



Creating a Venn diagram

Technology for Classroom Teachers
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Make sure you can see the **Drawing Toolbar** on the bottom of your screen. If you can't find it, click on **View** and **Toolbars** and **Drawing**.

Turn your page from **Portrait** view (vertical) to **Landscape** view (horizontal). Click on **File** and **Page Set Up**. Select **Landscape**. Click **OK** and **Save**.

Click on the **Circle** tool on the **Drawing Toolbar**. To draw a perfect circle, hold down the **Shift** key. Drag a circle on your page.

Use the **Fill** tool (the paint bucket on the **Drawing Toolbar**) to make your circle transparent. Click on the **drop down arrow** to the right of the paint bucket. Select **No Fill**.)

To make the border of the circle thicker, **click once** on the circle to select it. Click on the **Line Style** icon on the **Drawing Toolbar** (looks like a series of 3 lines going from thin to thick). Select a thickness and click on it. **Save**.

Click on your circle **once** to select it. Copy your circle by clicking on **Edit** and **Copy** or hit the **Ctrl** and **c** keys.

Paste your new circle by clicking on **Edit** and **Paste** or hit the **Ctrl** and **v** keys.

Move your new circle by clicking on it and moving to the appropriate area. Repeat if you wish.

To write in an area of your circles, click on the **Text box** icon on the **Drawing toolbar** (looks like a white box with a capital A and lines.) **Click** and **drag** a text box in a circle area and start typing.

Save this file as a template: **File, Save As**. Under **Files of Type**: select **Document Template (*.dot)**. When students fill in this Venn, they'll have to save to a new file name – saving your original.

