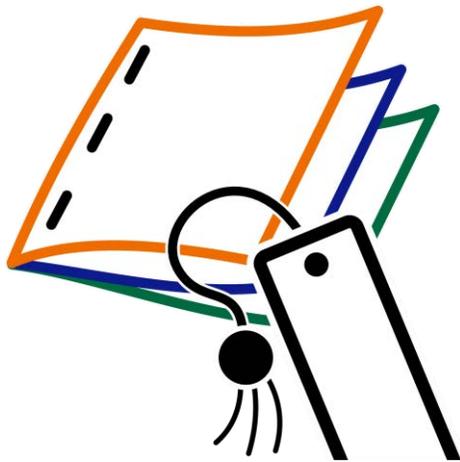


# TECHNOBookmaking

## Teacher Guide

Lessons for Primary and Elementary Students: Grades 1-6



Technology Project using  
**PowerPoint**

Make, print, and share books.

In this project, students make, print, and share books. They use inspiring templates to publish a collection of stories. Each activity teaches a new word processing skill. Lessons explain how to make a tiny picture book, flip flap story, unfolding riddle book, layer book of facts, bookmark, and greeting card. Place the publications on a bookshelf or put a fresh twist on a Young Author's Conference. Extension activities include additional templates that offer unlimited creativity. Rethink how PowerPoint can be used in language arts. Explore the possibilities with bookmaking.

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# TechnoBookmaking Overview

<p><i>Purpose:</i> Make, print, and share books. Develop word processing skills to create children's stories.</p>	<p><i>Materials:</i> (see <i>Appendix B:</i> for a detailed list)</p> <ul style="list-style-type: none"> <li>• Bookmaking Templates: <ul style="list-style-type: none"> <li>○ Assignment 1: Tiny</li> <li>○ Assignment 2: Flip Sounds</li> <li>○ Assignment 3: Riddle</li> <li>○ Assignment 4: Layer 4 and Layer 5</li> <li>○ Assignment 5: Bookmark</li> <li>○ Assignment 6: Card</li> <li>○ Extension 1: Accordion Box, Heart, Zig Zag</li> <li>○ Extension 2: Flip</li> <li>○ Extension 3: Unfold Story</li> <li>○ Extension 4: Fact</li> <li>○ Extension 5: Story</li> </ul> </li> <li>• Bookmaking Samples: <ul style="list-style-type: none"> <li>○ Assignment 1: Tiny Pets, Tiny Toys</li> <li>○ Assignment 2: Flip Farm, Flip City</li> <li>○ Assignment 3: Riddle Animal, Riddle Job</li> <li>○ Assignment 4: Layer World, Layer Seasons</li> <li>○ Assignment 5: Bookmark 1, Bookmark 2</li> <li>○ Assignment 6: Card Greeting, Card Invitation</li> <li>○ Extension 1: Accordion City, Accordion Love, Accordion Week</li> <li>○ Extension 2: Flip Habitat</li> <li>○ Extension 3: Unfold Surprise, Unfold Bed</li> <li>○ Extension 4: Fact Biography, Fact Volcano</li> <li>○ Extension 5: Story Play, Story Skate</li> </ul> </li> <li>• TechnoBookmaking Skill Summary</li> <li>• Parent Letter and Certificate (optional)</li> <li>• Download Flashcards and Tool Summary from <a href="#">TechnoHub</a> (optional)</li> </ul>
<p><i>Objectives:</i> (see <i>Appendix A: Skill Summary</i>)</p> <ul style="list-style-type: none"> <li>• express thoughts through writing</li> <li>• plan and organize ideas</li> <li>• use templates to construct books</li> <li>• create a wordless picture book</li> <li>• produce a flip book that hides an item</li> <li>• write a riddle book that unfolds</li> <li>• organize facts to make a layer book</li> <li>• craft bookmarks to express a love of reading</li> <li>• design an invitation or greeting card</li> <li>• publish fiction and non-fiction books</li> <li>• apply bookmaking techniques</li> <li>• format text and images to enhance writing</li> <li>• share books with an audience</li> </ul> <p><i>Preparation:</i> (see <i>Preparing to Teach</i>)</p> <ul style="list-style-type: none"> <li>• Install PowerPoint 365</li> <li>• Install Adobe Acrobat Reader</li> <li>• Share <i>Bookmaking</i> folder with students</li> <li>• Prepare teacher resources</li> <li>• Download Flashcards and Tool Summary from <a href="#">TechnoHub</a> (optional)</li> </ul>	
<p><i>Summary of Activities:</i></p> <ul style="list-style-type: none"> <li>• Create a mini wordless picture book using an accordion style template and images.</li> <li>• Format text and insert images to make a flip book that reveals a hidden object behind a flap.</li> <li>• Arrange text boxes to write a riddle book that unfolds to display the answer.</li> <li>• Use a layer template to organize information with WordArt titles to categorize facts.</li> <li>• Combine text, images, and WordArt to craft bookmarks that express a love of reading.</li> <li>• Design an invitation to a book sharing event or make a thank you card for an author.</li> <li>• Share books with an audience. Suggestions provided.</li> </ul>	
<p><i>Extension Activities:</i></p> <ul style="list-style-type: none"> <li>• Discover Accordion Style Books: Use templates and folding techniques to make books.</li> <li>• Make Flip Flap Books: Make a story with a hidden item below a flap. Book ideas included.</li> <li>• Write a Story That Unfolds: Create a story with pages that unfold to show a surprise ending.</li> <li>• Build Fast Fact Books: Make a book with a cover which has strips that peel away to show facts.</li> <li>• Publish Story Books: Make a story book using a template. Activity includes story starter ideas.</li> <li>• Get Story Ideas: Use a story generator to pick a character, setting, and plot.</li> <li>• Plan a Story: Organize the story action using a planner to sketch the beginning, middle, and end.</li> </ul>	
<p><i>Assessment:</i></p> <ul style="list-style-type: none"> <li>• Writing Checklist</li> <li>• Book Marking Sheet</li> <li>• Bookmaking Unit</li> <li>• Bookmaking Skill Summary</li> </ul>	
<p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>• Activities gradually introduce technology skills. Students learn how to insert images, format text, create text boxes, insert WordArt, adjust object order, and apply a slide design.</li> <li>• Additional templates are available as part of the extension activities to create even more books.</li> </ul>	

