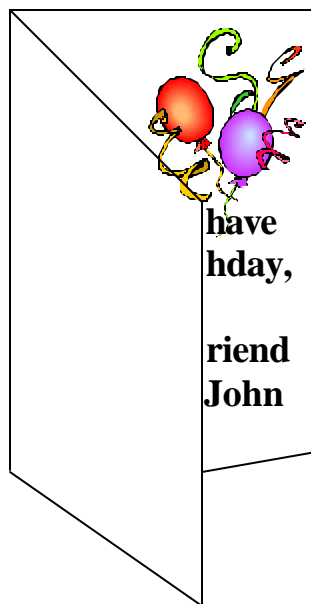


# You Mean I Can Be Creative With My Computer?

May 29, 2003



# **You Mean I Can Be Creative with My Computer?**

Dodge County 4-H Tech Team Workshop  
May 29, 2003

## **I. Introductions**

## **II. Creating a Document in MS Word**

1. Open MS Word
2. Format Text
3. Insert Word Art
4. Insert an Image

## **III. Scanning an Image**

## **IV. How Resolution Affects File Size**

1. Compare the quality of output

## **V. Dodge County Junior Fair Book: Department 21: Computers**

1. Class A – *Level 1: Booting Up*
2. Class B – *Level 2: Adding On*
3. Class C – *Level 3: Reaching Beyond*

## **VI. Additional Information**

1. *Scanning Basics*; <http://www.adobe.com/support/techdocs/3e46.htm>
2. *A Few Scanning Tips*; <http://www.scantips.com/>
3. *PaintShop Pro 5 Tips & Tricks*; <http://mardiweb.com/web/psp5/>
4. *Absolutely Free Clip Art*; <http://www.allfree-clipart.com/>
5. Many, many tutorials online; <http://www.webreference.com/graphics/>

## **VII. Conclusion**

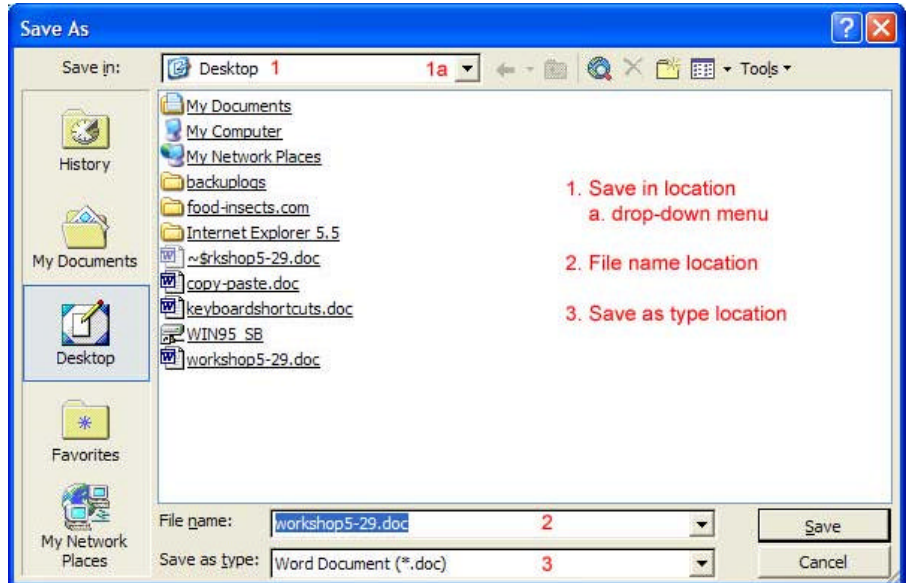
1. Evaluation

## Open MS Word.

On the main menu bar click on File and New.

Save your new document. Go to File on the main menu bar and click on Save as.

1. Click on the dropdown button next to the Save in location.
2. Find My Computer and click on it.
  - i. Click on Local disk C.
  - ii. Click on My Documents.
3. In the File name location, type a name for your new file.
4. In the File type, use the doc file type.
5. Click on Save.



