



Activity description

In this activity, students will learn how to draw and format basic shapes in Word. There are two versions of the student sheets, one for Word 2003 and the other for Word 2007 – could also be used with Word 2010.

Suitability

Level 2 (Intermediate/Higher)

Level 1 (Foundation) with help

Time

1–3 hours depending on students' prior knowledge, whether you include the alternative methods, and how much time you give students to experiment.

Resources

Student sheets – you can choose to use all of these, or omit the Alternative Methods section at the end

Optional: slideshow

Equipment

Computers with Word 2003 or Word 2007 (or 2010)

Key mathematical language

2D, rectangle, square, circle, isosceles triangle, equilateral triangle, right-angled triangle, parallelogram, rhombus, trapezium, pentagon, hexagon, octagon, 3D, cube, cuboid, cylinder.

Also a range of computer terms (see student sheets)

Notes on the activity

The slideshow introduces the activity. It shows most of the 2D and 3D shapes that the students will draw in Word.

You can use the slideshow to check whether students know all the names of these shapes, and also what is meant by '2D' and '3D'. Consider whether to include other terms such as 'isosceles', 'equilateral', 'right-angled' and 'regular' at this stage. The final question on slide 3 asks students whether they know how to draw all the shapes in Word. If some students can already do this, you will be able to check which methods they are familiar with and use the student sheets to introduce others.

Students who are already very good at drawing in Word could go on to some of the Extension activities.

During the activity

Students could work individually or in pairs. You may need to demonstrate the methods to students who find it difficult to read the instructions.

Points for discussion

Whilst checking that the students know the names of all the 2D and 3D shapes, discuss the different terms and spelling used by Microsoft.

At the end of the session, check that all students realise that pressing the SHIFT key whilst drawing a shape gives a regular shape.

If students have tried more than one method, discuss which they prefer and why.

Extensions

Students could draw and format other shapes in the Shapes menu.

They could also use shapes to draw symmetrical patterns or tessellations.