Poppy Wreath

Instructions - for Microsoft Word 2003

1

CREATE EIGHT TINY CIRCLES
- On the **Drawing toolbar*** along the bottom of the page, click on the Oval icon.

- Hold SHIFT down and draw a tiny circle.
- RIGHT-click on it, choose **Format AutoShape**.
- Under **Colors and Lines**, choose **Fill, Color**, black.
- RIGHT-click, Copy, RIGHT-click, Paste seven times.

***Make sure the **Drawing toolbar** is showing at the bottom of your document. (If it is **not** showing, then click on View, Toolbars, Drawing.)

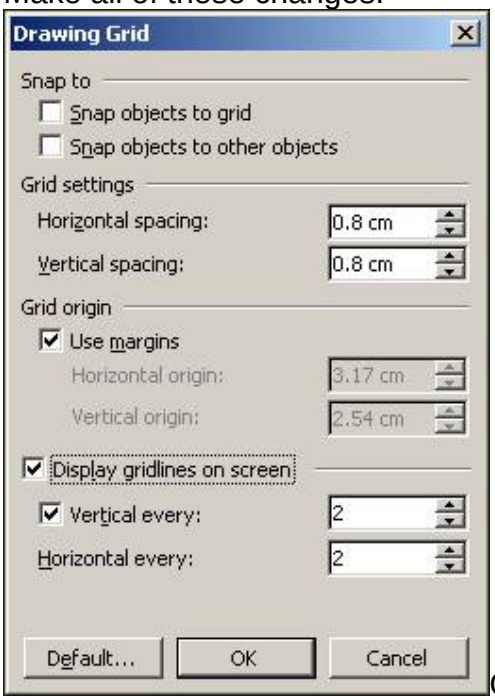
2

TURN ON THE GRID as follows:
At the left of the Drawing toolbar, click on

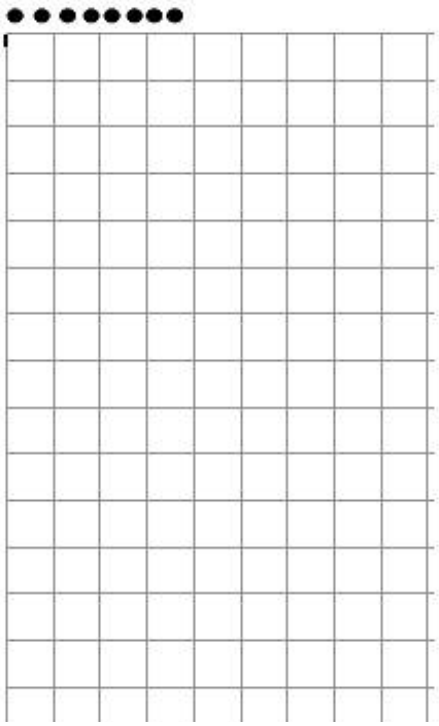
- Draw*

Then choose:
- Grid...

Make all of these changes:



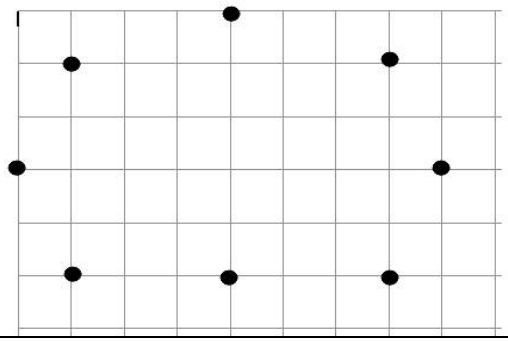
Click OK



3

MOVE THE EIGHT TINY CIRCLES to these positions on the grid.

(Make sure the centre of each tiny circle is exactly where the gridlines cross.)



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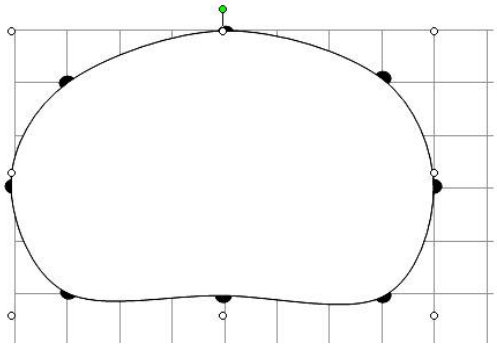
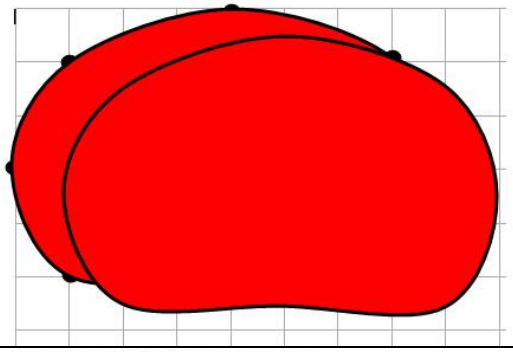
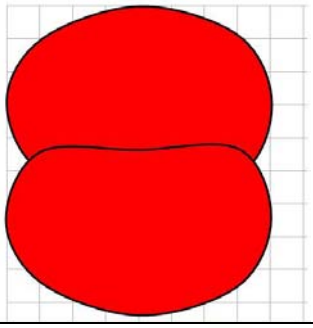
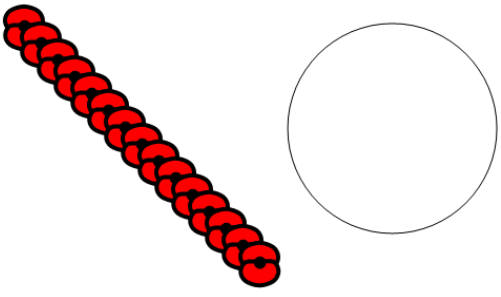
4	**JOIN THE DOTS!** On the Drawing toolbar: - **AutoShapes**, **Lines** - Choose the Curve - Click on one of the tiny black circles, - Then click on each of the others in turn, and finally - Double-click on the tiny circle you first clicked on. (This joins them up.)	
5	**MAKE TWO RED PETALS** Double-click the object that you have just made. Under **Colors and Lines**, make: - the **Fill** colour **red**. - the **Line** weight **3 pts** Copy, and Paste. (You now have two petals.)	

