Manipulate Drawings and Shapes

Core Competency:
Prepare a word-processed document

Element:
Create, edit, and format a word-processed document

Prior Knowledge:
Before beginning this lesson, students should be able to

- Open a blank or existing Microsoft Word document.
- Insert basic shapes (rectangle, circle, triangle, etc.) into a Word document.
- Use a mouse to click, drag, and drop objects on the screen.
- Understand basic terms such as select, click, drag, and drop.
- Use the SHIFT key while dragging to maintain proportions when creating shapes.

Performance Criteria:
- Select a shape or drawing in a Word document
- Resize, rotate, move, and delete a shape
- Format shapes by changing colour, border, and style
- Group and ungroup multiple shapes

Purpose of activity:
To enable students to manipulate shapes in Microsoft Word by resizing, rotating, moving, deleting, formatting, grouping, and ungrouping them.

Learning outcomes:
By the end of the lesson, students will be able to:

- Select one or more shapes or drawings
- Resize shapes while maintaining proportions
- Rotate and move shapes to desired locations
- Delete unwanted shapes from a document
- Change the fill colour and outline, and apply shape styles
- Group multiple shapes into one single drawing
- Ungroup shapes to edit individually

Resource and materials:
- Computers with Microsoft Word 2016 or later
- Projector or large screen for demonstration (optional)
- Printed activity sheets

Teaching trajectories / Procedures and implementation guidelines:
1. Teacher demonstrates how to:

- Insert a shape.
- Select a shape by clicking on it.
- Resize a shape by dragging the handles and using the SHIFT key to keep proportions.
- Rotate shapes using the rotation handle above the selected shape.
- Move shapes by dragging them around the page.
- Delete a shape by selecting and pressing the DELETE key.
- Format shapes by changing the fill colour, border (outline), and applying shape effects from the Shape Format tab.
- Select multiple shapes by holding down the SHIFT key and clicking each shape.
- Group the selected shapes by right-clicking > Group > Group into one drawing
- Ungroup a grouped drawing for editing.

2. Guided Activities (Detailed tasks in Student's Worksheets)
       Activity 1 – Explore Shape Handles
       Activity 2 – Manipulate Shapes
          Task 1 - Resize and Move a Shape
          Task 2 – Rotate a Shape
          Task 3 – Format a Shape
          Task 4 – Group and Ungroup Shapes

3. Individual Activity (Detailed tasks in Student's Worksheets)
       Activity 3 – Create a Christmas tree drawing using shapes