**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.