

Saint Mary's Primary School
Mrs. Brazil's
Instructional Technology
Snowman



Directions:

- Center your name on paper Using your Alignment tool
- Set Page layout to Landscape
 - **File** – **Page setup** and click – select **paper size** tab....
click radio button for landscape – click **o.k.**
- Drag and drop the star to the tree. Color the star.
 - Select star, hold down right mouse button and drag to the tree.
- Copy and paste 15 snowflakes
 - Select object then - **Edit copy** – **Edit paste**
- Color the sun, star, snowman buttons and hat
 - If fill bucket is not on toolbar go to... View - menu – pull down toolbar – select drawing
 - Select your object then click drop down arrow next to the fill bucket to choose a color.
- View your document in “Print preview” before printing.
 - **File** menu – pull down to **Print Preview** (this will allow you to see how your document looks on the page before printing. Close preview.
 - Print your document.