

TEXT FORMATTING TEACHER TIPS

Each design has 2 sets of directions pages. The first one is lowercase letters and the second one is uppercase letters. This is to give you choice to match your student keyboards. When the students actually type the text, it should all be in lowercase to match the finished examples provided.

Ways to add challenge:

- Have students Highlight the text with the color instead of changing the font color.
- Have students add a line at the end that says what the shape is.
- Have students add a clip art image that represents the design.
- Have students type a reflection about how the activity went and what they might do differently next time.

Ways to provide supports (make it easier):

- Provide students with a second sheet of paper or a flat edge like a ruler so that they can be looking at one line at a time.
- Dictate the directions one line at a time to students.
- Demonstrate each line as you go using a projector or screensharing software.



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Teacher Guide

THE RATIONALE

Learning keyboarding can be super boring and tedious for students. This set of formatting activities aims to bring engagement and a sense of purpose to the practice of typing. By working on each design, students will practice each of the keyboard rows. Students will also (hopefully) have a sense of pride over the final outcome and an understanding of the learning objective.

STANDARDS ADDRESSED

Strand: Innovative Designer

Standard: 4.b. select and use digital tools to plan and manage a design process that considers design constraints and calculated risks.

I Can Statements:

I can stick with a problem until it is solved

I can use the materials around me to help me solve a problem

I can create an original work using a digital tool

Strand: Empowered Learner

Standard: 1.d. understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies.

I Can Statements:

I can learn a new technology tool by exploring it

I can find any letter or number on a keyboard

MYSTERY BUGS SHAPE TEXT FORMATTING

- 1.on line 1 type i (Press Tab 2 times) i
- 2.on line 2 type i (Press Tab 1 time) i
- 3.on line 3 type ii
- 4.on line 4 type eee ttt
- 5.on line 5 type yyy ppp rrr yyy (Press Tab 1 time) ttt qqq ooo
(Press Tab 2 times) yyy ppp rrr yyy
6. on line 6 type ppp rrr yyy (Press Tab 1 time) ttt eee (Press
Tab 2 times) yyy rrr ppp
- 7.on line 7 type qqq uuu ooo www eee
- 8.on line 8 type www eee ttt uuu iii ooo
- 9.on line 9 type ttt eee uuu qqq www
- 10.on line 10 type iii ooo qqq ttt iii ww
- 11.on line 11 type www qqq www eee
- 12.on line 12 type qqq ooo ttt uuu
- 13.on line 13 type i
- 14.on line 14 type i
- 15.Select all lines; CENTER** all text,
- 16.Select All** text and make it **BOLD**, and change the
size to 22.
- 17. Select Lines 8, 10 and 12** and change the color to
Yellow.
- 18.Select All the y's, p's and r's** and change the color
to **Gray**.
- 19.On the next line type your name to sign your
masterpiece.**

MYSTERY BUGS SHAPE TEXT FORMATTING

- 1.on line 1 type I (Press Tab 2 times) I
- 2.on line 2 type I (Press Tab 1 time) I
- 3.on line 3 type II
- 4.on line 4 type EEE TTT
- 5.on line 5 type YYY PPP RRR YYY (Press Tab 1 time) TTT
QQQ OOO (Press Tab 2 times) YYY PPP RRR YYY
6. on line 6 type PPP RRR YYY (Press Tab 1 time) TTT EEE
(Press Tab 2 times) YYY RRR PPP
- 7.on line 7 type QQQ UUU OOO WWW EEE
- 8.on line 8 type WWW EEE TTT UUU III OOO
- 9.on line 9 type TTT EEE UUU QQQ WWW
- 10.on line 10 type III OOO QQQ TTT III WW
- 11.on line 11 type WWW QQQ WWW EEE
- 12.on line 12 type QQQ OOO TTT UUU
- 13.on line 13 type I
- 14.on line 14 type I
- 15.Select all lines; CENTER** all text,
- 16.Select All** text and make it **BOLD**, and change the size to 22.
- 17. Select Lines 8, 10 and 12** and change the color to **Yellow**.
- 18.Select All the y's, p's and r's** and change the color to **Gray**.
- 19.On the next line type your name to sign your masterpiece.**

