Scrapbook

Many people like to collect memories of important events and achievements in their lives so they can be shared with others. How might someone organize and present these memories? One way is to create a scrapbook. Although most scrapbooks contain paper with photographs, pictures, letters, and other types of documents attached to them, many people now make electronic scrapbooks that can be viewed on the Internet or on a CD-ROM.

Plan It

Create an electronic scrapbook that shows the best examples of the work done by you and your partner during Unit 1: Technology and Community. Look at the following example:

Portfolio Example

Read the following questions, and discuss your ideas with your partner. Write your ideas on a sheet of paper, and draw sketches that show how you might organize the slides in your presentation.

- Which activity from each of the four technology areas (graphics, word processing, spreadsheets, and multimedia) do you think is an example of your best work?

- Why did you select each of the four activities?

- What should other people know about the four activities?

- How might you organize the work samples on different slides in a multimedia presentation?

Remember to use the rubric as a guide as you plan, do, review, and share.

For help on how to do certain skills, look at the following groups in the Intel® Education *Help Guide:*

- **Multimedia Group 3:** Building Presentations

- **Multimedia Group 4:** Making Slides Look Good

- **Multimedia Group 5:** Adding Words

- **Multimedia Group 6:** Adding Pictures and Artistic Effects

- **Multimedia Group 7:** Adding Sound, Movies, and Links

- **Multimedia Group 8:** Adding Animation and Special Effects

Do It

1. Start the multimedia software, and open a new, blank presentation.

2. Insert a title slide, and type a title for your scrapbook. Then in the box below, type your and your partner's names and ages. You should also type your school's name and location.

3. Change the look of the slide. For example, you might add a background color or a fill effect. You can also change the font, size, and color of your title, names, and other words.

4. Decide which activity example you want to put on the next slide. Then, insert a slide by picking a layout that you think would work well for that example. (**NOTE:** For best results, pick a layout that has a title box, a box for a picture or an object, and a box where you can type a few sentences.)

5. Type the technology area for that first example as the title for the slide.

6. Next, add the best example of your work from all the activities you did in the technology area. If you want to add a word processing document, a spreadsheet or chart, or a multimedia slide as an example, insert it into the slide as a linked object. (For help, see Multimedia Skill 7.8: To insert another document as an object.) But if you want to add one of the graphics program pictures you made of the postage stamp or the desktop display, insert it as a picture.

7. Drag the inserted object into the picture or object box on the slide. Make the object bigger or smaller as needed, and add a border around it.

8. In a text box, type a sentence or two about the activity example you just added to the slide. Be sure to explain why you picked the activity as a good example of your work in the technology area. If needed, you should also change the size or position of the text box.

9. Change the look of the slide however. For example, you might add a background color or a fill effect. You can also change the font, size, and color of your title and sentences. (**NOTE:** When you change a slide's background, the background of the inserted object might change also. To fix this, just add a fill color, such as white, to the object in a slide.)
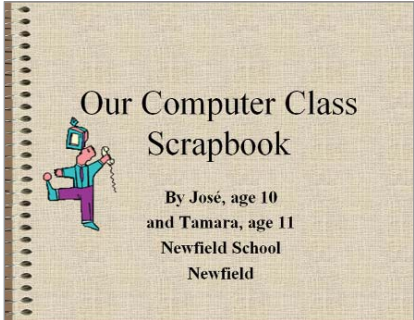
> **Challenge:** Instead of changing the look of each individual slide in your presentation, you might want to apply a design template so all of your slides look the same. (See the Scrapbook Challenge Example at the end of this section.)
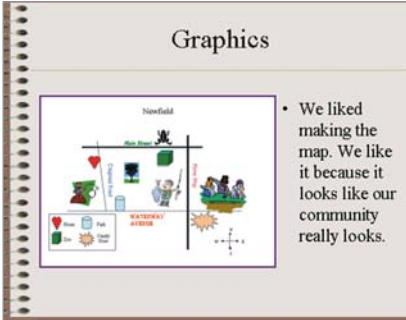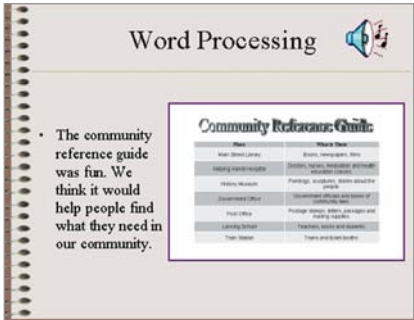
Unit 1: Technology and Community

10. Repeat Steps 4 through 9 to make three more slides—one for each of the other three technology areas.

11. Add clip art pictures, transitions, animation, sound, or even video to your slides as needed. You might even want to record your voices on the different slides. (**NOTE:** Recording your voices may not be possible in every multimedia software application. If your multimedia software does not have this ability, simply skip this step.)
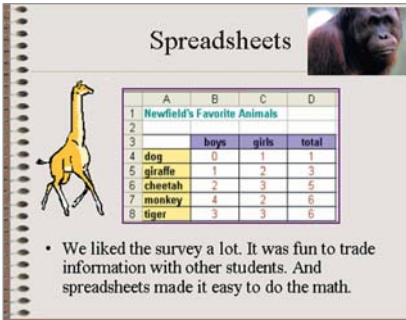
> **Challenge:** If you are adding more than one effect to the same slide (such as animation and sound), try setting the timing of the effects so they take place in the correct order and play for the amount of time that you want.

12. Play your presentation to make sure everything works the way it should. Make any changes.

13. Save your work as directed.

Portfolio Challenge Example

Review It

Look over your completed scrapbook. Make sure it has the following elements:

- Title slide with your names and ages, as well as the name and location of your school

- One slide for each of the four technology areas, with the name of the technology area, activity sample, and explanation of why you picked the activity as an example of your best work

- Background colors and fill effects that look good with the text formatting you picked for each slide

If any elements are missing, add them to your scrapbook now. You should also make other desired changes. Remember to save your work as directed. Then, print your slideshow as handouts with two slides on each sheet of paper (or as instructed).

Share It

Be prepared to discuss your answers to the following questions:

- What new multimedia skills did you use to make your scrapbook?

- What did you do to change the look of the slides in your scrapbook?

- Which of the four activity examples in your scrapbook is your overall favorite? Why?

- What other types of memories might people collect and put in an electronic scrapbook?