

Assignment 2: Clean Up a Mess



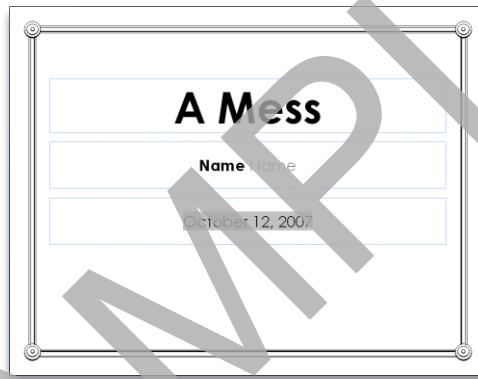
Follow the instructions to organize and clean up the book "A Mess".

Open the A Mess Template

☞ Double click the TechnoBook shortcut.



☞ Double click **A Mess**.



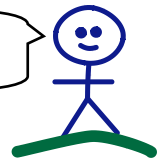
Type in Student Name

☞ Click the mouse inside the box marked Name.

☞ Press and hold the **Shift** key. Press the first letter of your name.

TIP: Use the **Shift** key to make CAPITAL letters.

↑ Shift



☞ Let go of the **Shift** key.

☞ Now press each letter of the rest of your name.

☞ Press the **Spacebar** to leave a space after your first name.


Spacebar

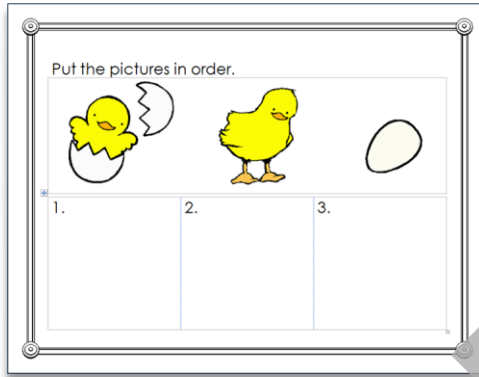
☞ Press and hold the **Shift** key and press the first letter of your last name.

☞ Let go of the **Shift** key.

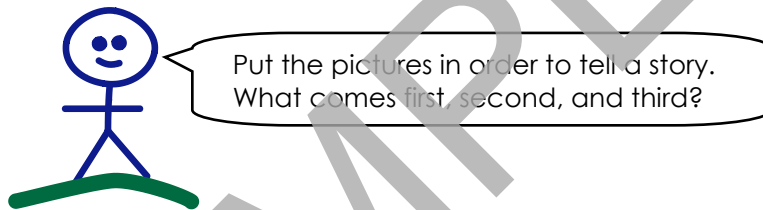
☞ Finish typing your last name.

Go to Page 2

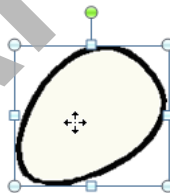
- ☞ On the keyboard, find the **Page Down** key. 
- ☞ Press it once to move to the next page.



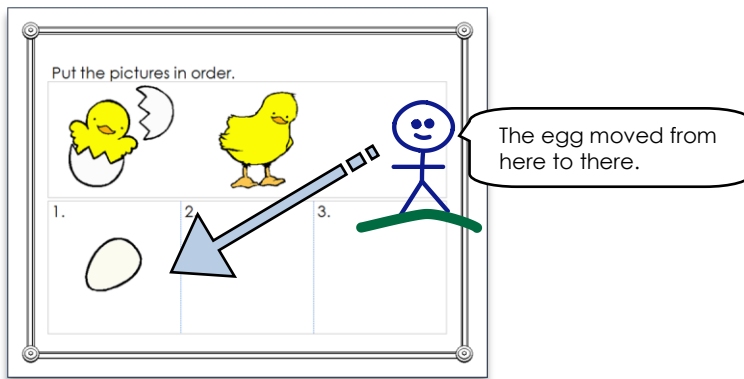
Put the Pictures in Order



- ☞ Click and hold the mouse on the object that should come first. Drag it to the first box.

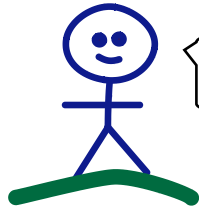


- ☞ Let go of the mouse button when you get to the place you want.



