

Microsoft Word Text Boxes, Borders, Bold and Fonts

An acrostic is a poem or series of lines in which certain letters, **usually the first in each line**, form a name, motto, or message when read in sequence.

1. Place the usual header on the document. (Insert/Header)
2. Your margins should be .75" left and right. 1" top and bottom. (Page Layout/page setup/margins)
3. Complete an Internet search for a list of positive adjectives. Use words from this list to complete your acrostic poem. PLEASE REMEMBER TO USE APPROPRIATE WORDS☺
4. Make two text Boxes and insert them on your page. (Insert/Text Box) Type your first name in one box and your last name in the other to create your own acrostic poem. Be sure you use POSITIVE adjectives to describe yourself. The first letter of your poem should be the same font for each word. Use different fonts, sizes and style to make your acrostic more interesting. We will print these in color so be sure to change the text color.

Example:

Happy

Athletic

Neurotic

Kind

Helpful

Insightful

Likable

Loves life

5. Remove the text box borders by positioning your cursor on the border and right clicking. Choose FORMAT Text BOX/ Line/Color/no color.
6. Add a page border by clicking on Add a page border by clicking on DESIGN/PAGE BACKGROUND/PAGE BORDERS/ART. (Choose one that you like).
7. Add a picture of one your favorite things (USING THE INSERT RIBBON) into your acrostic poem. Move it around so it looks good on the page. Play with the picture borders and tools to see if you can make your graphic stand out.
8. Now make sure the poems are positioned well on the page. **USE the ENTIRE PAGE!**
9. Go to PRINT PREVIEW or PRINT PREVIEW ON YOUR QUICK ACCESS TOOL BAR to be sure your poem looks good and is on one page. Make any changes that you need to.
10. SAVE to your Word folder.
11. Change the printer in the Print Menu to "HP Color Laser Jet 3550". Print and turn in.



Yours does not have to look exactly like mine. This is an EXAMPLE. Use your imagination/creativity.



Sleep Deprived

TRAVELER

Accepting

Nifty

Grateful

Energetic

Reliable

Jolly

Unbelievable

Laughter

Intelligent

Athletic

