Creating a Classroom Map

To make the tables, bookshelves, and rug:

1. Click *Insert* in top menu
2. Click *Shapes*, then choose rectangle
3. Draw rectangle in the size and shape needed
4. Click on *Format* in top menu
5. Click *Shape Fill – Texture*
6. Choose from textures listed- the tables are light wood, the bookshelves are dark wood, and the rug is the blue cloth texture
7. Click on the object you just added, then click on *Format*
8. Click on *Text Wrapping – In Front of Text*: this allows shapes to be moved anywhere on the document

To make the Legend box, whiteboard, bulletin board rectangles, and windows:

1. Click *Insert* in top menu
2. Click *Shapes*, then choose rectangle
3. Draw rectangle in the size and shape needed
4. Click on *Format* in top menu
5. Click *Shape Fill*
6. Choose a color to fill the object
7. For the whiteboard, choose *Shape Fill – Gradient – More Gradients*; then choose two colors, white and gray
8. For the window, choose Shape Outline – Weight; choose 2 ¼ point, in the same color as the box

To add chairs and sink:

1. Click *Insert* in top menu
2. Click Clip Art
3. Type in *chair or sink* to search
4. Click on the object you just added, then click on *Format*
5. Click on *Text Wrapping – In Front of Text*: this allows shapes to be moved anywhere on the document

To change the chair color:

1. Click on the chair
2. Click on *Format* in top menu
3. Click on *Shape Fill – Gradient – More Gradients*
4. Choose from preset or make your own