

DIGITAL LITERACY

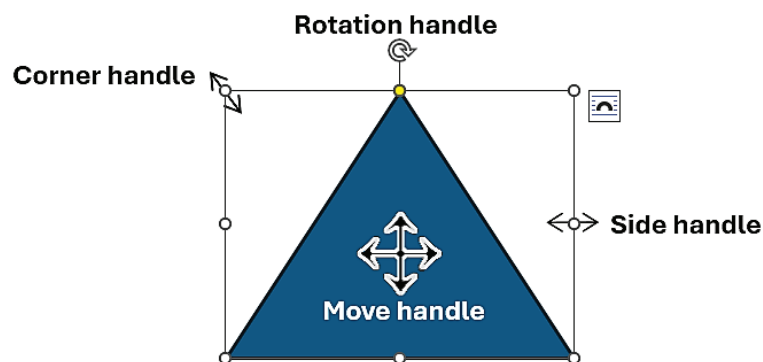
Student's Worksheets: GRADE 8 - Lesson 6

Manipulate Drawings and Shapes

Activity 1

Explore Shape Handles

Look at the triangle shape below.



Circle the correct answer.

1. What is the purpose of the handle represented by @ at the top?
 - A. Move the shape
 - B. Resize the shape
 - C. Rotate the shape
2. What are the small round handles around the edges used for?
 - A. Move the shape
 - B. Resize the shape
 - C. Rotate the shape
3. If you click inside the shape (not on any handle), what can you do?
 - A. Move the shape
 - B. Resize the shape
 - C. Rotate the shape



Activity 2

Manipulate Shapes

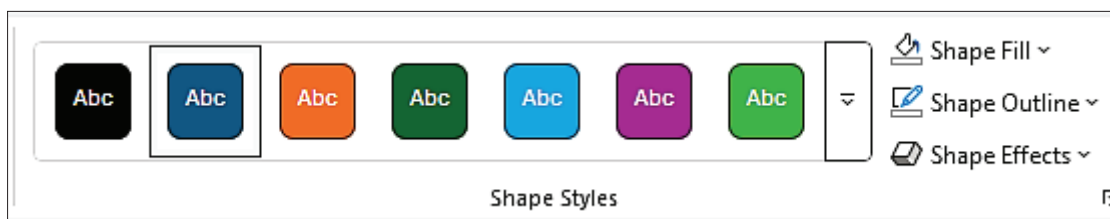
Task 1 - Resize and Move a Shape

- Open a blank Word document.
- Insert a rectangle shape anywhere on the page.
- Click on the rectangle to select it.
- Resize the rectangle to make it smaller using the corner handles.
- Move the rectangle to the top-left corner of the page.
- Save your work.

Task 2 – Rotate a Shape

- Insert a triangle shape anywhere on the page.
- Click on the triangle to select it.
- Rotate the triangle 45 degrees to the left using the rotation handle.
- Move the triangle so it is positioned under the rectangle.
- Save your changes.

Task 3 – Format a Shape



- Insert an oval shape anywhere on the page.
- Click on the oval to select it.
- Change the **fill colour** of the oval to *yellow* using **Shape Fill** option.
- Change the **outline colour** of the oval to black using the **Shape Outline** option.
- Apply a Bevel effect from the **Shape Effects** options.
- Apply a 3D effect from the **Shape Effects** options.
- Save the file.

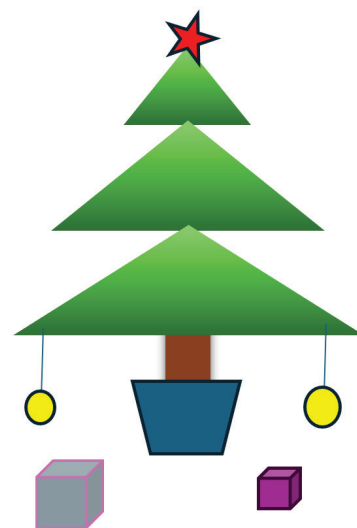
Task 4 – Group and Ungroup Shapes

- Insert a rectangle shape and a triangle shape close to each other on the page.
- Select both shapes by holding the **SHIFT** key and clicking on each shape.
- Group the rectangle and triangle together.
- Move the grouped object to the centre of the page.
- Ungroup the shapes.
- Move each shape separately to a different location on the page.
- Save your document.

Activity 3

Create a Christmas tree drawing using shapes

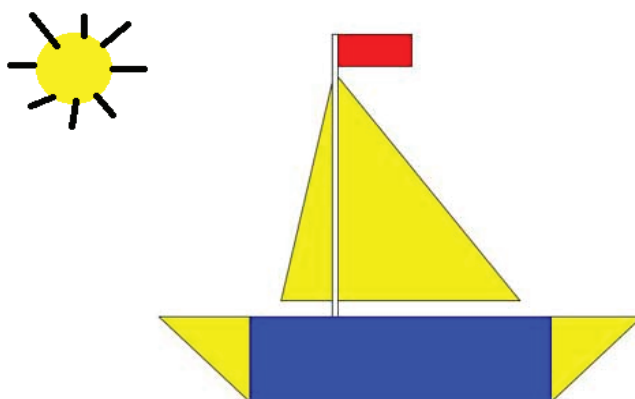
- Insert **three triangle shapes** of different sizes.
- Arrange the triangles vertically one above the other, from largest at the bottom to smallest at the top, to form the tree.
- Insert a **rectangle** under the largest triangle to create the tree trunk.
- Apply a **green fill colour** to all triangles.
- Apply a **brown fill colour** to the rectangle.
- Group all the shapes together to complete the Christmas tree.
- Move the grouped Christmas tree to the centre of the page.
- Save your document.



Extension activity

Combine and group shapes to create

- (i) A boat and the sun



- (ii) A house



Format your drawings to make them attractive by using colours and shape effects.