**Word Design Activity**

***INSTRUCTIONS:*** Using the different features (shapes, pictures, clipart, word art, call outs, etc.) that you used in Word, you are to create a new layout design for this room.

Things you must include in the design: 25 computers, desks and chairs

1 teacher’s computer station and desk

The file cabinets you see in this room

Place for the printer

whiteboard

Be sure to indicate where each computer and printer is located. Make sure everything is labeled. Use fill colors, shading, borders, and line colors to make the document more effective.

Make sure you include your footer and label it correctly (name, Word Activity, Extra). Save this in your Word folder.

Print this activity on the colored printer and turn it in.

HINT: Using and inserting shapes might make this activity a bit easier for you. I want you to be creative and your end product should look professional. Have fun with it as well. ☺