

## Kingdom Profile Project

Your group will be using the following resources to create a one page profile that describes one of the 6 Kingdoms of Life:

- Internet sites
- Textbook
- Microsoft Publisher
- Photo editing software (if needed) – Photostory or Paint

**Purpose:** To create a one page profile that informs others about the characteristics, habitats, and types of organisms found in one of the 6 Kingdoms of Life.

- For ALL parts:
  - Do NOT use “high-level” or scientific language! You should be summarizing information that you find in your own words and ANYONE would be able to read and understand this information.
  - Include Pictures/Captions where appropriate
  - You may organize the information wherever you like – the included guide is only a guide.
  - DO divide up the work in your group!
  - DO type up in a word processing program first AND do a spellcheck!!!
  - DO check the rubric for this assignment to see how you will be graded – it is posted ONLINE on the class website!
  - DO be careful when saving your information – make sure you are copying/pasting into one “master” Publisher file and not just saving your work over your group member’s work! See me if you need help.
  - DO include the FIRST names of your group & period #/ class.
  - DO be sure you keep your information short, concise and to-the-point.
  - DO include your references/citations as a separate page!!!

### Publisher

Easy to use! When you open a new file, select the “Flyer” category, and then select the template you wish to use. You can change the fonts, color schemes and other attributes very easily. You can add more “boxes” for information.

To copy/paste from MS Word:

Highlight the text you wish to copy. You can hold the Control key and press “c” OR go to Edit, then click on “Copy”.

To paste – Highlight ALL text in Publisher you are replacing. Hold the Control key and press “v” OR go to “Edit”, then click “Paste”.

To Insert a Picture:

Click on an area of the document that has the “sample” picture/graphic – go to the “insert” menu – and select “Insert Picture.” Browse to find your picture, then click “Okay” and picture will go in automatically. You can resize the picture by dragging the corners – ask if you need help! Add a caption for your picture!

One final note:

We will be using MS Publisher 2007 at school. If you do NOT have Office 2007 and try to take this home to work, it will NOT open.

Use time in class/computer lab to organize your information in MS Word first OR you can do this at home and bring those files in. A copy/paste from MS Word or any word processing program will work. The goal here is to learn the information, NOT to continually change the program. Placing your information on your actual newsletter should be the LAST step, the research and writing should take longer and involve more time!