



## Company Picnic Flyer

### Summary

Students will design a flyer for an upcoming company picnic. Students will search the internet for a company of their choosing. Students will use the address, contact information and logos provided by the website for their flyer.

### Overview

**Activity Name:** Company Picnic Flyer

**Skill Level:** Intermediate MS Word skills and internet skills

### **Activity Goals:**

- Encourage creativity and skill practice of MS Word
- Practice copy/paste functions from Internet to MS Word

### **Materials Needed:**

- Software: MS Word, Internet connection
- Computers: No more than 2 students per workstation

### **Prerequisites:**

- Knowledge of MS Word
- Competency with Internet search
- Familiarity with copy/paste function between the Internet and MS Word

### Procedure

- Students should first write their names on a new Word document and save it into their folders.
- Give students a company's internet address or have students locate a company of their choosing.
- Have students find the company contact information. Students will copy and paste the address and contact information into the Word document they have opened.
- Next students will copy the company's logo into their word document. In order to do this, students must right click on the logo to copy the picture, and then paste it into their Word document.
- Students will then design their Word document to be a make-believe flyer for an upcoming company picnic. Encourage students to be creative. By using word art the flyer can be colorful and artistic.



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- Students can e-mail the finished document to other students, family, etc- once they've learned how to e-mail and add attachments. Otherwise, have students print their flyers to compare in class.