# WORD CLOUDS

You are going to create word clouds to create a visual representation of a topic. Word clouds can be used for many thing and can enhance a presentation. They are simple to create and a lot of fun.

We are going to create two word clouds and then insert them into a Word document. Your first word cloud will be about you, and the second about a historical figure. Requirements for each are:
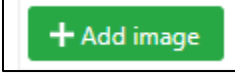
## *Assignment*

1. You will create TWO word clouds, one about **you** and one about a **historical figure** who has greatly impacted our country and/or lives.
2. The name of the person should be the largest on the word cloud
    a. Type the person's first and last names
3. You need to have 20 different facts and terms about the person
    a. If you choose family and you have 4 family members, that is still only counts as one
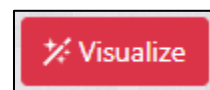    b. Use adjectives to describe the person

## *Step 1: Creating your Word List*

1. Go to www.wordart.com
2. WORDS: Type your words in the Words section
    a. Your words describe the person's interests and personality. May also include accomplishments.
    b. You will need to assign a size to the words. Larger words will be emphasized. The person's name should be the largest in the list.
    c. You may assign a specific color, layout, and font for each individual word or apply the changes randomly with the following options.
3. When you have your list created, click the Visualize button. Every time you hit the button, the site will rearrange your word cloud.

## *Step 2: Formatting Your Word Clouds*

There are several different ways you can format your word cloud. Every time you make an adjustment, you must hit the Visualize button.

1. SHAPE: Select a shape for your word cloud. You may also insert an image saved on your flash drive.
2. FONT: Select a font scheme for your word cloud.
3. LAYOUT: Adjust the layout of your words. You have several options that will format the direction of your words.
4. STYLE: Adjust the colors in your word cloud.
    a. Word Colors: Shape – This will color your word cloud like the shape that you selected.
    b. Word Color: Palette – You can customize the colors in your cloud. To adjust the colors, click on the color squares provided. To remove a color, click on it. To add a color, locate the color you like and click +Add to palette.
    c. Background Color: Adjust the background of your word cloud.

**\*\*NOTE: Any time you make a formatting change, you will need to hit the Visualize button for the program to generate your word cloud.**

## STEP 3: Create a Snip

When you like the appearance of a word cloud, snippet and save it. Once you make adjustments, you will not be able revert back to it. You can snip and save as many times as you need to.
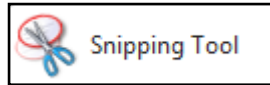
Click the Start Button [image] or search for Snipping Tool [image]

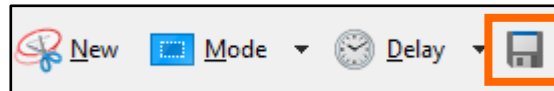Choose the Snipping Tool [image: Snipping Tool]

Click New to select your word cloud. Drag through the faded area. The non-faded window will be your screenshot. If you do not like a screenshot, simple click new to re-select.

To save your "snip" as a picture, click the Save icon. Create a filename so you can recognize it.
*Save as many word cloud snips as you like.

[image: New | Mode ▼ | Delay ▼ | Save icon]

## Step 4: Setting Up Your Word Document

1. Open a blank Word document
2. Insert a header with the title: Word Art
3. Save your collage as LastName FirstInitial WordArt
4. Format the page as follows:
    a. Page Orientation – Landscape
        i. Page Layout>Page Setup>Orientation>Landscape
    b. Margins – Narrow
        i. Page Layout> Page Setup>Margins>Narrow
5. Type your name in the left column, press Enter
    a. Insert your personal word cloud snip (Insert>Illustrations>Pictures>Locate your image>double-click), press Enter
6. Type the name of your historical figure, press Enter.
    a. Insert the word cloud snip for your historical figure.
7. Format the images
    a. Select the image and click the Format tab
    b. Apply Picture Styles to your images (Format>Picture Styles…). May use a preset style or choose your own border or effect.
    c. Keep your work on one (1) page (may need to resize the images)
8. Save

## BONUS
You may create a third word cloud on any person you wish (School appropriate)
Examples: Batman, Athlete, Singer, Actor, etc.