The following pages contain sample activities from the book.
Bookmarks (Book Review)

PowerPoint Publishing Activities

Grade Level

- K-2
- 3-5
- 6-8
- 7-12

Overview

In this activity, students will create and print 4 bookmarks with information about a favorite book along with a picture of the book cover.

CD File

- Bookmark.ppt

Software/Resources

- Microsoft PowerPoint
- Printer

The Teacher's Role

1. The teacher will show the students how to set up their bookmark document. (See student instructions.)
2. The teacher will demonstrate how to find a picture of a book cover using the Amazon Web site or another Web site.
3. The teacher will show the students how to copy the picture of the book cover and paste it onto their bookmarks.
4. The teacher will show the students how to add text to their bookmarks.
5. The teacher will demonstrate how to copy and paste to create 4 identical bookmarks.

Note – Students can create bookmarks about any topic!
Student Instructions

Getting Ready
1. Open PowerPoint; choose a blank presentation and a blank slide.
2. Turn on the Ruler. (This will add a ruler at the top and the left side of the screen.)
   a. In Microsoft Office 2007, click the View tab and then click to turn on the ruler.
   b. In other versions, pull down the View menu to Ruler.
3. Use the Line tool to draw a line from top to bottom at the center (0") and at the 2 ½" mark on each side. (This will divide your slide into four equal sections.)

Creating the first bookmark
1. In the first bookmark space, use a text box (or boxes) to add the name and author of the book.
2. Use another text box to add a brief book review.
3. Change the fonts, sizes, and alignments to make it look nice.
4. Add an image of the book if possible or an appropriate graphic.
   Note – To find a picture of the book cover, try www.bn.com or www.amazon.com. Be sure to give credit!

Duplicating the bookmark
You can use many different methods (including copy and paste) to duplicate the bookmarks. Here’s one option:
1. Hold the Shift key and click to select all the text boxes and the graphics in the first bookmark.
2. Use the keyboard shortcut to Duplicate the selected objects:
   Windows – Control + D
   Macintosh – Command + D
3. Press the Up arrow key on your keyboard 2 times and then press the Right arrow key over and over until the objects are centered in the 2nd column.
4. Windows – Hold the Control key and tap the D key 2 times.
   Macintosh – Hold the Command key and tap the D key 2 times.

Printing and cutting
1. Print.
2. Trim 1/2 inch from top, bottom, and sides.
3. Cut apart to create 4 bookmarks.
4. If you want, punch a hole in the top and add a yarn or a ribbon.
Grade Level
- K-2
- 3-5
- 6-8
- 7-12

Overview
In this activity, students will use two PowerPoint slides to create the head, the torso, the arms and the legs that will be assembled to make a person. On the arms and legs, students will list things that lead to a healthy body.

CD File
- BuildingBodies.ppt

Software/Resources
- Microsoft PowerPoint
- Printer
- Tape or glue

The Teacher’s Role
1. The teacher will lead a discussion and brainstorming session about what contributes to a healthy body. Brainstormed items might include:
   - Don’t smoke
   - Eat healthy foods
   - Wear a seat belt
   - Get lots of exercise
   - Get plenty of sleep
   - Laugh more
   - Brush and floss your teeth
   - Drink plenty of water
2. The teacher will show students how to add the shapes to their PowerPoint slides.
3. The teacher will demonstrate how to add text to the shapes and how to change the fonts and sizes.
4. The teacher will assist the students as they print and assemble their figures.
Student Instructions

Creating the Torso
1. Open PowerPoint; choose the blank slide layout.
2. Use the Rectangle tool to add a rectangle that fills up the left half of the slide.
3. Change the fill color of the rectangle to white to conserve ink.
4. Change the text color to black or another dark color. (Office 2007 and 2008.)
5. Select the rectangle and type the following, pressing the Enter key on your keyboard after each word: Building A Healthy Body by “Your Name.”
6. Change the font, color, size, and style, if desired.

Adding the Head
1. Locate the Shapes (AutoShapes) tool under the Insert tab (Office 2007) or in the drawing toolbar (other versions.)
2. From the Basic Shapes options, select the smiley face.
3. Click and drag to add a smiley face to the right side of the screen.
4. Change the fill color of the smiley face to white.

Creating Legs and Arms
1. Insert a new slide.
2. Choose the blank slide layout.
3. Use the rectangle tool to add a long, skinny rectangle across the bottom of the slide. This will be a leg.
4. Change the color of the rectangle to white.
5. Copy and paste the rectangle to get a second one.
6. Move it so that it is directly above the first one.
7. Draw two shorter rectangles (or copy/paste) to create two arms. Move the two arms so that they are directly above the legs.
8. Change the fill color of all 4 rectangles to white.
9. Change the text color to black or another dark color. (Office 2007 and 2008.)

Adding Text
1. Click to select one of the rectangles and begin typing.
2. In each rectangle, type one way to build a healthy body.
3. Change fonts, styles, sizes, etc., if desired.

Printing and Assembling
1. Print your slides.
   • Print onto colored paper to represent different cultures.
   • Print as a handout - 2 slides per page, to create a smaller figure.
2. Cut out the torso, the face, the arms, and the legs.
3. Use glue, tape, or brads to connect your shapes together.