BEE FINISHED EXAMPLE

1

i i

i i

ii

eee ttt

yyy ppp rrr yyy

ttt qqq ooo

yyy ppp rrr yyy

ppp rrr yyy

ttt eee

yyy rrr ppp

qqq uuu ooo www eee

www eee ttt uuu iii ooo

ttt eee uuu qqq www

iii ooo qqq ttt iii ww

www qqq www eee

qqq ooo ttt uuu

i

i

MYSTERY BUGS SHAPE TEXT FORMATTING

- 1.on line 1 type lll (Press Tab 2 times) lll
- 2.on line 2 type ll (Press Tab 1 time) ll
- 3.on line 3 type aaa sss ddd
- 4.on line 4 type fff hhh jjj kkk lll
- 5.on line 5 type aaa sss ddd
6. on line 6 type fff hhh jjj kkk lll aaa sss
- 7.on line 7 type aaa ;; sss ddd ;; fff ggg hhh
- 8.on line 8 type kkk lll aaa sss ;; ddd fff ;; ggg
- 9.on line 9 type jjj kkk lll ;; aaa sss ;; ddd fff
- 10.on line 10 type hhh jjj kkk lll aaa ;; sss ddd
- 11.on line 11 type fff ;; ggg hhh ;; jjj kkk aaa
- 12.on line 12 type lll aaa ;; sss ddd ;; hhh
- 13.on line 13 type fff ggg ;; hhh kkk
- 14.on line 14 type jjj kkk sss
- 15.Select lines 1-12; CENTER all text, and make it BOLD, and change the size to 22.**
- 16.Select lines 6-14: Change the color to Red.**
- 17.Select all the semi-colons (;): Change the color to Black.**
- 18.On the next line type your name to sign your masterpiece.**

MYSTERY BUGS SHAPE TEXT FORMATTING

- 1.on line 1 type LLL (Press Tab 2 times) LLL
- 2.on line 2 type LL (Press Tab 1 time) LL
- 3.on line 3 type AAA SSS DDD
- 4.on line 4 type FFF HHH JJJ KKK LLL
- 5.on line 5 type AAA SSS DDD
6. on line 6 type FFF HHH JJJ KKK LLL AAA SSS
- 7.on line 7 type AAA ;; SSS DDD ;; FFF GGG HHH
- 8.on line 8 type KKK LLL AAA SSS ;; DDD FFF ;; GGG
- 9.on line 9 type JJJ KKK LLL ;; AAA SSS ;; DDD FFF
- 10.on line 10 type HHH JJJ KKK LLL AAA ;; SSS DDD
- 11.on line 11 type FFF ;; GGG HHH ;; JJJ KKK AAA
- 12.on line 12 type LLL AAA ;; SSS DDD ;; HHH
- 13.on line 13 type FFF GGG ;; HHH KKK
- 14.on line 14 type JJJ KKK SSS
- 15.Select lines 1-12; CENTER** all text, and make it **BOLD**, and change the size to 22.
- 16.Select lines 6-14: Change the color to Red.**
- 17.Select all the semi-colons (;): Change the color to Black.**
- 18.On the next line type your name to sign your masterpiece.**

III III

II II

aaa sss ddd

fff hhh jjj kkk III

aaa sss ddd

fff hhh jjj kkk III aaa sss

aaa ;; sss ddd ;; fff ggg hhh

kkk III aaa sss ;; ddd fff ;; ggg

jjj kkk III ;; aaa sss ;; ddd fff

hhh jjj kkk III aaa ;; sss ddd

fff ;; ggg hhh ;; jjj kkk aaa

III aaa ;; sss ddd ;; hhh

fff ggg ;; hhh kkk

jjj kkk sss

MYSTERY BUGS SHAPE TEXT FORMATTING

- 1.on line 1 type xx (Press Tab 2 times) xx
- 2.on line 2 type xx (Press Tab 1 time) xx
- 3.on line 3 type zzz
- 4.on line 4 type xxx ccc
- 5.on line 5 type vvv
6. on line 6 type bbb // nnn
- 7.on line 7 type mmm // zzz xxx
- 8.on line 8 type vvv bbb n // nn mmm
- 9.on line 9 type xxx ccc vvv b // bb nnn mmm
- 10.on line 10 type xxx // ccc vvv b // bb nnn // mmm
- 11.on line 11 type ccc /// /// vvv bbb // mm /// /// zzz xxx
- 12.on line 12 type bb nnn // mmm zzz x // xx ccc // vvv bbb
mm
- 13.on line 13 type nnn zzz xxx ccc vvv bb // b nnn mmm zzz
xxx ccc
- 14.Select all lines: CENTER** all text, and make it **BOLD**, and change the size to 22.
- 15.Select lines 6-13:** Change the color to **Tan**.
- 16.Select all Slashes (/):** Change the color to **Black**.
- 17.On the next line type your name to sign your masterpiece.**

MYSTERY BUGS SHAPE TEXT FORMATTING

- 1.on line 1 type XX (Press Tab 2 times) XX
- 2.on line 2 type XX (Press Tab 1 time) XX
- 3.on line 3 type ZZZ
- 4.on line 4 type XXX CCC
- 5.on line 5 type VVV
6. on line 6 type BBB // NNN
- 7.on line 7 type MMM // ZZZ XXX
- 8.on line 8 type VVV BBB N // NN MMM
- 9.on line 9 type XXX CCC VVV B // BB NNN MMM
- 10.on line 10 type XXX // CCC VVV B // BB NNN // MMM
- 11.on line 11 type CCC /// /// VVV BBB // MM /// /// ZZZ XXX
- 12.on line 12 type BB NNN // MMM ZZZ X // XX CCC // VVV
BBB MM
- 13.on line 13 type NNN ZZZ XXX CCC VVV BB // B NNN
MMM ZZZ XXX CCC
- 14.Select all lines: CENTER** all text, and make it **BOLD**, and change the size to 22.
- 15.Select lines 6-13:** Change the color to **Tan**.
- 16.Select all Slashes (/):** Change the color to **Black**.
- 17.On the next line type your name to sign your masterpiece.**

