**Text Effects Outline Organizer**

* Terms/concepts associated with the lesson
	+ Ribbon –
	+ Font Dialog Box –
	+ Font Type –
	+ Font Size -
	+ Font Style –
	+ Font Color –
	+ Text Effects –
	+ Text Art –
* Relevance of Using Text Effects
	+ - Enhancement of a message
		- Straight text can be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a reader. Text effects can be used to add \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ and to \_\_\_\_\_\_\_\_\_\_ the overall message.
		- Teacher will Demonstrate Using Text Effects
	+ Demonstration of Using Text Effects
		- Navigate to the Font Dialog Box
		- Change the font type
		- Change the font style
		- Change the font size
		- Change the font color
		- Demonstrate all of the available text effects with the ‘preview’ option turned on
		- Insert a text art text block

Students will use creativity to make a text document that utilizes text effect. Please fill in the name of the person you’ll be sending your letter to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.