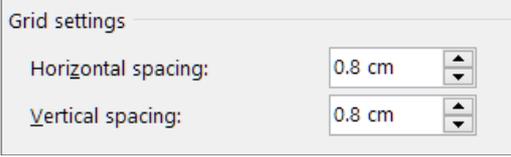
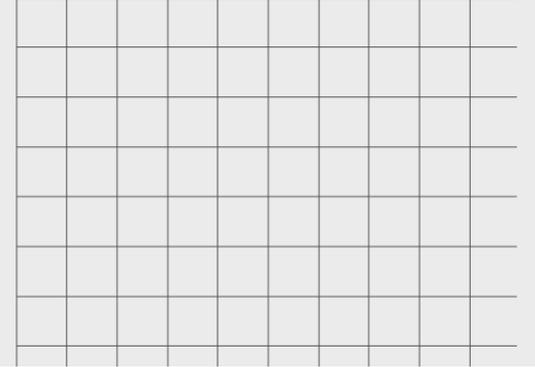
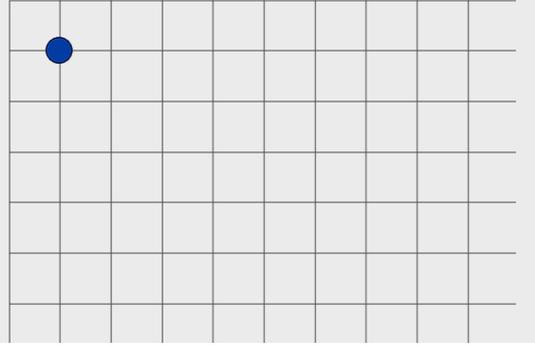
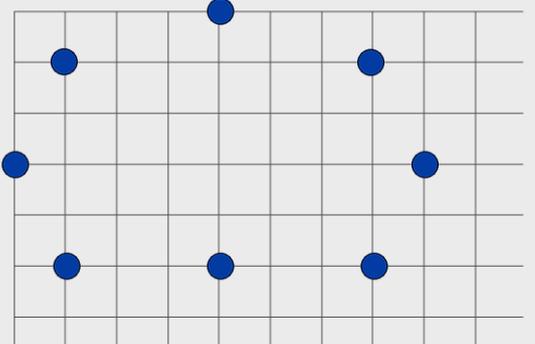
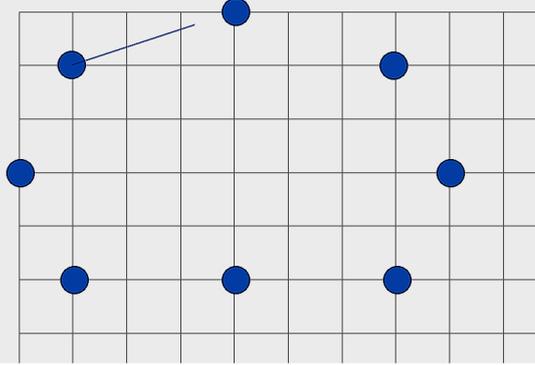
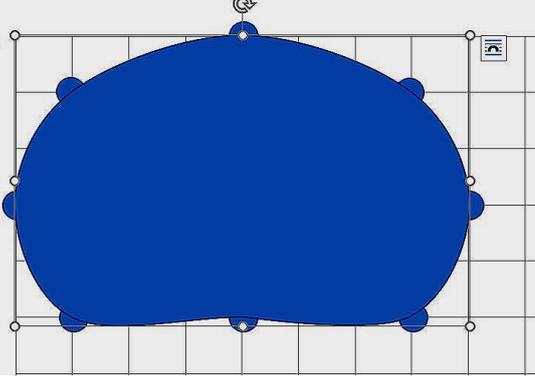
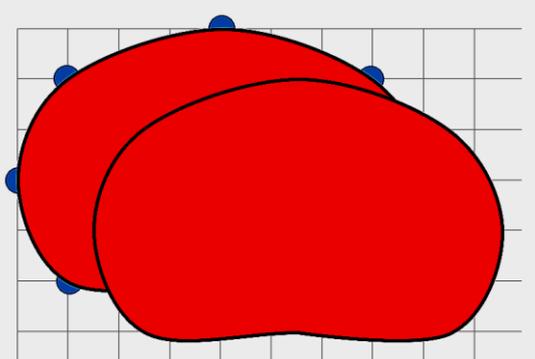
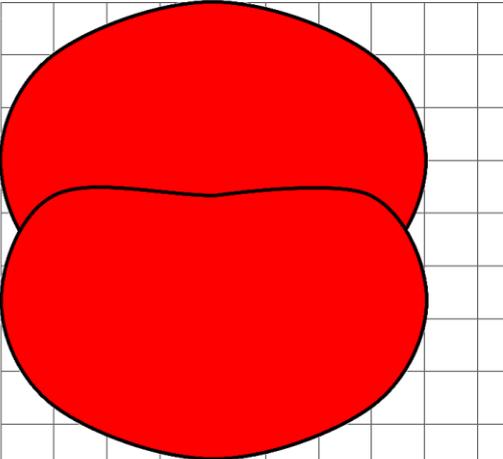
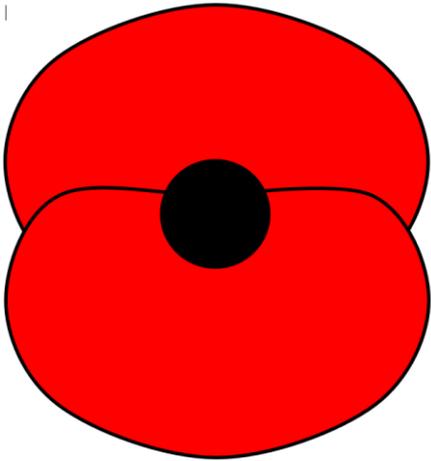
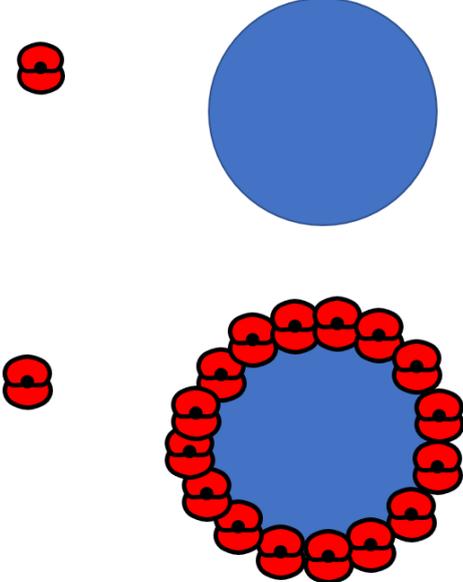
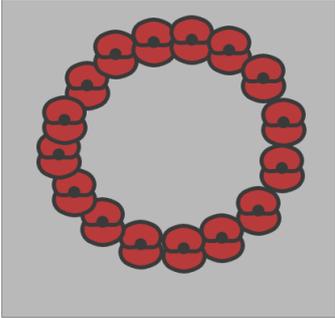


