ideas with the rest of the class.

Let's create a perfect poster checklist.



Font

Colour

Style

Effect

Image

Inserting Images



What is missing from this poster?

You can add images to a document in different ways.

Option 1

You can use insert an image from a folder on your computer or shared drive.

Option 2

You can copy an image from a **copyright-free** image website like www.pixabay.com. The image can then be pasted into your document.

What does 'copyright-free' mean?

What should we do if we find an image that makes us uncomfortable?

CAKE SALE

Come and join us in the Year 4 classroom and buy some of our delicious cakes.

WE WILL BE SELLING:

CUPCAKES – 20P EACH

CHOCOLATE BROWNIES – 50P EACH

FAIRY CAKES – 20P EACH

We are selling cakes on **Friday 15th September** between **2.00pm and 3.00pm**

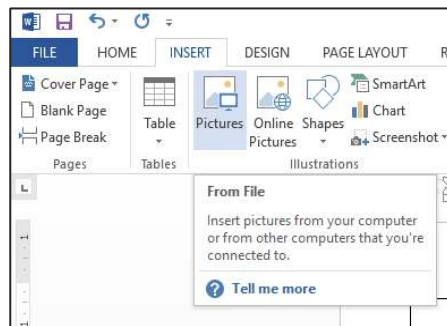
We hope to see you there!

Insert Your Image

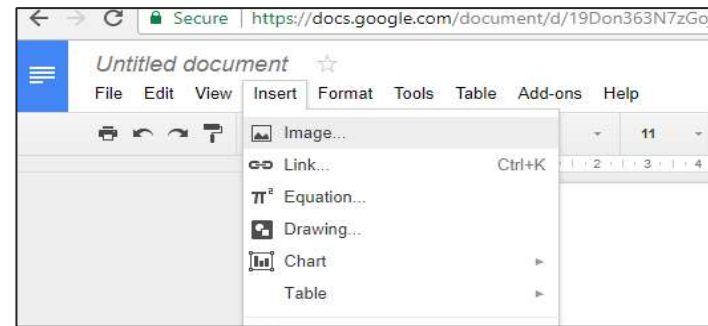


Start with a blank document.

You can insert your image using the **Insert** button from the toolbar at the top of your page.

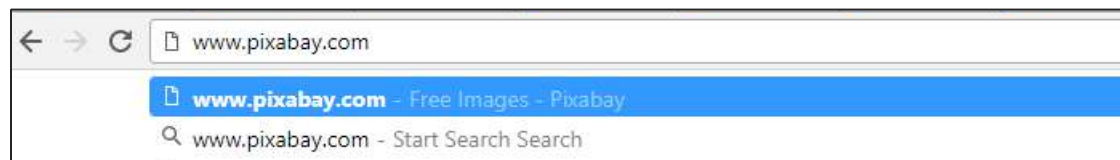


Microsoft Word



Google Docs

Or you can choose a copyright-free image from www.pixabay.com. Copy it from the webpage and paste it into your document.



Formatting Images



What does it mean to format an image?

Formatting an image means that we make changes to it.

To change the image, we can use tools included in the word processing software.

To be able to move the image freely around your page, you must select:

Wrap text

In Microsoft Word you need to select:

In front of text

from the drop-down menu.

Click on the image to reveal the formatting toolbar available in your word processing software.

Formatting Images

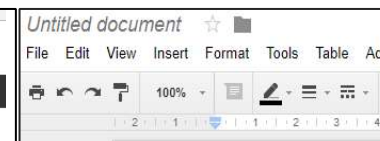
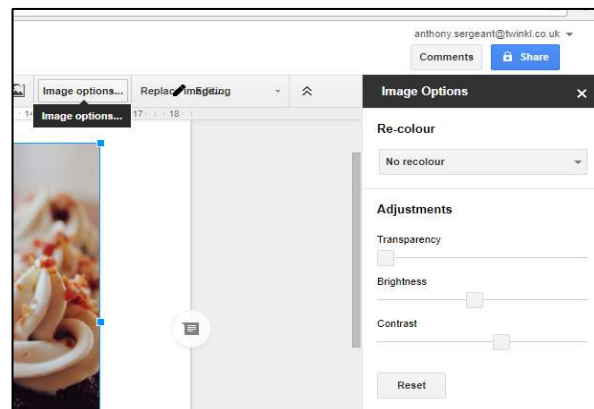


Have a go at formatting your image using the different tools available in your word processing package. Record what you do on the [Formatting Images Activity Sheet](#).

Formatting Toolbars



Microsoft Word



Google Docs

Can you work out how to 'undo' an effect?

Is Your Image Fit for Purpose?



Would your image fit onto the poster?

Is it clear what your image is?

Is your image nice to look at?

Does it help us to complete our Perfect Poster Checklist?

Do you need to make any changes to your image?

Make those changes now and **don't forget to save your image.**

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