6	**ARRANGE THE PETALS**
	- First, ***delete the black dots***.
	- Click on the petal in front (to select it).
	- On the **Drawing toolbar**, click:
	  - **Draw**, then
	  - **Rotate or Flip**, then
	  - **Flip Vertical**
	Overlap the two petals like this:
		

7	**MAKE A POPPY** **Draw a circle** as in Step 1, only this time make it larger. Make the Fill colour **black**. Move the circle to the centre of the petals. **GROUP** the three parts as follows: - Click on the arrow beside Draw. - Drag diagonally across the poppy to select all three. (The rectangle you create must be **completely outside** the poppy.) - Right-click on any part. - Choose: Grouping, Group. **REMOVE THE GRIDLINES** (Draw, Grid, untick "Display gridlines on screen".)	
8	**MAKE THE POPPY MUCH SMALLER:** - Keep it in proportion by holding down SHIFT while you drag a corner inwards. - Then **MAKE 14 COPIES** (15 altogether). (You can try **Ctrl-C, then Ctrl-V** 14 times for copying and pasting.) - **DRAW A CIRCLE** (while you hold down the Shift key). Right-click, choose Order, Send Behind Text.	

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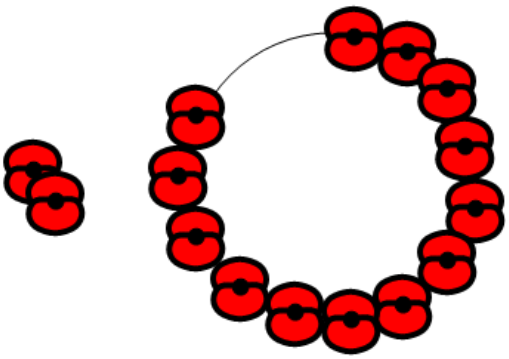
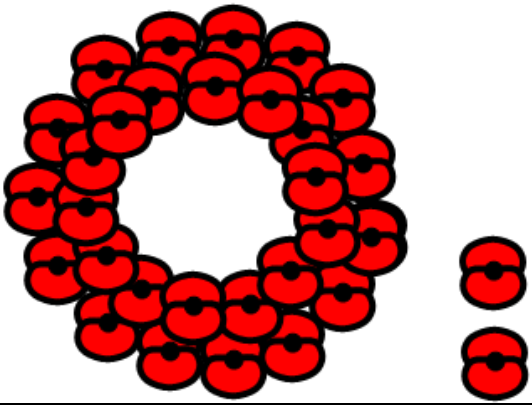
9	**MAKE A SIMPLE WREATH:** - **Arrange** all of the 15 poppies on the circle to form a wreath. (You might need to try making different circle sizes.) (The illustration is partly complete: you have to complete the wreath.) - **Delete the circle**. (You might need to temporarily remove a poppy first.) - **Save**.	
10	**MAKE A FULL WREATH:** - **Make 14 more poppies** (copy one and paste 13 times). - Use these poppies to **add a circle of overlapping poppies on the inside**. - **COPY** one of the poppies twice to make ***two extra ones for use in Step 12 below***. - **GROUP** only the poppies in the wreath (the way you did in Step 7). - **Save**.	
11	**MAKE A CARD FOR THE WREATH:** - On the **Drawing toolbar**, click on the **Rectangle** icon . - Click and drag to create a small rectangle. - Right-click, choose **Add Text**. - Change **Font Size** to **8 pts**. (You may use a larger size if your wreath is large enough.) - Type: Lest we forget. - Highlight those words and make them **Italic, Bold, Centred**.	
12	**ADD THE CARD TO THE WREATH:** - **Move the card** onto the wreath. - RIGHT-click on each of **the two poppies**. Choose **Order**, **Bring to Front**. - **Move the two poppies** onto the wreath to hold the card in place. - **GROUP.** - Make sure your name is in your document. **Save.** **That's it! Well done.**	

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