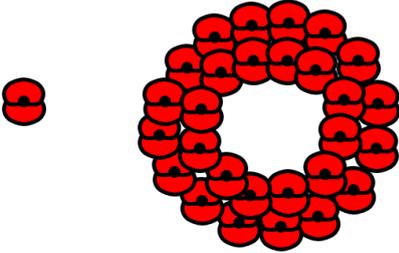
Poppy Wreath

How to draw a poppy wreath in Microsoft Word
 (Instructions prepared using Microsoft Office 365, April 2019)

	<p>BEFORE YOU START: Save your file NOW, perhaps with the name “poppy wreath”. It is better to discover any saving problems before you begin, especially if you are on a school network. Save your document from time to time.</p>	
<p>1</p>	<p>TURN ON THE GRID as follows: - Click Layout, then in the Arrange group click on Align, then choose View Gridlines. - Choose Align again, then Grid Settings. Make the following changes: - Grid settings: Horizontal spacing 0.8cm (or 0.3”). Vertical spacing 0.8cm (or 0.3”).</p>  <p>- Show grid: Tick Display gridlines on screen. Change the horizontal and vertical numbers to 2. - Click OK.</p>	
<p>2</p>	<p>CREATE A TINY CIRCLE as follows: - Click Insert, then in the Illustrations group click on Shapes, then in the top line click on the Oval icon .</p> <p>- Hold the SHIFT key down while you drag the cursor slightly to draw a tiny circle. - Hold the Ctrl key down while you use the arrow keys to move the tiny circle until its centre is exactly where the grid lines cross at the bottom-right of the first cell in the grid.</p>	
<p>3</p>	<p>COPY AND POSITION 7 MORE CIRCLES as follows: - Hold the Ctrl key down while you drag from the circle to any one of the other seven positions shown on the grid at the right - LEFT-click a short distance away from the circle (to deselect it). - REPEAT the last two steps until you have all eight tiny circles at the grid positions.</p>	

<p>4</p>	<p>“JOIN THE DOTS” as follows:</p> <ul style="list-style-type: none"> - Click Insert, then Shapes, then in the Lines section choose the Curve.  <ul style="list-style-type: none"> - Click on the centre of one of your tiny circles. - Then click on the centre of the next tiny circle, then the rest of the circles in turn. - Finally, click on the tiny circle you first clicked on. You have now completed joining up the circles. 	
<p>5</p>	<p>MAKE TWO RED PETALS:</p> <ul style="list-style-type: none"> - Click on the object you have just made. (The menu along the top now includes Format.) - Under Format, in the Shape Styles group, choose Shape Fill: - Choose the red colour. - Now choose Shape Outline and for the colour choose black. Choose Shape Outline again, and for the Weight (line thickness) choose 3 points. - Copy, and Paste. (To copy, RIGHT-click on the red petal, choose Copy. To paste, RIGHT-click anywhere and under Paste choose the first option. Alternatively, you can hold down the Ctrl key with C and V. You now have two petals.) 	 
<p>6</p>	<p>ARRANGE THE PETALS:</p> <ul style="list-style-type: none"> - First, delete the small circles (click on each one then press the Backspace key). - Click on the petal in front (to select it). - Click on Layout, then click: <ul style="list-style-type: none"> - Rotate, then - Flip Vertical - Overlap the two petals as shown at right. 	

