SESSION 2
Postcards from the Edge

In this session, students send a postcard to a friend asking them to become involved in protecting Earth. To prepare for this task, they are introduced to Microsoft Publisher. Once familiar with the parts of the window, a template is opened in the program. Students learn how to draw and format a shape to create a background for the front of the postcard. Next, they include a catchy title using a text box. To attract attention to the issue, a picture illustrating damage to the environment is inserted with a caption. A message is then written on the back with the address of the recipient included on the postcard.

I wish you were here to help solve this problem!

Assignment 5: About Microsoft Publisher

Assignment 6: Design the Front of the Postcard

Assignment 7: Design the Back of the Postcard

Session 2 Review: About Microsoft Publisher
Session 2 Skill Review: The World is Not Your Trash Can!
Session 2 Extension Activity: Environmental Map

Session 2: Postcards from the Edge

Getting Started

Overview

In this session, students send a postcard to a friend asking them to become involved in protecting Earth. To prepare for this task, they are introduced to Microsoft Publisher. Once familiar with the parts of the window, a template is opened in the program. Students learn how to draw and format a shape to create a background for the front of the postcard. Next, they include a catchy title using a text box. To attract attention to the issue, a picture illustrating damage to the environment is inserted with a caption. A message is then written on the back with the address of the recipient included on the postcard.

Materials

- Microsoft Publisher

- Microsoft Publisher Flashcards (Optional)

  | File Tab | Drawing Tools Format Tab | Picture Tools Format Tab |
  | Home Tab | Text Box Tools Format Tab | |

- Environment Folder

  o postcard template
  o postcard sample file
  o Fact Sheets

- Research sheet created in Session 1 / Pictures saved in Session 1

- Postcard Checklist located in the Assessment Tools folder (Optional)

- Postcard Marking Sheet located in the Assessment Tools folder (Optional)

- Session 2 Review: About Microsoft Publisher (Optional)

- Session 2 Skill Review: The World is Not Your Trash Can! (Optional)

  o postcard template
  o Garbage folder
  o Garbage Postcard sample file

Teacher Preparation

(Refer to the Preparing to Teach section of this guide for instructions)

- Make the Environment folder available to students.

- (Optional) Print the flashcards listed in the materials list for this session.

Teaching Strategy

In this session, students make a postcard to encourage others to become involved in the environmental issue that they have chosen to research. Explain scenario to students:

> *In order for people to become interested in an environmental issue and help to implement solutions, they must first be aware of the problem. As a responsible environmental steward, you create a postcard in this session to raise awareness of the issue you have chosen. You will include information and a picture that you researched in the previous session. Send the postcard to fellow students to spread the word about conserving our natural resources.*

Assignment 5 <u>About Microsoft Publisher</u>

In this assignment, students are introduced to the parts of the Microsoft Publisher window. Students label a diagram of the window. They explore the commands and then answer questions about the tabs on the ribbon.

Assignment 6 <u>Design the Front of the Postcard</u>

In this assignment, learn how to insert and format shapes, text boxes, and pictures using commands in Microsoft Publisher by designing the front of a postcard. To prepare for the task, students open a sample postcard about acid rain and answer questions about the content. Once they are familiar with the expectations, students open the postcard template. They begin by learning how to format a shape using commands on the Drawing Tools Format tab to create a background. Next, they draw a text box and customize the appearance using commands on the Text Box Tools Format tab. Afterwards they insert a picture of the environmental issue and adjust the appearance using commands on the Picture Tools Format tab. A caption that explains the environmental problem is then applied to the picture and formatted using skills acquired throughout the assignment.

Assignment 7 <u>Design the Back of the Postcard</u>

In this assignment, students complete the postcard by adding a message and an address on the back. On the left side of the postcard, students explain the environmental issue. On the right side of the postcard, the address of the recipient is written.

Tips:

- *Obtain Research Sheet:* Before beginning, ensure that each student has a printed copy of the research sheet created in Session 1. Students use information from the *Causes* and *Effects* sections to write facts in the message on the postcard.

- *Decide upon the Recipient:* The postcard must be addressed to someone. Consider first what you plan to do with the completed postcards. You can do one or more of the following:

  o Deliver postcards to other students in the class or to another class in the school

  o Mail postcards to another school

  o Post postcards on a bulletin board under the heading **Save Earth, Learn to Conserve, Wish You Were Here to Help,** or **Postcards from the Edge.**

- *Write down the Address:* Have addresses available for the students to write onto their postcards. You may wish to write them on the blackboard or whiteboard or post them where students can read them as they create their postcards. Alternatively, students can make up a fictional address.

- *Decide the Purpose of the Postcard:* When printing, students choose *Side-fold, half sheet.* This prints two copies of the postcard on one sheet. The cards are cut apart and then taped or glued with the two blank sides of the postcard together. Instruct students what they should do with the extra card:

  o Deliver one copy and keep the other one

  o Submit it for evaluation

  o Post it on a bulletin board display

  o Keep it to take home to spread the environmental message to family and friends

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Please note: There is a marking sheet for the completed postcard in the *Assessment Tools* folder.

Lesson Plan

Assignment 5 - About Microsoft Publisher

- Read about the features of Microsoft Publisher.
- Open Microsoft Publisher.
- Explore the Publisher window and label a diagram of the parts.
- Answer questions about commands and tabs on the ribbon.
- Close Microsoft Publisher.

Assignment 6 - Design the Front of the Postcard

- Examine a sample postcard to preview the elements on the front and back.
- Answer questions about the content and design of the sample postcard.
- Open the postcard template in Microsoft Publisher.
- Create the background of the postcard:
  - o Draw and format a shape using commands on the Drawing Tools Format tab: select a style, fill the shape, select an outline, change the shape, apply a shadow, and align the shape.
- Write a title that attracts attention to the environmental issue:
  - o Draw a text box.
  - o Format the text using commands on the Text Box Tools Format tab: adjust the fit and direction, format the font, align the text, and add effects to the text.
  - o Format the text box using the Text Box Tools Format tab and the Drawing Tools Format tab.
- Include a picture that raises awareness of the environment issue:
  - o Insert a picture.
  - o Resize and move the picture.
  - o Format the picture using commands on the Picture Tools Format tab: select a style, change the border, change the shape, and add a caption.
- Use skills to complete the front of the postcard.
- Save the postcard and exit Microsoft Publisher.