# Technology Integration Ideas

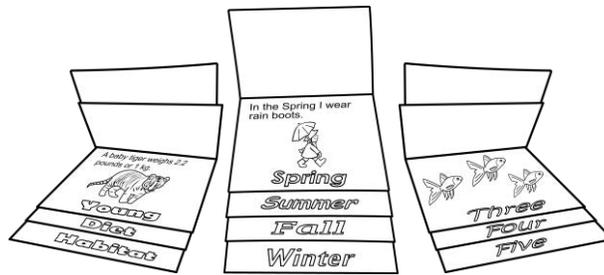
The lessons in TechnoBookmaking have students become authors and illustrators of fiction and non-fiction books. They use templates to make accordion, flip, and folding books. Bookmaking is an excellent way to motivate reluctant readers and writers. Integrate the activities into curriculum.

- Language Arts: Bookmaking has students apply the stages of the writing process to publish books. Use these materials to teach a bookmaking unit or select activities throughout the school year for story writing. A story generator and planning sheet are included with the lesson plans to help students organize ideas.
- Cross-Curricular: All templates can be used to have students create books about topics in social studies, science, geography, or history. Once students have completed project activities, they can transfer their learning to any subject area. Discover the possibilities! Here are a few suggestions:
  - Days of the Week: Learn about the days of the week by making simple picture books using the Accordion Box template. Arrange books on a table using the Stand-Up Book option (Extension Activity 1). View the *Accordion Week* sample.
  - Community: Teach young children about their city or town. Use the Accordion Zip Zag template to write about where they live. This looks great using the Fold Out Book option (Extension Activity 1). View the *Accordion City* sample.
  - Family: Use the Accordion Heart template to identify family members. This publication prints best as a Mini Book. View the *Accordion Love* sample.
  - Sounds: Explore the senses. Have students write about the noises they hear. Use the *Flip Sounds* template. View the *Flip Farm* or *Flip City* samples.
  - Habitat: Using the Flip template, make a flip flap book called *Where do I live?* On each page describe the habitat and give clues about who might live there. The flap hides a picture of the animal. View the *Flip Habitat* sample.
  - Community Helpers: Learn about people working in the community. Create a riddle book with clues about a job using the Riddle template. View the *Riddle Job* sample.
  - Animals: Report animal facts in an interesting way. Create a riddle book with clues about animal appearance, diet, and habitat. View the *Riddle Animal* sample.
  - Seasons: Illustrate the weather and activities people do each season. Use the Layer 4 template to sort the book into Spring, Summer, Fall, and Winter. View the *Layer Seasons* sample.
  - Map Making: Help students understand where they live in the world. Use the Layer 5 template. Divide the book into the headings Me, My Street, My City, My State, and My Country. View the *Layer World* sample.
  - Biography: Create a book about an important person. The Layer or Fact templates provide options to divide facts. View the *Fact Biography* sample.
  - Landforms: Discover interesting facts about the Earth. Use the Fact template to describe landforms or natural events. View the *Fact Volcano* sample.

