

ACTIVITY 10: WINTER SCENE

New Skills Reinforced:

In this activity, you will practice how to:

1. use and format the draw tools.

Activity Overview:

Using the draw tools is an essential skill to have before creating letterheads, flyers, newsletters, presentations, and Web pages. Draw tools should be used to enhance the overall look of a document without affecting the readability of the message you are trying to send. In this activity, you will practice using a variety of draw tools to create a winter scene.

Instructions:

1. **Open** a NEW document in Word. Insert a **header** – Name Winter Date
2. Change the page orientation to **Landscape**.
3. Using the **Drawing** tools, create a winter scene. Use Figure 10-1 as a guide.
 - a. Snowman – Using the circle tool, create three circles with a 2 ¼ pt. black line border and white fill: 1 circle at 1.75" height and 1.75" width; 1 circle at 1.5" height and 1.5" width; 1 circle at 1.15" height and 1.15" width.
 - b. Stack the circles from largest to smallest as shown in Figure 10-1.
 - c. Hat – (brim) Using the rectangle tool and a 1 pt. black line border, draw a rectangle that measures .15" height and 1.35" width, and place it on top of the snowman's head.

To create the top of the hat, use the rectangle tool and a 1 pt. black line border and draw a box that measures .65" height and .85" width and place it on top of the brim. Fill the hat and brim with your choice of color.
 - d. After body and hat are complete, select each object (element) and align to center.
 - e. Eyes – Using the circle tool, draw two circles with no line border that measure .15" height and .15" width and a black fill and place them on the snowman's face as shown in Figure 10-1.
 - f. Nose – Using the scribble tool, draw a carrot shape with .75 pt. black line border, fill it in with orange (use your own creativity to determine its size), and place it on the snowman's face as shown in Figure 10-1.
 - g. Mouth – Using the scribble tool and a 3 pt. black line border, draw a curved smile that measures approximately .15" height and .45" width and place it on the snowman's face as shown in Figure 10-1.

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- h. Pipe – Using the line tool, draw a straight line from the snowman’s mouth with a 2 pt. black line border that measures .10” height and .50” width. For the top of the pipe, use the rectangle tool with a 2 pt. black line border that measures .29” height and .24” width to create one similar as shown in Figure 10-1.
- i. Arms – Using the scribble tool, draw two arms each with a 3 pt. black line border (use your own creativity to determine size and hand type) and place them on the snowman’s body as shown in Figure 10-1.
- j. Once the snowman is complete, accessorize him/her using the draw tools of your choice.
- k. Snowflakes – Using draw tools of your choice create at least 15 snowflakes and randomly place them throughout the scene as shown in Figure 10-1.
- l. Tree base – Using the rectangle tool, draw a box with .75 pt. black line border that measures .5” height and .75” width with a brown fill. Place the object in a similar position to the one shown in Figure 10-1.
- m. Tree – Using the triangle tool, create three triangles with a .75 pt. black line border and green fill: 1 triangle at 1.88” height and 3.25” width; 1 triangle at 1.44” height and 2.5” width; 1 triangle at 1.05” height and 1.81” width.
- n. Stack the triangles from largest to smallest as shown in Figure 10-1. Select each of the four tree objects and align to center.
- o. Star – Using the 5-point star tool, draw a star with .75 pt. black line border that measures .75” height and .75” width. Fill the star with yellow and place it on top of the tree as shown in Figure 10-1.
- p. House body – Using the rectangle tool, draw a box with .75 pt. black line border that measures 1.15” height and 1.25” width, fill it with the color of your choice, and place it in a similar position to the one shown in Figure 10-1.
- q. House roof – Using the triangle tool, draw a triangle with .75 pt. black line border that measures 0.88” height and 1.5” width, fill it with the color of your choice, and place it on the roof as shown in Figure 10-1.
- r. Chimney – Using the rectangle tool, draw a box with .75 pt. black line border that measures 0.5” height and .13” width, fill it with the color of your choice, and place it on the roof as shown in Figure 10-1.

Note: You may need to change the order of the object by using the “send to back” option to give it the appearance of being behind the roof.

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- s. Windows and Door – Using tools of your choice, create windows and a door and place them on the front of the house as shown in Figure 10-1.
 - t. Using the tools of your choice and your own creativity, add elements to enhance the look of your picture (i.e., mountains, driveway, snow, chimney smoke, etc.) as shown in Figure 10-1.
4. **Save** the document as **WINTER** to your Computer Sharedrive.
5. **Turn into Edmodo** – Be sure to **attach** the file.

Figure 10-1