Assignment 7 - Design the Back of the Postcard

- Open the saved postcard in Microsoft Publisher.
- Move to Page 2 using the page navigation pane.
- Draw a text box on the left half of the back of the postcard.
- Write the message to the recipient about the environmental issue.
- Add an address in a text box on the right half of the back of the postcard.
- Complete the checklist.
- Print two postcards on one page, cut apart, and fasten back to front of card.
- Save the postcard and exit Microsoft Publisher.

Learning Objectives

Students should be able to complete each learning objective independently.

Content Knowledge:
- ☑ label the parts of the Microsoft Publisher window including the title bar, quick access toolbar, window controls, ruler, ribbon, group, command, work area, scratch area, page navigation pane, scroll bars, and view controls
- ☑ communicate causes and effects of an environmental problem

Technical Skills:

Operating Environment
- ☑ open and close a program
- ☑ save a publication
- ☑ print a publication
- ☑ open a saved publication
- ☑ use the navigation pane to view pages in a publication

Graphics

About Objects
- ☑ draw a shape
- ☑ scale, move, rotate, or skew a shape
- ☑ apply a style to a shape
- ☑ fill a shape with a solid color, gradient, or texture
- ☑ customize the color, weight, and dash style of an outline
- ☑ change the shape of a drawn object
- ☑ apply a shadow to an object
- ☑ align objects relative to the margin guides

About Pictures
- ☑ insert a picture from a file
- ☑ scale, move, rotate, or skew a shape
- ☑ apply a picture style
- ☑ customize the color, weight, and dash style of the picture border
- ☑ crop a picture to fit inside a shape
- ☑ add a caption to a picture

Desktop Publishing
- ☑ identify effective design elements on a sample postcard
- ☑ format objects with color and design elements that suit the topic
- ☑ format text to attract audience attention with a catchy title
- ☑ format text so that it is easy to read
- ☑ illustrate the environmental issue using appropriate pictures
- ☑ format pictures attractively to draw the attention of the audience
- ☑ insert a caption that explains the picture
- ☑ arrange elements to create an appealing and balanced layout

Word Processing
- ☑ draw a text box
- ☑ enter, select, and delete text in a text box
- ☑ automatically resize text to fit the size of a text box
- ☑ set the text direction to horizontal or vertical
- ☑ format the font to set the typeface
- ☑ adjust the font size
- ☑ apply a style to text including bold, italics, or underline
- ☑ set the case of text as normal, small caps, or all caps
- ☑ set the spacing between characters as normal, loose, or tight
- ☑ format the font color
- ☑ align text within a text box
- ☑ apply an effect to text such as a shadow, outline, engrave, or emboss

Applied Technology
- ☑ create a postcard about an environmental issue urging viewers to get involved

Assignment 5: About Microsoft Publisher

You will be using Microsoft Publisher to make a postcard. Explore the program before you start.

What is Microsoft Publisher?

Microsoft Publisher is a program that can be used to create publications such as cards, calendars, newsletters, awards, banners, advertisements, menus, and business cards. It has many features to design creative and professional looking publications, including:

- Publications to be printed such as postcards, posters, pamphlets, and flyers

- Publications for the Internet, such as email

- Preset templates with the layout of objects already arranged

- Color schemes that let you choose colors that look great together

- Font schemes that have typefaces that complement one another

- Background options such as textured, patterned, or colored fills

- The ability to add pictures, clip art, shapes, tables, and WordArt

- Predesigned elements called building blocks, which include headings, calendars, and borders

Open Microsoft Publisher

⍟ Click the shortcut to Microsoft Publisher
   <u>or</u> click START – *All Programs – Microsoft Office – Microsoft Publisher*.

⍟ Click Blank 8.5 x 11".

Blank 8.5 x 11"

Label the Parts of the Publisher Window

⊕ Read the descriptions of the parts of the Publisher window.

☐ *Ribbon*: A band with a set of tabs located at the top of the application window. The tabs are File, Home, Insert, Page Design, Mailings, Review, and View.

☐ *Group*: A collection of commands on a tab that do similar actions; for example, the font group has commands that format text.

☐ *Command*: A button, box, or menu that tells the computer what to do; for example, the clip art command opens a searchable gallery of drawings, photographs, videos, and sounds that can be inserted into the document.

☐ *Work Area*: The publication page onto which text and objects are placed. Guides, such as margins, can be viewed or hidden.

☐ *Page Navigation Pane*: Displays thumbnails of the pages in the current publication, which can be collapsed to save space, or expanded to navigate quickly through multiple page documents.

☐ *Scratch Area*: The grey region located outside the page boundaries, used to place objects partially on the publication or to keep objects that are going to be used at another time.

☐ *Title Bar*: The top of the window containing the Publication Name, Program, and Window Controls.

☐ *Window Controls*: Buttons to minimize, maximize or restore down the window, and to close the program.

☐ *Ruler*: Horizontal measurements used to change tab settings, margins, and paragraph settings, and vertical measurements used to place text and objects.

☐ *Quick Access Toolbar*: A customizable toolbar above the ribbon which holds commands used most often.

☐ *Scroll Bars*: Vertical and horizontal scroll bars which can be dragged to change the view in the publication window.

☐ *View Controls*: Options to view the publication in different levels of magnification, including a zoom level indicator and slider.