Bookmaking offers many benefits to students:

- **Motivate Reluctant Writers:** Bookmaking is a fun activity. Templates support students during the writing process, which makes it easier to organize ideas. In addition, many books can be made using minimal text. This offers a relief to reluctant writers. Fabulous stories can be created using only a few sentences.
- **Provide a Real Audience:** Bookmaking gives students an authentic purpose for writing. They are making books for people to read. Books can be displayed in the classroom or library. They can be shared with others as part of a book exchange, reading circle, or book buddies' program. Having a real audience for their stories, motivates writers to do their best work.
- **Spark Creativity:** There are many types of books students can make. The range of publication types allow students to express their ideas in an interesting way.
- **Develop a Positive Attitude Towards Books:** The act of making books is fun. When students publish their own books, they feel pride in their accomplishments. By sharing their stories with others, they gain confidence in themselves as authors.
- **Increase Writing Skills:** Bookmaking has students engage in stages of the writing process. They organize their ideas, express their thoughts, and edit the text. This improves their spelling, grammar, and sentence structure.
- **Boost Reading Skills:** Students can read stories made by themselves and others. Since the content is written by children, they have words which are often easier to read. This allows students to practice decoding and comprehension skills using suitable texts.
- **Personalize Learning:** Making books is an excellent way to encourage students to explore their own interests. By writing about topics or ideas they find interesting, writing is made personally meaningful.

## Assignment 4 Design a Layer Book of Facts



counting book  
five senses  
life cycle

alphabet book  
food groups  
simple machines

### Book Ideas

seasons  
weather  
animal facts

jobs  
celebrations  
earth layers

emotions  
about me  
energy sources

You are going to make a layer book.

Each page has a heading.

When the reader looks at the page it has facts or a picture about the heading. Open the *Layer Seasons* or *Layer World* samples to get ideas.

Plan Ahead!

1. Pick a topic.
2. Divide the topic into four or five parts. These are your headings.
3. Find a fact or think about a picture you could use for each heading.

Open the Layer Template

- ▷ There are two templates. One has pages for four headings and the other has pages for five headings. Ask your teacher which template to use.



The first slide is the book cover.

Each page will have facts or a picture about a topic.

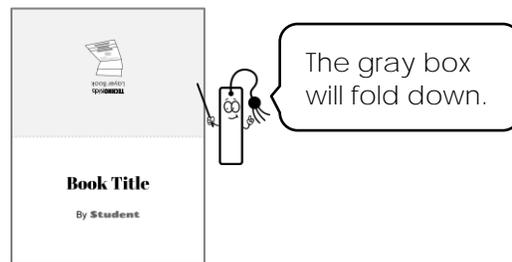
## Save the Story

- ▶ Click *File* and pick *Save As*.  
Go to the place where you save your work.
- ▶ Edit the name to Layer *Student Name*. Click *Save*.

File name:	Layer <b>Student Name</b>	▼
Save as type:	PowerPoint Presentation	▼

## Make the Front Cover

- ▶ In the *Click to add title* box, type the **Book Title**.
- ▶ In the *Click to add subtitle* box, type **By Name**.