## Format Text

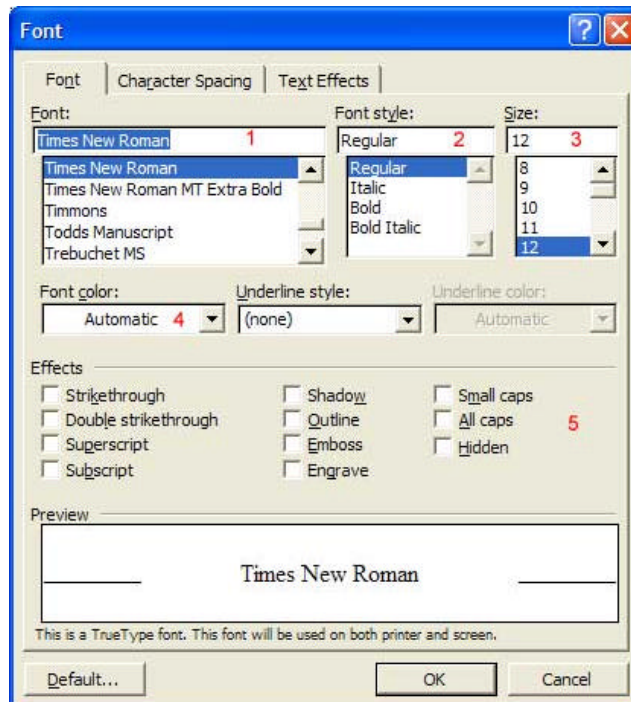
Type a greeting on the top of the page.

Place the cursor at the beginning of the line you just typed and select the text.

1. While holding down the Shift key, drag the cursor to the end of the words.

Go to Format on the main menu bar.

1. Click on Font and choose:
  - a. Font name
  - b. Font style
  - c. Font size
  - d. Font color
  - e. Font effects
2. Click on OK



1. Font name
2. Font style
3. Font size
4. Font color
5. Font Effects



## Scan an Image

1. Open the scanning software.
2. Preview the image to be scanned.
  - a. Images scanned at 100% are output the same size as the scanned image.
  - b. Images scanned at 200% are output at twice the scanned image, etc.
3. Select the area to be scanned.
4. Save the image.

## Resolution: How It Affects File Size

Compare the quality of the output when scanned at different resolutions.

### *Example 1*

The original dimensions of the scanned image: 1.81" x 1.53"

Scanned at 100%

Output (printed) to 8" x 6.747"; 441.98% of original size

Resolution	100	150	200	300	600	1200	2400
File Size in KB	4	7	11	19	55	228	1050
Pixel dimension: W	181	272	362	543	1086	2172	4344
Pixel dimension: H	153	229	305	458	916	1832	3664

### *Example 2*

The original dimensions of the scanned image: 4.03" x 5.88"

Scanned at 100%

Output (printed) to 7.177" x 10.47"; 177.96% of original size

Resolution	100	150	200	300	600	1200	2400
File Size in KB	28	52	81	158	484	1874	8890
Pixel dimension: W	403	605	807	1210	2420	4840	9680
Pixel dimension: H	288	885	1177	1765	3530	7060	14120

## **Dodge County Junior Fair Book: Department 21: Computers**

(Diane Neff 887-8355, Anne Oelke 326-3875, Supts.)

Open to youth enrolled in Computer project or other your groups doing equivalent work.  
Maximum of 5 entries per exhibitor.

Class A – Level 1: Booting Up

1. Poster (14" x 22") relating to your project
2. Display pertaining to what youth has learned in Computer Project (*Examples: Developing a file structure, computer software, computer parts and their functions, computer ethics, etc.*)
3. Computer-generated Graphic Illustration
4. Computer-generated Letter
5. Computer-generated Birthday Sign
6. Computer-generated Greeting Card
7. Computer-generated Photographic Series
8. Computer-generated Scrapbook
9. Computer-generated Storybook
10. Completed Member Guide (BU7509)
11. Any other item pertaining to your project

Premiums – Danish Judging \$2.00 \$1.75 \$1.50 \$1.25

Class B – Level 2: Adding On

1. Poster (14" x 22") related to your project
2. Display pertaining to what youth has learned in Computer Project (*Examples: Using the internet for research, computer databases, using e-mail or chat rooms*)
3. Computer-generated Magazine or Newspaper
4. Computer-generated T-Shirt Design
5. Computer-generated Photograph
6. Computer-manipulated Photograph
7. Completed Member Guide (BU7510)
8. Any other item pertaining to your project

Premiums – Danish Judging \$2.00 \$2.25 \$2.00 \$1.75

Class C – Level 3: Reaching Beyond

1. Poster (14" x 22") related to your project
2. Display pertaining to what youth has learned in Computer Project (*Examples: Using spreadsheets to make graphs, web site you have designed, etc.*)
3. Computer-generated Animal Presentation
4. Computer-generated Magazine
5. Geographic Information System (GIS) map
6. Completed Member Guide (BU7511)
7. Any other item pertaining to your project

Premiums – Danish Judging \$3.00 \$2.75 \$2.50 \$2.25

## **Evaluation: Workshop for May 29**

1. Were the topics covered in this workshop helpful to you?
2. Would you recommend a workshop like this to friends and family members?
3. Were the handouts helpful?
4. Was there enough time to discuss questions?
5. Suggestions for future workshops.
6. Would you be interested in working with the Dodge County 4-H Tech Team? May we contact you by phone and email?

**Thank you!**  
**The Dodge County 4-H Tech Team**