🖰 Label the parts of the Microsoft Publisher window.
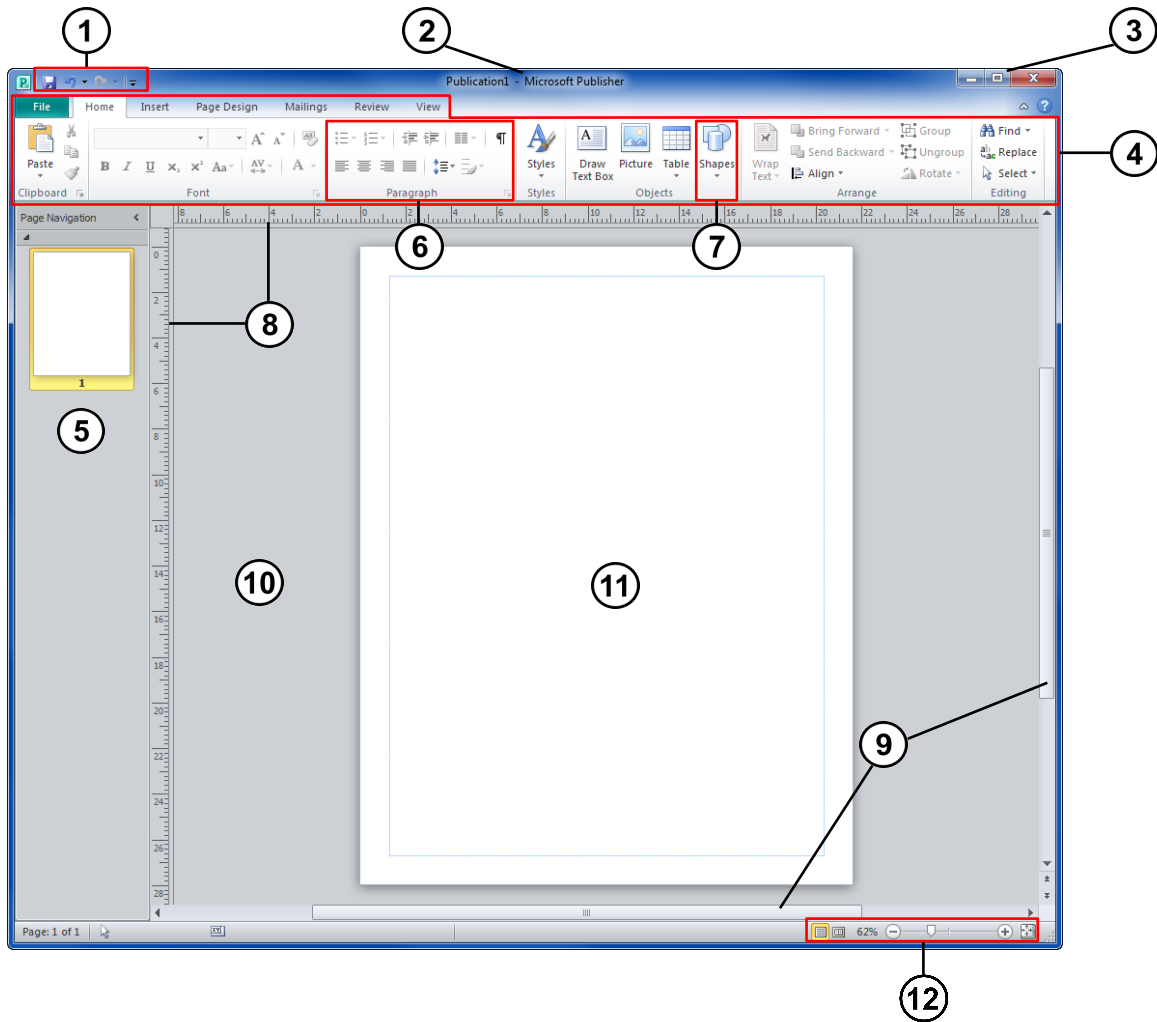
1	Quick Access Toolbar	5	Page Navigation Pane	9	Scroll Bars
2	Title Bar	6	Group	10	Scratch Area
3	Window Controls	7	Command	11	Work Area
4	Ribbon	8	Ruler	12	View Controls

TIP: For many parts of the window, such as a command, you can rest the mouse pointer over it to make the name of the tool appear.

Explore the Ribbon

⏚ Click the Home tab of the ribbon.

1.   In which group can a command be found to underline text?

        Font group

2.   You would like to place a heading in the center of the page. Which group has the command to center text?

        Paragraph group

3.   List the names of the four commands in the Clipboard group.

        Paste, Cut, Copy, Format Painter

> If the window shows only the command icons, you can find the names of the commands by resting the mouse pointer over the icons.

⏚ Click the other tabs of the ribbon to explore the program.

4.   In which tab do you find a command to put a picture in the publication?

        Insert tab

5.   In which tab do you find preset color schemes to add a professional look to a publication?

        Page Design tab

6.   Look at the tools on the Review tab. Which one do you think you might use the most?

        Spelling, Research, Thesaurus, Translate Selected Text, or Language

7.   Click the View tab. Remove the check from Rulers and Page Navigation to see what happens. Why might someone want to view the publication with these elements not visible?

        The publication in the work area can use a larger part of the screen.

Close Microsoft Publisher

⏚ Click the *Close* button at the top right corner of the window.

⏚ If you are asked to save the changes, choose *Don't Save.*

Assignment 6: Design the Front of the Postcard

Create a postcard to spread the news about an environmental issue. Once people know the importance of conserving Earth's natural resources, they will be more likely to take action to help.

The front of a postcard has an attention grabbing picture, with a caption to catch the viewer's eye. There is a brief statement, or call to action, about the environmental problem.
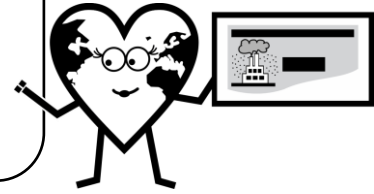
View Sample Postcard

⍟ Open the *Environment* folder. (Ask your teacher where this is located.)

⍟ Double click postcard sample.

Text Box

Shape with a fill

Picture with a caption

ACID RAIN IS DESTRUCTIVE

Acid rain damages forests.

Environmental message

Address of recipient

Front of postcard   Back of postcard

⍟ To change from the front to the back of the postcard, click on the thumbnail in the Page Navigation Pane.

1.   What words on the front of the postcard will grab the viewer's attention?

       Destructive, damages, acid rain

2.   Why did the postcard designer choose to show a picture of a forest with dead trees?

       The designer wanted to show the viewer how harmful acid rain is to trees.

3.   How is the background of the shape related to the topic?

       The background is rain. It shows clear rain and makes the viewer think about acid rain.

4.   List two facts the author wrote on the back of the postcard.

       Acid rain damages forests, lakes, and buildings.
       Acid rain has high amounts of nitric and sulphuric acid.

⍟ Click the *Close* button to close the postcard sample.   X

Open the Postcard Template

- Open the *Environment* folder. (Ask your teacher where this is located.)