- ▶ Format the text.   **BIUS A**

## Add a WordArt Heading

- ▶ Press **PAGE DOWN** or click **Slide 2**.
- ▶ From the *Insert* tab, click *WordArt*. **A**
- ▶ Pick a style from the gallery.

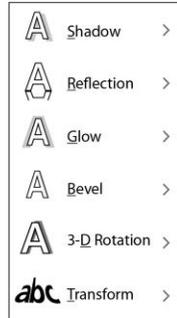


- ▶ Type a **Heading** into the box.



▷ Make the WordArt look fancy:

- Click the *Text Fill* arrow  to change the color.
- Click the *Text Outline* arrow  to change the line color, weight, or dash.
- Click *Text Effects*  to apply an effect such as shadow or glow.

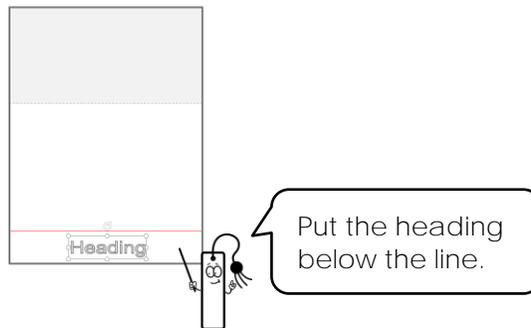


▷ Click the *WordArt Styles More* arrow to pick a new style.



▷ Use your skills to format the text.   **BIUS**

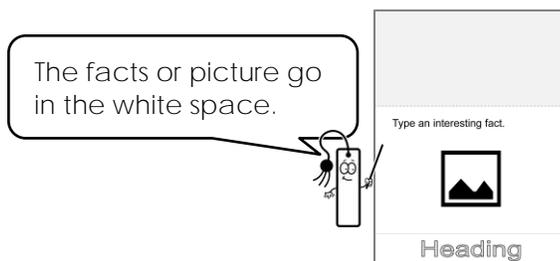
▷ Move  and size  the heading to fit at the bottom of the page.



Add Text or a Picture to the Page

▷ Click the *Insert* tab. Add a *Text Box*.   
Type **facts** or **information** about the heading.

▷ Insert a *Picture*.  Pick *Online Pictures*. 



## Finish the Layer Book

- ▷ Use your skills to make each page.
- ▷ Bookmaking tips:
  - Add pictures  to the front cover.
  - The last page can hold the most amount of information.
  - Do not put information or pictures in the gray box.

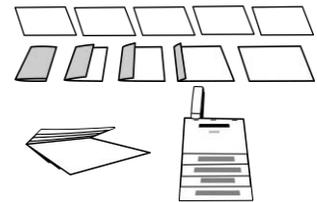
## Save and Print the Book

- ▷ Click Save  on the Quick Access toolbar.
- ▷ Click File and choose *Print*.  
Click the *Print*  button.



## Make the Layer Book

1. Place the pages in order face down.
2. Fold the pages with the gray box at the dotted line.
3. Slide the pages into each other.
4. Turn book over. Staple the paper at the top.



## Book Exchange



Want to make more information books?  
Extension Activity 4 has templates with tabs to organize facts.

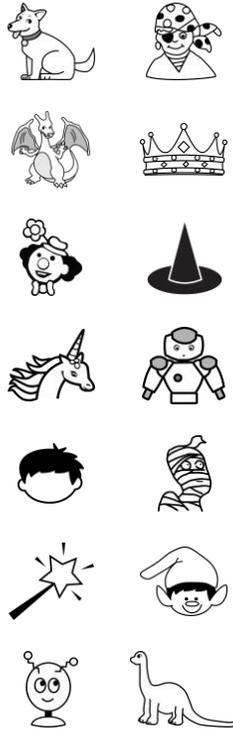
## Extension Activity 6: Get Story Ideas

Do you need story ideas? Pick a character, setting, and plot.

What will your story be about? Use these ideas or pick one of your own.