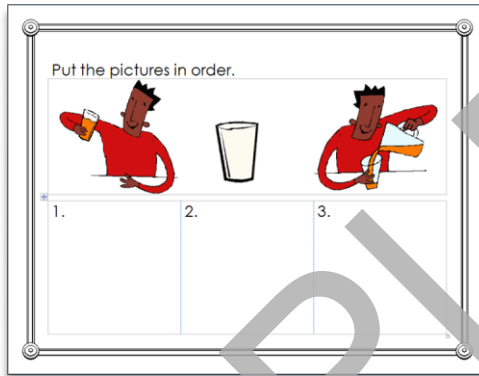
- ☞ Click and drag the other objects into box 2 and box 3.

Put More Pictures in Order



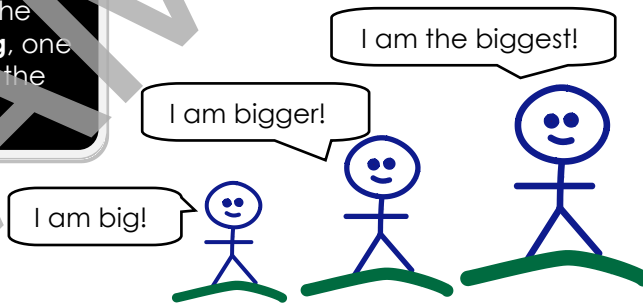
Move to page 3. Put the pictures in order.
What comes first, second and third?

- ☞ Press the **Page Down** key to move to the next page. Page Down
- ☞ Click and drag the objects to put them in order.

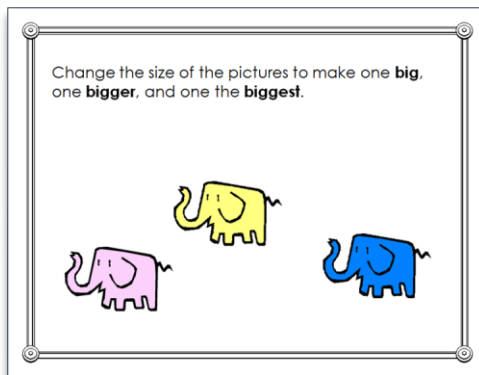


Big, Bigger, Biggest

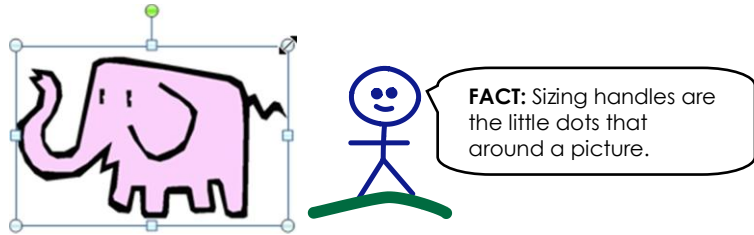
Change the size of the pictures so one is **big**, one is **bigger**, and one is the **biggest**.



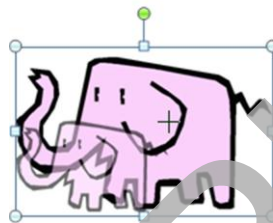
- ☞ Press the **Page Down** key to move to the next page. Page Down



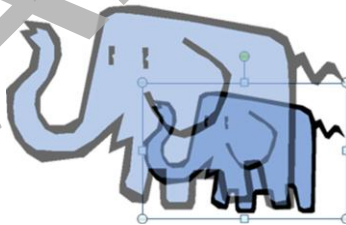
- ☞ Click the mouse on the **pink** elephant.
- ☞ Place the mouse pointer over one of the corner sizing handles.



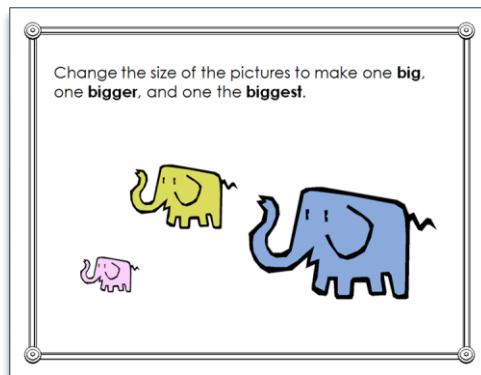
- ☞ When you see the little black arrow, click, and drag **inwards** to make the object smaller.
- ☞ Let go of the mouse when the see-through image is the size you want.