- Double click *postcard template.*

Front of postcard will contain:
- Shape with a fill
- Text Box
- Picture with a caption

Back of postcard will contain:
- Environmental message
- Address of recipient
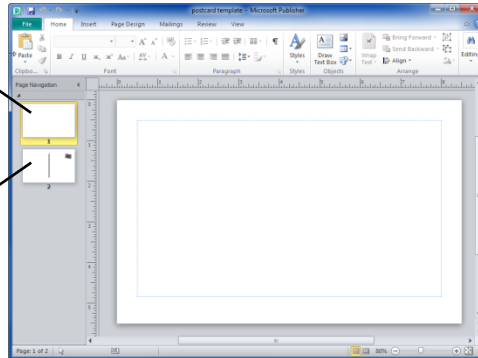
Draw a Shape to Act as the Background of the Postcard

- Click the Home tab. From the Objects group, click, click *Shapes.*

- Select an option from the gallery.

- Click and drag on the work area to draw the shape.

Scale, Move, Rotate or Skew the Shape

- Click on the shape to select it, if necessary.

- Move the mouse pointer over a corner handle until it turns into a two way arrow. Drag the corner handle inwards to make the shape smaller <u>or</u> outwards to make the picture larger.

- If the shape needs to be put in a different place, move the mouse pointer over the center until it becomes a four way arrow. Drag the shape to a new place.

- Some shapes have adjustment handles.

Drag a green circle to *rotate* the shape.

Drag a yellow diamond to *change* the shape.
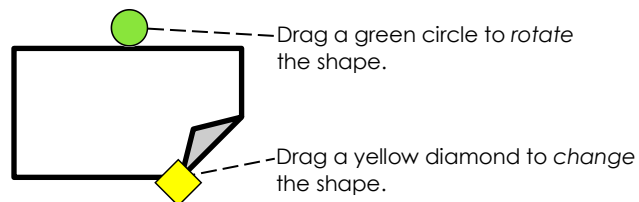
- If available, drag the adjustment handles to change the shape.

Format the Shape using Commands on the Drawing Tools Format Tab

A new tab appears on the ribbon – Drawing Tools Format tab. It contains commands to change the shape and make it look great.
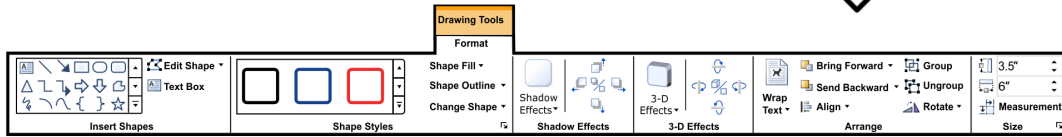
Select a Style

- ☝ Click the Drawing Tools Format tab and locate the Shape Styles group.

- ☝ Click the *More* arrow to view the Shape Styles gallery.

Shape Styles   *More* arrow
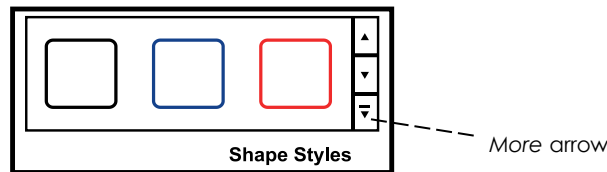
- ☝ Click on a style to select it.

Fill the Shape

- ☝ From the Shape Styles group, click *Shape Fill*.

- ☝ Select a color from the palette.

- ☝ Click *Shape Fill* again and select *Gradient*. Select an option.

- ☝ Click *Shape Fill* again and select *Texture*. Select an option.

- ☝ Choose a fill for the shape.

Consider the environmental topic that you chose. The style decisions you make should fit the issue.

For example, if the postcard is about reforestation, green would be a suitable color.

Select an Outline

- ☝ Click Shape Outline.

- ☝ Select a color from the palette.

- ☝ Click *Shape Outline* again and select *Weight*. Select a line thickness.

- ☝ Click *Shape Outline* again and select *Dashes*. Select a line style.

- ☝ Choose an outline for the shape.

Change the Shape

- ⍾ Click Change Shape.

- ⍾ Select a shape from the gallery.

Apply a Shadow

- ⍾ From the Shadow Effects group, click *Shadow Effects.*

- ⍾ Choose a shadow style for the shape.

Align the Shape

- ⍾ With the shape still selected, locate the Arrange group on the Drawing Tools Format tab.

- ⍾ Click *Align.*

- ⍾ If necessary, click *Relative to Margin Guides.* Click *Align* again.

- ⍾ Select Align Center.

- ⍾ Click *Align* again and select *Align Middle.*

- ⍾ Use your skills to format the shape:
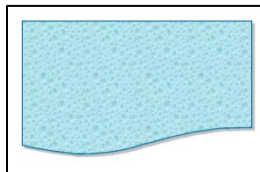
Draw a Text Box that Includes a Title about the Environmental Issue

- ⍾ Click the Home tab. From the Objects group, click *Draw Text Box.*

- ⍾ Click and drag on the postcard to make a rectangle.

- ⍾ Type a short phrase that will grab the viewer's attention; for example:

  - o Did you know that our forests are dying?
  - o Save the polar bears.
  - o Litter stinks!

Format the Text using Commands on the Text Box Tools Format Tab

Another new contextual tab appears on the ribbon – Text Box Tools Format tab. Use the commands on this tab to make the words attract attention.

Adjust the Fit and Direction

⊕ With the text box still selected, click *Text Fit* from the Text Box Tools Format tab.

⊕ Select *Best Fit* to quickly adjust the font size of the text to fit the text box.

⊕ Click *Text Direction* to align the text vertically.

⊕ Click *Text Direction* again to align the text horizontally.

Format the Font

The Font group on the Text Box Tools Format tab has tools to make the words stand out.

Explore and try each of the commands. Then choose options to make the postcard capture the reader's attention.

Calibri (Body)	▾	18	▾	A˄ A˅	Aa
B *I* <u>U</u> S abc AV↔ Aa▾				A▾	
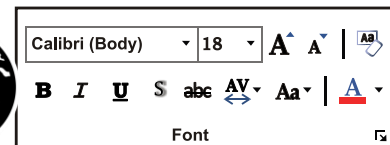
Font

⊕ Triple click the words <u>or</u> click and drag across the words to select all the text.

⊕ Click each of the commands to view the effect on the postcard.

