

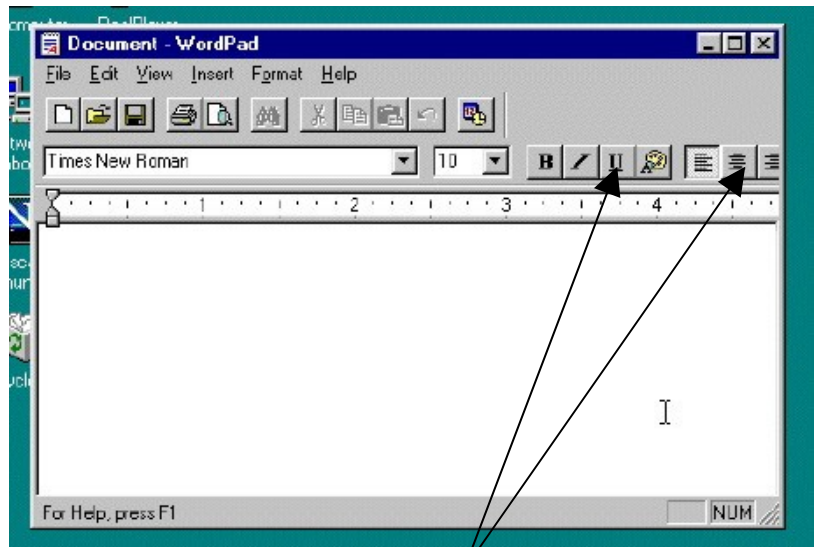
# Computer Technology

Year 4: Lesson 2

## Working With Text and Clipart

In this lesson you will learn the following:

1. Centre text.
2. Insert a picture.



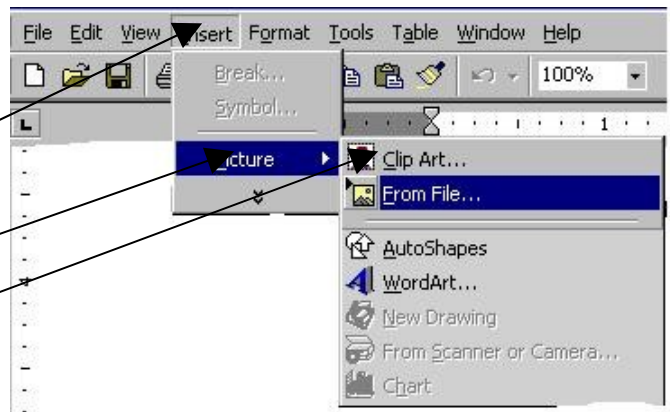
### Steps:

1. **Open a new document** (See last week's lesson)
2. **Centre Text**
  - a) From the toolbars select the *centre* icon.
  - b) Type in your heading, then press the enter key twice to go to a new line.
  - c) Highlight the heading, select *underline* from the toolbars.
  - d) Type your poem.

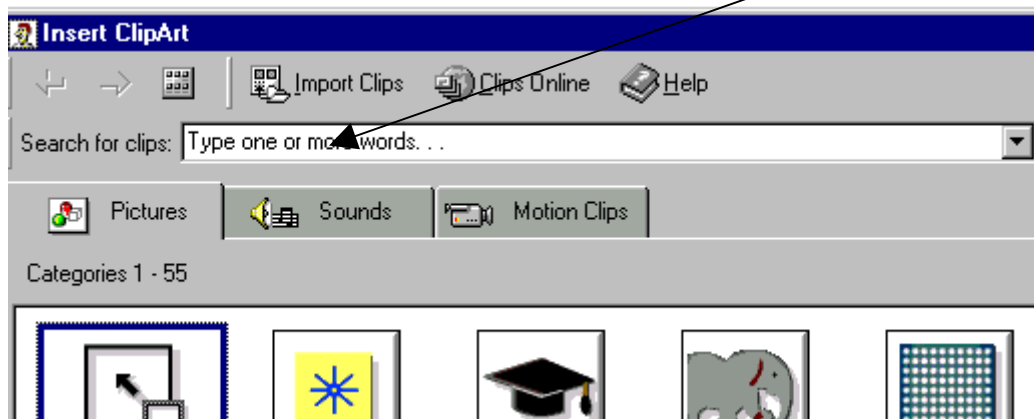
## 2. Insert a Picture

- a) From the toolbars, select:

*Insert, Picture, Clipart.*



- a) In the description line (search for clips) type in the word 'moon' and press *enter*.



- b) Choose a suitable picture; right click on it; select *insert*. Close your clipart tool.
- c) Click on your picture, after the four- arrow cross sign appears – left click – when the small squares appear select *Format* from the toolbar. Choose *picture*.
- d) Click on *layout*, then choose either *behind text*, or *in front of text*.
- e) If you wish to move the picture, run the cursor over the picture until the four- arrow cross sign appears again – left click so that the small squares appear again. You can now drag the picture to a new position. Drag a corner square if you wish to change the size of the picture.
- f) Press enter to move cursor down the page, then type your name.

# Hey Diddle Diddle

Hey diddle diddle,  
The cat and the fiddle,  
The cow jumped over the  
moon;  
The little dog laughed  
To see such sport,  
And the dish ran away with  
the spoon.



*By Rebekah Hutchinson*