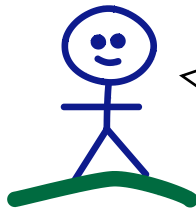
- ☞ Make the **blue** elephant the BIGGEST! Click on the blue elephant.
- ☞ Place the mouse pointer over one of the corner sizing handles.
- ☞ Click and drag **outwards**.
- ☞ Let go of the mouse when the see-through image is the size you want.



– Now the elephants are three different sizes: big, bigger, and biggest!

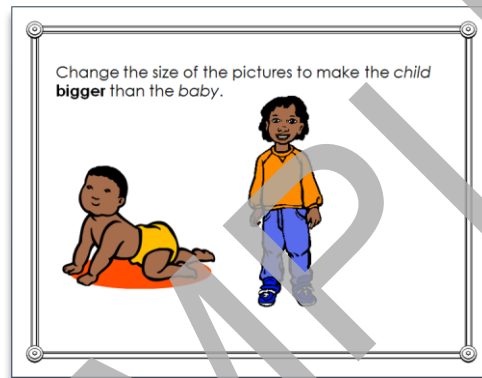


Growing Up

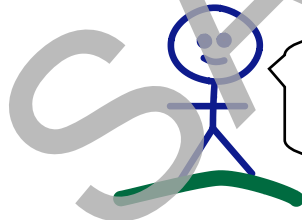


Change the size of the picture to make the child **bigger** than the baby.

- ☞ Press the **Page Down** key to move to the next page. Page Down
- ☞ Click on the picture of the **boy**.
- ☞ Place the mouse pointer over one of the corner sizing handles.
- ☞ Click and drag **outwards** to make the boy bigger than the baby.

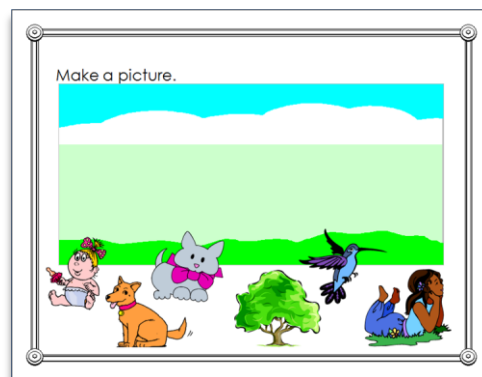


Make a Picture

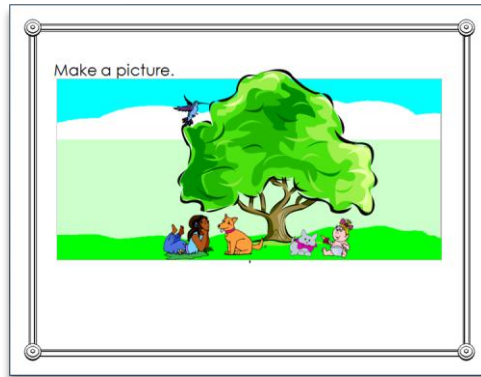


Use the pictures at the bottom of the page to make a picture.

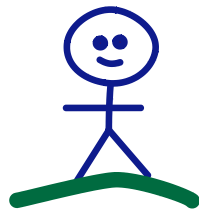
- ☞ Press the **Page Down** key to move to the next page. Page Down



- ☞ Click and drag each object onto the picture.
- ☞ Make each object bigger or smaller.



Save the Story



Now that you have cleaned up the story "A Mess" you need to save it.

- ☞ Click Save on the TechnoBook Quick Access toolbar. 



- ☞ Go to the place where you save your work (*ask your teacher how to do this*).
- ☞ Click Save.

Print the Story

- ☞ Click *Quick Print* on the TechnoBook Quick Access toolbar. 

Exit Microsoft Word

- ☞ Click *Exit Word* on the TechnoBook Quick Access toolbar. 