Calibri ▾	Change the font to set the typeface of the letters.
14 ▾	Select the font size from a list of options.
A˄	Increase the font size to make the letters larger.
A˅	Decrease the font size to make the letters smaller.
B	Apply a bold style to make the letters look darker.
I	Apply an italic style to make the letters slant to the right.
<u>U</u>	Apply an underline style to place a line below the letters.
Aa▾	Select Normal, Small Caps, or All Caps to change the case of the letters.
AV↔ ▾	Select Normal, Loose, or Tight to change the spacing between the letters.
A ▾	Select a font color from a palette.

Tip: When choosing a font, hold the mouse pointer over a selection and see a preview on the postcard. You do not have to click on each font.

⊕ Use your skills to make the text look great!

Align the Text

ᵔ With the text still selected, locate the *Alignment* group on the Text Box Tools Format tab.

ᵔ Click each of the nine alignment options to view the results.

Align Top Left	Align Top Center	Align Top Right
Align Center Left	Align Center	Align Center Right
Align Bottom Left	Align Bottom Center	Align Bottom Right
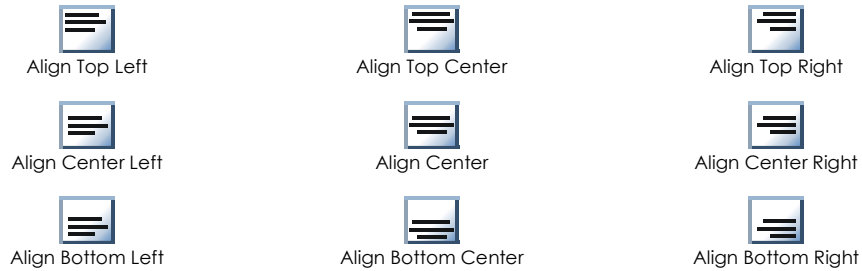
ᵔ Use your skills to align the words.

Add Effects to Text

ᵔ With the text still selected, locate the *Effects* group.

ᵔ Experiment with each of the effects.

Shadow	Outline	Engrave	Emboss

ᵔ Choose an effect to apply to the text on the postcard.

Use your Skills to Make the Text Box Look Great

ᵔ Apply the skills you have learned to make the text box look great using the Text Box Tools Format and Drawing Tools Format tabs.

HINTS AND TIPS
✓ If the shape behind the text box is dark you might want to make the text box white.
✓ Change the shape of the text box.
✓ Apply an outline that makes the text box stand out.

ACID RAIN IS DESTRUCTIVE
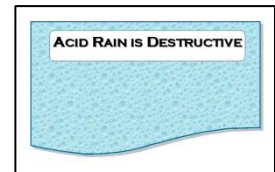
Insert a Picture of the Environmental Issue that will Attract Attention

ᵔ Click the Home tab. From the Objects group, click *Insert Picture.*

ᵔ Go to your student folder where you saved your pictures.

ᵔ Select a picture that will grab attention. Click *Insert.*

Resize and Move the Picture

- Click on the picture to select it, if necessary.

- Move the mouse pointer over a corner handle until it turns into a two way arrow. Drag the corner handle inwards to make the picture smaller or outwards to make the picture larger.

- If the picture needs to be put in a different place, move the mouse pointer over the center until it becomes a four way arrow. Drag the picture into place.
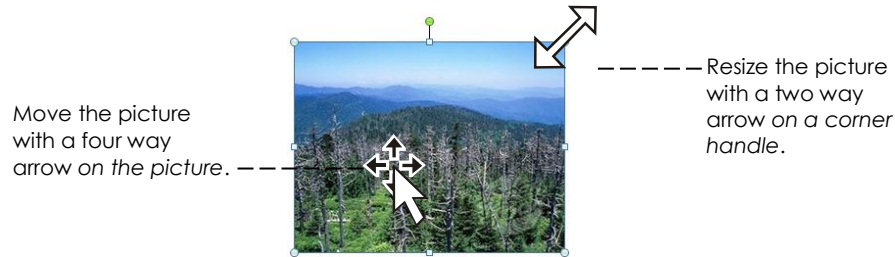
Move the picture with a four way arrow *on the picture.*

Resize the picture with a two way arrow *on a corner handle.*

Format the Picture using Commands on the Picture Tools Format Tab

Another new contextual tab appears – the Picture Tools Format tab. Use the commands on this tab to format the picture you added to the postcard.
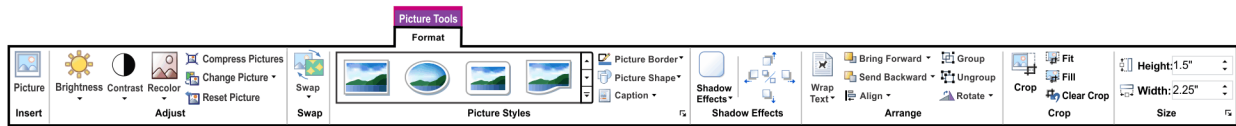
Select a Style

- Find the Picture Styles group on the Picture Tools Format tab and click the *More* arrow.

More arrow

- Hold the mouse pointer over a style to see a preview on the postcard. Click on the style you like.

Change the Border

- Click *Picture Border.*

- Select a border using the *Color*, *Weight*, and *Dashes options.*

Change the Shape

- Click Picture Shape.

- Change the shape.

Tip: If you don't like a change you have made, click *Undo* on the Quick Access Toolbar.

You may have to click *Undo* more than once.

Add a Caption

- Click *Caption.*

- Rest the mouse pointer over a caption style in the gallery to preview it on the postcard.

- Click on the caption style you like.

- Click in the caption area on the postcard and type a **short sentence explaining the environmental problem**; for example:

  - Acid rain damages forests.
  - Global warming is destroying the habitat of polar bears.
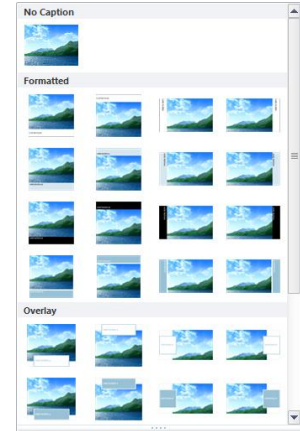
Complete the Postcard

Use your skills and the commands on Text Box Tools Format tab, Drawing Tools Format tab, and Picture Tools Format tab to make the postcard look great.

