



Create a Book Report & Book Cover

Technology for Classroom Teachers

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1. Set up your page: Click on **File** and **Page Setup**.
 - a. On the **Margins** tab, make all **margins .5"** and turn to **Landscape**. Click **OK**.
2. Click **Format**, select **Columns**, click on **two**, and check the **Line Between** box. Click **OK**.
3. **Center** justify.
4. Write the **title** of a fictitious book.
5. Write the **name** of the fictitious author.
6. Enter 2x. **Save**.

7. **Left** justify.
8. Write **3-4 sentences** about this book. Make it sound interesting.
9. Enter 2x. **Save**.

10. **Type and finish** the sentence: I give this book ___ stars out of 5 because...
11. Enter 2x. **Save**.

12. Key in **your name** – 1st & last. **Save**.

13. On the right side of the page: Use **text boxes** and a **www** picture to create a book cover.
14. Include the title and author – **Size 26**. Fill this side of the page.
15. **Save** often!!

No borders (click on the paintbrush on the bottom Drawing toolbar & select **no line**.
No fill (click on the bucket on the bottom Drawing toolbar & select **no fill**.
Can't see the Drawing toolbar? Click on **View** and **Toolbars**, and **Drawing**.

To move a picture:

Double click on the picture to get the **Formatting** window.
Click on the **Layout** tab & select **Square & OK**.

For Fast Finishers:

Add a **splash**: **AutoShapes**, **Stars & Banners**, choose a **Splash**.

Click & drag on the book cover.

Add a **text box**. Type in some sort of eye-catcher advertising phrase.

Save.

ASK TO PRINT