<p>7</p>	<p>MAKE A POPPY:</p> <ul style="list-style-type: none"> - Draw a circle as in Step 2, only this time make it larger. - Make the Shape Fill colour and the Shape Outline colour both black. - Move the circle to the centre of the petals. <p>GROUP the three shapes into a single image as follows:</p> <ul style="list-style-type: none"> - Click on any one of the three shapes to select it. - Hold down the Ctrl key (or the Shift key) while you click on the other two shapes to select them as well. - RIGHT-click on any part of this selection. - In the resulting pop-up menu, choose Group, then Group. - CHECK: Drag the poppy image a short distance to make sure all three shapes have been successfully grouped. 	 <div data-bbox="912 658 1394 882" style="border: 1px solid black; padding: 5px;"> <p>REMOVE THE GRIDLINES as follows:</p> <ul style="list-style-type: none"> - Click Layout, then Align. - Click on the ticked View Gridlines item. </div>
<p>8</p>	<p>MAKE THE POPPY MUCH SMALLER:</p> <ul style="list-style-type: none"> - Click (once) on the poppy. - Hold down the Shift key while you drag a corner inwards to make the poppy very small. (The Shift key rather than Ctrl keeps the image in proportion.) <p>DRAW A CIRCLE as in Step 2, only make the circle large. Right-click on it, choose Send to Back.</p> <p>ADD POPPIES TO THE CIRCLE:</p> <ul style="list-style-type: none"> - Hold down the Ctrl key while you drag enough copies of the poppy onto the edge of the circle to make a single wreath. (Remember that after each time you drag a poppy you need to click to deselect it.) - Delete the circle. 	
<p>9</p>	<p>GROUP the poppies using the following different method (simpler than in Step 7):</p> <ul style="list-style-type: none"> - Click on Home, then in the Editing group click on Select, then Select Objects. - Starting from above and to the left of the wreath, click and drag the cursor until it is below and to the right of the wreath. A shaded rectangle appears. Release the mouse button. - RIGHT-click on any poppy, then choose Group, then Group. 	 <div data-bbox="884 1975 1430 2045" style="border: 1px solid black; padding: 5px;"> <p>Don't delete the single poppy yet.</p> </div>

<p>10</p>	<p>MAKE A FULL WREATH:</p> <ul style="list-style-type: none"> - Add more poppies to the inside of the wreath by using the drag method in Step 9. <p>GROUP only the inside circle of poppies:</p> <ul style="list-style-type: none"> - Drag the outer poppy circle well away. - Use the grouping method from Step 9 to group the inside circle of poppies. - Drag the outer circle back to its original position. 	
<p>11</p>	<p>MAKE A CARD FOR THE WREATH:</p> <ul style="list-style-type: none"> - Click Insert, then Text Box, then Draw Text Box. - Click and drag to create a rectangle. - Click inside the text box and type these words: Lest we forget - Drag over those three words to highlight them. RIGHT-click. Select Font. - For Font, choose Times New Roman. - For Font Style chose Bold Italic. - For Font Size choose 12 points for now. Click OK. - RIGHT-click again on the highlighted words. Select Paragraph, then for Alignment choose Centered. Click OK. <p>MAKE THE BORDER THICKER:</p> <ul style="list-style-type: none"> - RIGHT-click on the text box border. - Click on Format Shape. (If it is not showing, click precisely on the border.) - In the Format Shape window, choose Line, Solid Line, Width 3 points. 	<div data-bbox="952 665 1141 779" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><i>Lest we forget</i></p> </div> <div data-bbox="884 1021 1428 1361" style="border: 1px solid black; padding: 5px;"> <p>ADJUST THE TEXT BOX:</p> <ul style="list-style-type: none"> - Click on the border of the text box. (Circular handles appear.) - Drag on the handles to adjust the shape and size of the text box ready for placing on the bottom of the wreath. You might wish to adjust the size of the font as well. </div>
<p>12</p>	<p>ADD THE CARD TO THE WREATH:</p> <ul style="list-style-type: none"> - Click on the border of the text box and drag the card onto the wreath. - Place two poppies on the card as if to hold it in place, by dragging two copies of the spare poppy (as in Step 8). - Delete the spare poppy. - Group the two poppies, the card and the rest of the wreath into a single object. (Use any of the three grouping methods.) - Check they are all grouped by dragging the wreath a little. <p>Make sure your name is in your document Make sure your document is saved.</p> <p>That's it! Well done.</p>	