HINTS AND TIPS

✓ Select a font that it is easy to read.
✓ Format the text so that the title attracts attention.
✓ Arrange the shape, text box, and picture on the postcard to create a balanced layout.
✓ The text box with the title needs to stand out on the postcard and should not blend into the background shape.
✓ You may want to change the color of the text box or caption box to white and the font color to black to make the words easy to read.
✓ If you want to use a dark color for the text box or caption box you should change the font color of the letters to white to make them easier to read.
✓ Change the shape of the caption box to attract attention to the information.
✓ Apply an outline to the text box or caption box to make them stand out against the background.
✓ Select colors and design elements that suit the topic. For example, green is suitable for forests and blue is suitable for water.
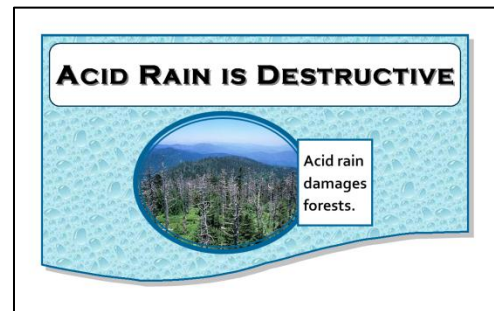
Save the Postcard and Exit Microsoft Publisher

- Click *Save* on the Quick Access Toolbar.

- Go to the location where you save your work. Name the publication **postcard.**

- Click *Save.*

- Click the *Close* button at the top right corner of the window.

Assignment 7: Design the Back of the Postcard

To complete the postcard, a written message and an address are needed. On the left side of the postcard you will explain the environmental issue to encourage others to get involved. On the right side you will write the address of the recipient.
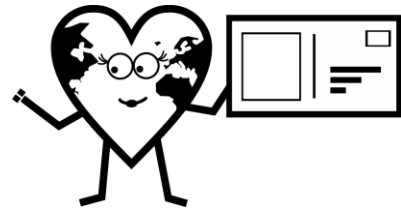
Who is reading your postcard?

- Staff at your school (Dear TechnoSchool Staff)
- Students at your school (Dear TechnoSchool Students)
- Another student in your class
- Another student in the school in another class
- Teacher
- Parent or family member
- A student in another school
- A fictional person

Open the Postcard in Microsoft Publisher

- Go to the location where you save your work. (Ask your teacher where this is located.)

- Double click on *postcard*. The postcard opens in Microsoft Publisher.

Move to Page 2 Using Page Navigation

- In the Page Navigation pane, click on the back of the postcard to move to page 2.
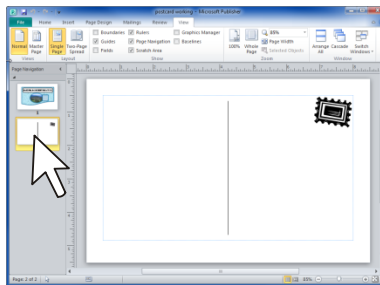
Draw a Text Box

- Click the Home tab. From the Objects group, click *Draw Text Box.*

- Draw a text box on the left side of the postcard.

A postcard usually has a written message on the left. To publicise your selected environmental issue, you will describe the problem and urge people to get involved.
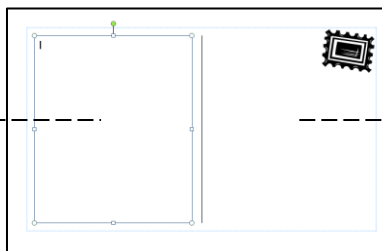
An address will be placed on the right half of the back of the postcard.

Get the research sheet you made in Session 1. You will refer to the *Causes* and *Effects* sections to get facts for the message on the postcard.

Write the Postcard Message

⏻ Type Dear *Name*,

⏻ Write a short paragraph with four sentences:

- o Write an introductory sentence that tells why you are sending the postcard. For example:
  - ▪ I wanted to write you to ask for your help.
  - ▪ I am worried about the health of our forests.
  - ▪ I like polar bears and I am worried about my favorite animals.
  - ▪ The playground is messy from litter.
- o Write a question that makes people think about the problems caused by the environmental issue. Use the facts in the *Effects* section of the research sheet. For example:
  - ▪ Did you know…
  - ▪ Can you believe…
  - ▪ Does it surprise you that…
- o Describe the environmental issue. KEEP your description SIMPLE.
  Use the information in the *Causes* section of the research sheet.
- o Write a concluding sentence that connects the person to the problem, encourages them to get involved or take action. For example:
  - ▪ I thought you might like to know about this problem because you like to hike in the forests.
  - ▪ I think we should schedule a cleanup day for our playground.
  - ▪ Are you ready to help?

⏻ Press ENTER.

⏻ Type Student Name.

⏻ Use your skills and the commands on the Drawing Tools Format tab and Text Box Tools Format tab to make the message look great.

Dear Tyler,

I am worried about the environment. Did you know that acid rain is ruining our forests, lakes, and buildings? This is because acid rain has higher than normal amounts of nitric and sulphuric acid. We need to solve this problem.

Are you willing to help?

Christa Love

Microsoft Publisher automatically puts a hyphen between syllables in words. To remove the hyphen, click *Hyphenation* on the Text Box Tools Format tab.

Add Address

You can address the postcard to:
- School address
- Home address
- Another school address
- Fictional address

☝ Draw a text box below the stamp on the right side of the postcard.

☝ Add actual or fictional address information:

  o Name

  o Street Address

  o City, Province/State, Country

  o Postal/Zip Code

☝ Use your skills to format the text.

Complete the Postcard Checklist

Before you send your postcard you need to make sure that it is complete. Use the checklist as a guide.

Place a checkmark in each item of the checklist if it is finished. If it is not, then you will need to edit the content of your postcard.

Front of the Postcard		Back of the Postcard	
	shape draws attention to the issue		Message contains:
	shape is formatted to suit the topic		o introductory sentence
	text box displays short phrase about the problem		o question about effects of environmental issue
	text is formatted attractively and is easy to read		o description of environmental issue
	picture illustrates the environmental issue		o call to action sentence
	caption explains the picture		Address contains: name, street address, city, province/state, country, and postal/zip code

Postcard	
	all elements have been arranged to create a balanced, appealing layout
	color and design choices are relevant to the topic
	text is free of spelling and grammar errors

Print the Postcard

- Click the File tab. Click *Print*.

