

# South Australian Birds Assignment

## Student Notes

[Designed to be used with the web site]

Complete the following activities using Microsoft Publisher

---

### Activity 2 - Locating the information

Click on to the button next to the **Data Collection Grid** and complete the following steps.

- insert your floppy in the drive
- make sure that the **save this file to disk** option is selected in the dialogue box
- click **OK**
- make sure that the word datagrid is in the **File Name** text box
- select the **floppy (A:)** drive from the drop-down list
- click **save**
- when the download is complete, click **open**

A button for your document can be seen on the taskbar at the bottom of the page.

- click on the (+) and (-) buttons on the toolbar to **zoom in** or **zoom out** of your page.
- type in the details required at the top of the page and **save**
- check the headings on the grid and choose two other headings of your choice for the bottom two boxes.
- type them in using bold Arial Font and centre them.

You are now ready to read through the information in the first web site and copy and paste groups of words (notes) that provide information for one of the headings in your grid, and paste them into your Data Collection Grid.

- highlight the group of words with your mouse
- click on the **edit** button and select **copy**
- click on the publisher document button in the task bar at the bottom of the page
- select the relevant box to paste your notes into
- click on the **paste** button on the toolbar

Continue reading through the information on the web sites and copy and paste until you think you have enough notes in each box. Then

- highlight each group and select the Bookman font, which is easy to read
- keeping each group highlighted, click on to the bullets button to create a bulleted list.
- print your Data Collection Grid.

Now go to **Activity 3**—Organising the information