MOTH FINISHED EXAMPLE

3

xx xx

xx xx

zzz

xxx ccc

vvv

bbb // nnn

mmm // zzz xxx

vvv bbb n // nn mmm

xxx ccc vvv b // bb nnn mmm

xxx // ccc vvv b // bb nnn // mmm

ccc /// /// vvv bbb // mm /// /// zzz xxx

bb nnn // mmm zzz x // xx ccc // vvv bbb mm

nnn zzz xxx ccc vvv bb // b nnn mmm zzz xxx ccc

MYSTERY BUGS SHAPE TEXT FORMATTING

- 1.on line 1 type qqq (Press Tab 9 times) qqq
- 2.on line 2 type sss sss (Press Tab 8 times) sss sss
- 3.on line 3 type ppp ooo ppp (Press Tab 5 times) ppp ooo ppp
- 4.on line 4 type mmm mmm (Press Tab 4 times) mm mmm
mm
- 5.on line 5 type xxx ccc vvv rrr (Press Tab 2 times) /// (Press
Tab 2 times) kkk ll ooo ddd
6. on line 6 type ppp ooo ggg hhh /// /// rrr ttt ccc vvv jjj
- 7.on line 7 type uuu vvv www qqq /// /// ddd ooo ppp qqq
- 8.on line 8 type kkk zzz ooo iii jjj dd /// /// kkk zzz ooo iii jjj dd
- 9.on line 9 type hhh qqq ooo w eee /// /// hhh qqq ooo w eee
- 10.on line 10 type jjj qqq eee (Press Tab 2 times) /// /// (Press
Tab 2 times) jjj qqq eee
- 11.on line 11 type rrr ppp (Press Tab 3 times) /// (Press Tab 3
times) rrr pp
- 12.on line 12 type sss ddd www eee qqq mmm nnn
- 13.Select all lines: CENTER** all text, and make it **BOLD**,
and change the size to 22.
- 14.Select all Lines:** Change the color to **Orange**.
- 15.Select all o's and Slashes (/):** Change the color to
Black.
- 16.On the next line type your name to sign your
masterpiece.**

MYSTERY BUGS SHAPE TEXT FORMATTING

- 1.on line 1 type QQQ (Press Tab 9 times) QQQ
- 2.on line 2 type SSS SSS (Press Tab 8 times) SSS SSS
- 3.on line 3 type PPP OOO PPP (Press Tab 5 times) PPP OOO
PPP
- 4.on line 4 type MMM MMM (Press Tab 4 times) MM MMM
MM
- 5.on line 5 type XXX CCC VVV RRR (Press Tab 2 times) ///
(Press Tab 2 times) KKK LLL OOO DDD
6. on line 6 type PPP OOO GGG HHH /// /// RRR TTT CCC
VVV JJJ
- 7.on line 7 type UUU VVV WWW QQQ /// /// DDD OOO PPP
QQQ
- 8.on line 8 type KKK ZZZ OOO III JJJ DD /// /// KKK ZZZ OOO
III JJJ DD
- 9.on line 9 type HHH QQQ OOO W EEE /// /// HHH QQQ
OOO W EEE
- 10.on line 10 type JJJ QQQ EEE (Press Tab 2 times) /// ///
(Press Tab 2 times) JJJ QQQ EEE
- 11.on line 11 type RRR PPP (Press Tab 3 times) /// (Press Tab
3 times) RRR PP
- 12.on line 12 type SSS DDD WWW EEE QQQ MMM NNN
- 13.Select all lines: CENTER** all text, and make it **BOLD**,
and change the size to 22.
- 14.Select all Lines:** Change the color to **Orange**.
- 15.Select all o's and Slashes (/):** Change the color to
Black.
- 16.On the next line type your name to sign your
masterpiece.**

BUTTERFLY FINISHED EXAMPLE

4

qqq

qqq

sss sss

sss sss

ppp ooo ppp

ppp ooo ppp

mmm mmm

mm mmm mm

xxx ccc vvv rrr ///

kkk lll ooo ddd

ppp ooo ggg hhh /// /// rrr ttt ccc vvv jjj

uuu vvv www qqq /// /// ddd ooo ppp qqq

kkk zzz ooo iii jjj dd /// /// kkk zzz ooo iii jjj dd

hhh qqq ooo w eee /// /// hhh qqq ooo w eee

jjj qqq eee /// ///

jjj qqq eee

rrr ppp ///

rrr ppp

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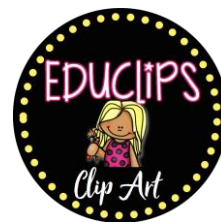
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