- Under Settings, click the arrow below Pages and select *Side-fold, half sheet*.
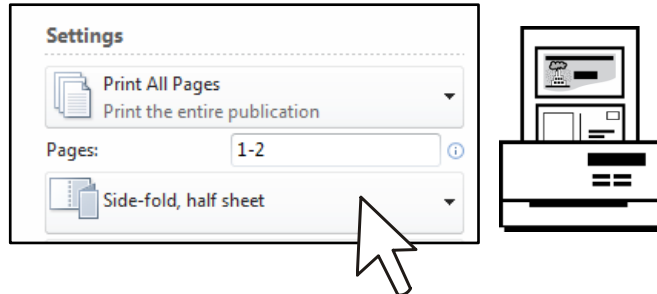
- Click the *Print* button.

Assemble the Postcards

- Cut the two postcards apart.
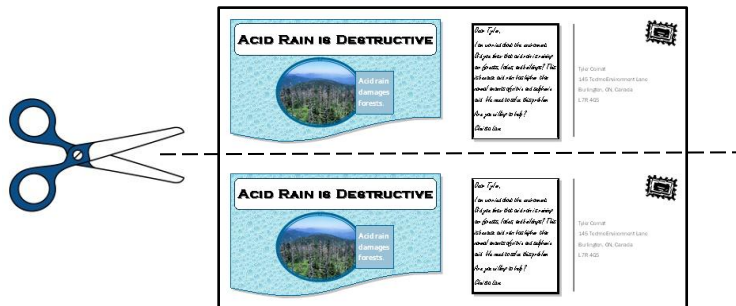
- Fold each card so that the blank sides are together. Glue or tape the blank sides together to make a postcard.

Each postcard will have the title and picture on the front and the message and address on the back.
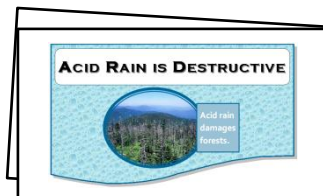
Fold and glue or tape the empty sides together. You will have 2 two sided cards.

Save the Postcard and Exit Microsoft Publisher

- Click *Save* on the Quick Access Toolbar.

- Click the *Close* button at the top right corner of the window.

Session 2 Review: About Microsoft Publisher

Number the parts of the Microsoft Publisher.
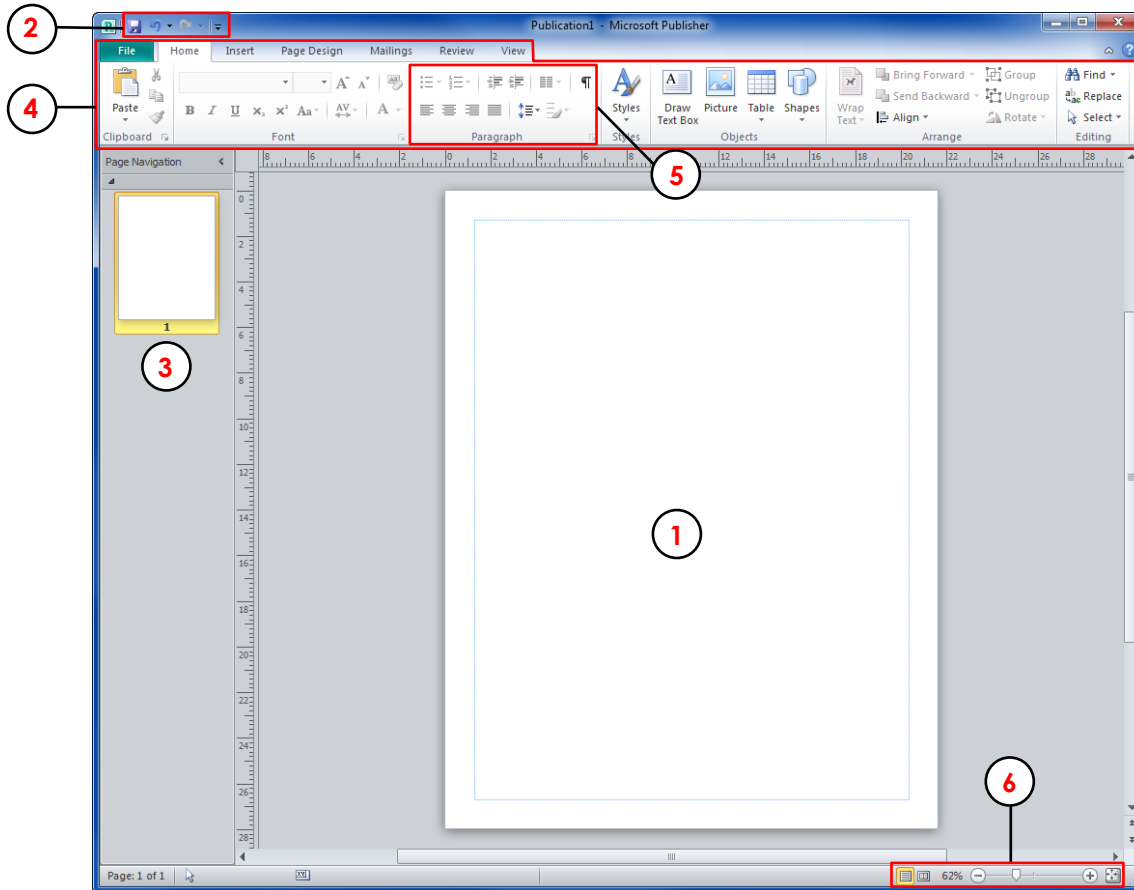
1. Work Area   3. Page Navigation Pane   5. Group
2. Quick Access Toolbar   4. Ribbon   6. View Controls

/6

Fill the blanks with the correct term.

7.   The band at the top of the window which holds a set of tabs is called the   **ribbon**   .

8.   A   **command**   is a tool on a tab that completes a task.

9.   The tab is divided into separate   **groups**   .

10.   Text describing the contents of a picture is called a   **caption**   .

/4

Select the command to complete the task.

11. Draw a shape.
   a.   b.   c.

12. Fill a shape with a color.
   a.   b.   c.

13. Align a shape.
   a.   b. **B**   c. 14 ▾

14. Draw a text box.
   a.   b. **A**   c.

15. Choose an outline for a shape.
   a.   b.   c.

16. Add a picture to a publication.
   a.   b.   c. A

/6

Match the command to its function.

17. **D**   A. Make the font smaller

18. **C**   B. Make the words fit as large as possible in the text box

19. **B**   C. Align text in the center of a text box.

