Microsoft Word - Social Media Page Activity

"Fakebook Page Activity"

FAKEBOOK

Elon Musk

About Elon

Birthdate:
June 28, 1971

Hometown:
Transvaal, South Africa

Employer:
Tesla
SpaceX
Hyperloop 1
The Boring Co.
Solar City

Achievements:

- Heinlein Prize for Advances in Space
- FAI Gold Space Medal
- 2007 Index Design
- Entrepreneur of the Year 2007

Elon posted 9 hours ago...

SpaceX announces moon visit plans for December 20th! Watch live online!

Elon Musk checked in June 7th...

Elon Musk shared...

Friends:

Richard Branson
Jeff Bezos
Mark Zuckerberg
Michael Dell
Bill Gates
Reed Hastings
Paul Allen

Groups:

The Space Foundation
National Academies of Aeronautics and Space Engineering Board
The Planetary Society
Stanford Engineering Advisory Board
The Musk Foundation

Events:

June 9th – NASA benefit dinner
June 16th – Tim Cook's Backyard BBQ

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Microsoft Word- Social Media Page Activity

You will use your Microsoft Word skills to create a fake Social Media homepage for a person (your teacher will tell you if it's a real or fake person as this lesson can be fun with fake people to simply review/learn PowerPoint skills or a real person learn about perhaps a famous computer pioneer for tech class or a famous president for History class or a famous African American for Black History month…you get the point).

Please use sample I created on page 5 as guidance.

Please remember to check your spelling (Review Tab).

When you are finished save the file as "Last Name + First Name + Fakebook" and send it to me for grading.

Steps to create your Fakebook page

1. New document *[File Tab – New Blank Document]*
2. Format the background color to a solid color – White, Background 1, Darker 15% *[Design Tab – Page Color]*
3. Insert a rectangle shape (masthead) across the top - Shape fill = Blue, Accent 1, Darker 25%, no outline *[Insert Tab - Shape]*
4. Insert a Text box on the left side of the blue rectangle. Type FAKEBOOK and use Segoe UI Black (or whatever font you want really) font size 24 *[Insert Tab - Text Box]*
5. Insert another rectangle shape across the top that goes in the blue masthead - Shape fill = white, no outline. *[Drawing Tools – Shape Fill, Shape Outline]* This will look like a search bar at the top
6. Insert a Text box right under the blue masthead, Align = centered. Type the name of the person this Fakebook page is about. Font = Calibri Body, size 32

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7. Copy and paste an image/headshot (from google images, labeled for reuse of course) of the person to the right of their name. Crop the image so it's not too big and the face is clear and centered. *[Format Picture - Crop]*

8. Now Crop the image to a Shape – oval. Resize the image so it fits nicely next their name near the top. Now give the image a picture border = Black, weight = 3 point *[Format Picture – Crop to Shape – Oval, Format Picture – Picture Border]*

9. Now we are going to insert one main rectangle, Aligned center, and 4 other rectangles (1 on the left, 3 on the right). All - White fill, no outline (I would make one rectangle and copy and paste it 4 times, then resize them)

10. Select all five rectangles (hold down the Control key) and align the text in each to be Top *[Drawing tools – Text Group – Align Text - Top]*, and aligned (Control + L) Left

11. The main rectangle in the middle will be the person's timeline. You will fill this in with pictures, posts and captions that you feel the person might make on their actual Fakebook page. In my example, I shared a picture with a caption, an inspirational quote, and a check-in at a restaurant.

12. The tall skinny rectangle on the far left will contain biographical information about your person. (Birthdate, Hometown, Employer, Awards and Achievements)

13. The 3 right-side rectangles will contain information regarding their Fakebook friends, the Fakebook groups they subscribe to and Fakebook events and invitations on their calendars.

14. You'll have to use your font formatting skills in these rectangles to make the font black and easy to read. See my example how I use bold and underlines to make headings stand out. You'll also have to use different font size to fit everything nicely. I even used a bulleted list in one of the rectangles. *[Home Tab – Font Group]*

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15. Just for decoration you can copy and paste an image (from google images, labeled for reuse of course) of a thumbs up near the masthead

16. Do a Spell Check! *[Review Tab – Spelling]*

Skills taught (not all-inclusive):

- Inserting WordArt
- Font Formatting
- Inserting and Formatting Shapes
- Bulleted Lists
- Object Alignment
- Text Effects
- Page Color
- Inserting Pictures And Text Boxes
- Picture Styles
- Text Wrap

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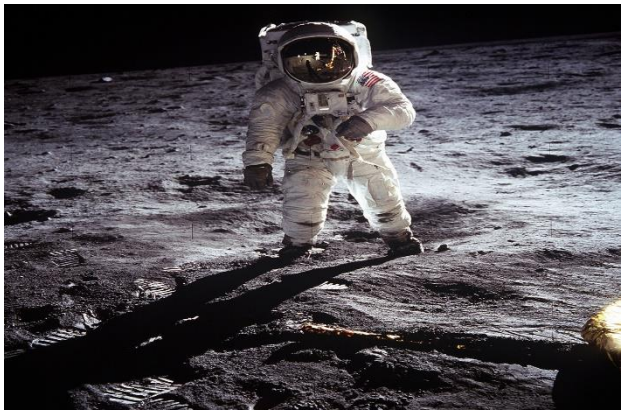

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