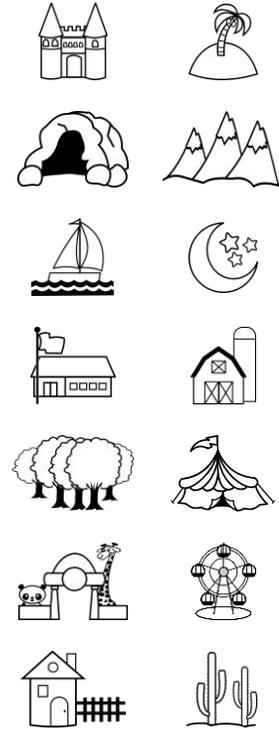
### Pick a Character

happy  
angry  
silly  
mean  
scared  
brave  
little  
old  
busy  
clever  
grumpy  
clumsy  
hungry  
kind  
lucky  
pretty  
laughing



### Pick a Setting

small  
black  
scary  
hot  
cold  
wet  
snowy  
foggy  
beautiful  
haunted  
enchanted  
magical  
secret  
wild  
ancient  
noisy  
sleepy



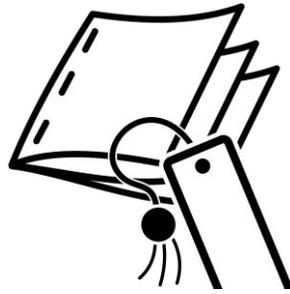
### Pick a Plot

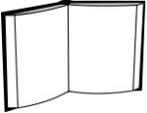
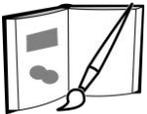


### Story Idea

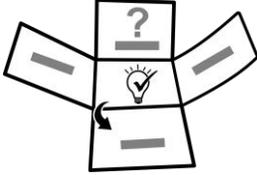
My story is about...

# Book Marking Sheet



		1 Keep Trying	2 Doing Great	3 Excellent Work
	<p>Writing: Student uses spelling and grammar rules.</p>			
	<p>Story: Story is fun to read. Pictures tell about what is happening.</p>			
	<p>Design: Words and pictures look great. Pages are put together to make a book.</p>			

# Bookmaking Unit

		Comment:
	<p><b>Tiny Picture Book:</b> Create a wordless picture book for young readers.</p> <p>Insert and format images.</p>	
	<p><b>Flip Flap Story:</b> Produce a flip book that hides an item below a flap.</p> <p>Format font, size, style, and color.</p>	
	<p><b>Folding Riddle Book:</b> Write a riddle book that unfolds to show the answer.</p> <p>Draw text boxes. Format fill and border.</p>	
	<p><b>Layer Book of Facts:</b> Organize information. Use titles to categorize facts.</p> <p>Create and format WordArt.</p>	
	<p><b>Bookmarks:</b> Craft bookmarks to express a love of reading.</p> <p>Adjust object order to arrange content.</p>	
	<p><b>Invitation or Greeting Card:</b> Design an invitation to a book sharing event or a thank you card for an author.</p> <p>Apply a design theme to a slide.</p>	

# My City

By Molly

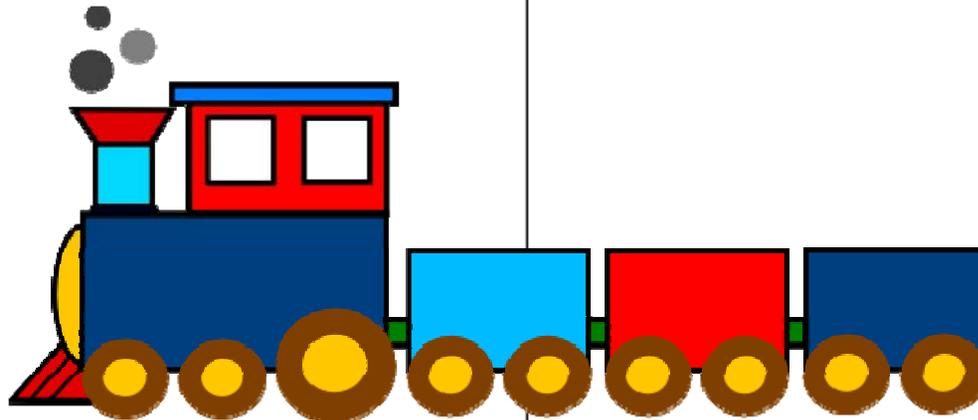
My city  
has  
trucks.



My city  
has parks.



My city  
has  
trains.



I love  
my   
city!