20. **A**   D. Add a caption to a picture

/4

Total: /20

Session 2 Skill Review: The World is Not Your Trash Can!

Read the information and then follow the instructions on the next page to create a postcard.

What is Garbage?

Garbage is any item that is worthless and is no longer wanted or needed. Garbage can include food scraps, broken toys, electronics, clothes, pet litter, paper, and gardening debris. In many households, garbage is placed at the curb and picked up by a truck that transports it to a landfill site or transfer station.

Garbage decomposing at landfill sites produces methane gas, which contributes to global warming.

Harmful Effects

- Greenhouse Gas: When garbage decomposes it produces methane and carbon dioxide. These greenhouse gases trap heat from the sun, causing the Earth to warm beyond its ideal temperature. Global warming alters weather patterns and climate, resulting in higher ocean temperatures, melting glaciers, rising sea levels, droughts, and floods.

- Gas Explosions: Methane gas produced from decomposing garbage can migrate underground from the landfill into buildings through cracks or drainage pipes. This can cause an explosion.

- Odor: Decomposing garbage can create an odor that is offensive to people living near the waste disposal site.

- Contaminate Groundwater: Landfill sites are supposed to have a protective bottom layer to prevent contaminates from getting into groundwater. However, if there is no layer or it is cracked contaminates can leach into water from car batteries, paint, and household cleaners.

Solutions

- Recycle: Recycle items such as paper, metal, and plastic. The materials used to create the items are transformed into new products.

- Reduce: Purchase items that use less packaging or avoid items that will break easily or are just a fad.

- Reuse: Donate, repair, or re-purpose an item to extend its use.

- Compost: Place food scraps, grass clippings, weeds, and branches into backyard composter or Green Bin.

- Landfill Gas Energy: Transform the gas produced by the garbage decomposing into energy. Wells are drilled into the waste with piping that transports the gas into a system that converts it into heat and/or electricity.

- Regulations: Establish and enforce laws that control landfill gas emissions, restrict limits on household waste, and promote recycling.

Interesting Facts

- Garbage is often called trash, litter, junk, waste, refuse, or rubbish.

- The average person creates over 2000 pounds of garbage each year.

- It takes 95% less energy to recycle one aluminum can than to make a new can.

- Five plastic soda bottles yield enough fiber for one extra-large T-shirt or one square foot of carpet.

- Glass can be recycled an indefinite number of times.

- Methane gas from landfills can be captured and used to fuel power plants, factories, and homes.

- I million tons of waste can produce enough energy to power 700 homes for a year.

Landfill Gas Energy

An examination of a solution that transforms garbage into energy for homes and factories.

Advantages	Disadvantages
Reduce emissions of greenhouse gases that contribute to climate change.	Some landfill gas energy systems produce toxins that contribute to smog and acid rain.
Renewable energy source.	Not an effective solution for smaller or older landfill sites.
Reduce odor from the garbage decomposing.	Production and maintenance costs.
Generate revenue from garbage.	

1. Double click postcard template in the Environment folder.

    > Send a postcard to spread news about the problem with garbage.

2. a. On the front of the postcard, click *Shapes*.

    b. Click and drag in the work area to draw a shape.

3. Use your skills to format the shape: select a style ☐, fill the shape, choose an outline, apply a shadow ☐, and align the shape in the center.

4. Click *Draw Text Box*. Click and drag on the postcard to make a rectangle.

5. Type a short phrase describing the garbage issue – **Too Much Garbage!, Make Less Waste, Stop the Litter Crisis.**

6. Use your skills to format the words: fit the text, change the direction, format the font **B**, align the text, and add effects.

7. a. Insert a picture. Go to the *Environment* folder and open the *Garbage* folder.

    b. Choose a picture. Resize and move the picture to fit on the postcard.

8. Use your skills to format the picture: select a style ☐ and change the border.

9. a. Add a caption to the picture. Use information from the fact sheet.

    b. Format the caption.

10. In the Page Navigation pane, click *page 2* to move to the back of the postcard.

11. Draw a text box on the left side of the postcard.

12. a. Use the fact sheet to write a message about the environmental issue.

    b. Describe the problem using the *Effects* section. Urge people to help.

    c. Sign your name.

13. Format the text to make it look good.

14. Draw a text box on the right side of the postcard. Write an address.

15. Print the postcard. Choose *Side-fold, half sheet*. Cut the 2 cards apart and tape.

16. a. Save the postcard as *garbage*.

    b. Close Microsoft Publisher.
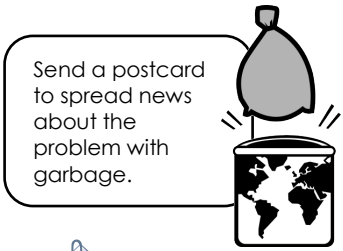
Session 2 Extension Activity: Environmental Map

Maps can be used to present information clearly. Together with pictures, they are a powerful way to spread an environmental alert.

Use Microsoft Publisher to display a map and a picture with a caption. Together these elements can communicate a message with impact.

1.   Use the Internet to find a map of a location where the environmental issue exists.

2.   Locate a picture of the environmental issue in this area. Try to find a 'shocking' picture to draw attention to the problem.

3.   Open Microsoft Publisher and select *Blank 8.5 x 11"*.

4.   At the TOP of the page, insert a picture of the map:

   a.   Click *Insert Picture* on the Home tab. Select the map. Click *Insert*.

   b.   Resize and move the picture.

   c.   Use tools on the Picture Tools Format tab to format the picture.

5.   Insert the shocking picture of the environmental issue. Place it below the map. Use your skills to format the picture.

6.   Insert a caption that describes the environmental issue:

   a.   From the Picture Tools Format tab click *Caption*.

   b.   Select a style you like.

   c.   Type a sentence about the **environmental issue**.

7.   Use a shape to show the location of the issue:

   a.   From the Home tab click *Shapes*.

   b.   Select a STAR. Draw the shape onto the map.

   c.   Use tools on the Drawing Tools Format tab to format the STAR.

8.   Use Shapes to draw a line from the STAR to the picture/caption.

9.   Insert a text box:

   a.   From the Home tab *Draw Text Box*.

   b.   Type **Student Name**.

   c.   Use tools on the Text Box Tools Format tab to make the words look great.

10.   Save your work as map. Close Microsoft Publisher.