

Task: Create a list of words used when talking about hardware and software

Procedure: Watch the video. Make a list of software and hardware terms used in the video. Create a word cloud with your words.

🖥️ **WATCH THE VIDEO HOW COMPUTERS WORK HARDWARE AND SOFTWARE AT [Code.org Hardware and Software](#) (click on link, then scroll down. This video is the last video in the first set of videos)**

🖥️ **CREATE YOUR LIST OF WORDS**

🖥️ **OPEN A WORD PROCESSING PROGRAM AND MAKE A WORD CLOUD**

How to make a Word Cloud (I'm using this font because it reminds me of a cloud!)

(Okay, I will stop with the cloud font! It can be hard to read.)

On your document,

Insert a text box

Go ahead and format the box now so you don't have to format each copy of the box:

- ✓ Click on text box to make sure it is selected
- ✓ Click on Shape Format ribbon
- ✓ *Shape Fill, click on NO FILL —this will take away the white background that is in the box. You can overlap boxes when the background is gone.
- ✓ *Shape Outline click on NO OUTLINE

- ✓ Using the rainbow/arc on the side of the text box, choose the last layout, in front of text

*You may want to leave some white backgrounds for effect. You may want to leave some border for effect. See my example.

YOU CAN CHANGE THE FORMAT NOW OR LATER—OR CHANGE THE FORMAT YOU USE NOW LATER!

Copy and paste (so you don't have to keep reformatting the text boxes) a text box for each of the words on your list (8 - 10 words)

Type each word in its own box

Change the font face, size and color

Change the text box sizes to fit the words together in different directions. Use the rotate icon on the top of the box to get different angles. See example.

Once finished, insert a box shape (Insert, shape) around all the words.

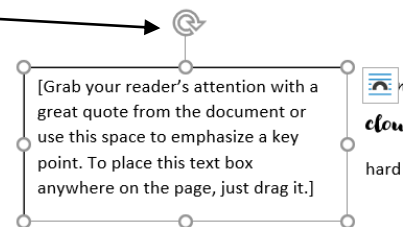
Click on the box outline and then on the **SHAPE FORMAT** ribbon,

- format the box so that the **FILL** is none OR
- Format the box with a color;
 - Find and click on **SEND BACKWARD** on the **SHAPE FORMAT** ribbon so that the colored shape is behind your words.

One last thing—if you want to move your word cloud, you might make a mess if you don't group your boxes. To group your boxes:

Click on the any box

Hold down the shift key



While the shift key is depressed, click on every other box

On SHAPE FORMAT ribbon, find Group on the right end of the ribbon.

Click on group

Now your box and everything in it will move together as on object.

You might have something like this:

