

Postcard

1. Open PowerPoint. Click File → Open → Go to your user folder and open Postcard.ppt
2. On the first slide, you will need to design the front of your postcard with a picture that encourages the receiver to read it. Make sure that it includes the picture with WordArt.
3. Move your mouse to the rectangle drawn on your slide. Click on the rectangle so that it is selected. Then move your mouse to the fill color tool on the drawing tool bar. (Hint: If you aren't sure which tool is which, slowly move your mouse over the icons and the name of each tool will pop up on the screen.)
4. Click on the arrow to the right of the fill color tool, then click on more fill colors from the pop-up menu. Choose from the many colors available to select a background for your postcard. Click Ok.
5. You will need to scan your picture and save it into your user folder.
6. To insert the picture click Insert → Picture → From File → go to your user folder and locate the picture. Click Insert. You will need to resize the picture from the corner to make it the appropriate size. Remember that you might need to click and hold the mouse to move the picture to the right position.
7. Now add WordArt to your postcard. This text should tell the name of the vacation spot or some catch phrase.
8. Go to slide 2. Use the mouse to click on the letter portion of the postcard. Erase the text in the box and write your letter.
9. Now create a stamp for your postcard. Do this by inserting a piece of clipart in the location of the stamp. Resize and position the stamp on the postcard.
10. Print this assign as a handout. Click File → Print. The print screen comes up and you must change the **Print What** section to handout. The Handouts box will become black, select 2 and click ok.

Postcards

Student Planning Page

You are going to be writing a postcard to a friend or family member from a place you visited over the break. Think about some fun and exciting things that happened to you on your vacation and fill out the information.

On my vacation I went

My favorite thing I saw was

The most fun thing I did was

I went on my vacation

I would like to send a postcard to
