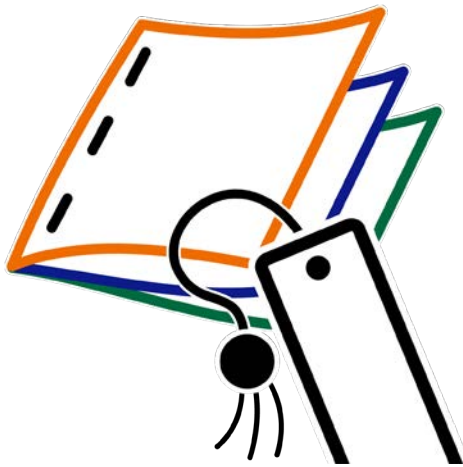


TECHNOBookmaking

Teacher Guide

Lessons for Primary and Elementary Students: Grades 1-6



Technology Course using PowerPoint

Make, print, and share books.

In this course, students make, print, and share books. They use inspiring templates to publish a collection of stories. Each activity teaches a new word processing skill. Lessons explain how to make a tiny picture book, flip flap story, unfolding riddle book, layer book of facts, bookmark, and mini storybook. Place the publications on a bookshelf or put a fresh twist on a Young Author's Conference. Extension activities include additional templates that offer unlimited creativity. Rethink how PowerPoint can be used in language arts. Explore the possibilities with bookmaking.

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Introduction

This section provides valuable information about teaching TechnoBookmaking. It includes an overview of the course. In addition, there are ideas for implementation and technology integration.

For additional guidance, open the course in TechnoHub and select Get Started to access preparatory steps, resource list, and scheduling timetable.

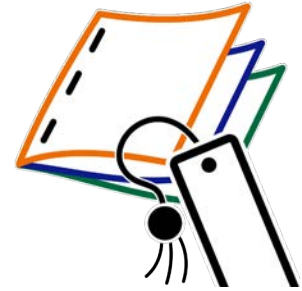
[TechnoBookmaking Overview](#)

[TechnoBookmaking Course Outline](#)

[Technology Integration Ideas](#)

TechnoBookmaking Overview

In this course, students make, print, and share books. They use inspiring templates to publish a collection of stories. Each activity teaches a new word processing skill. Lessons explain how to make a tiny picture book, flip flap story, unfolding riddle book, layer book of facts, bookmark, and mini storybook. Place the publications on a bookshelf or put a fresh twist on a Young Author's Conference. Extension activities include additional templates that offer unlimited creativity.



Rethink how PowerPoint can be used in language arts. Explore the possibilities with bookmaking:

- In Session 1, students design a picture book for toddlers. They start by choosing a topic such as pets, cars, or toys. Using a PowerPoint template, they insert six images on a slide. After printing, students follow instructions to assemble a miniature book perfect for young kids. As an extra activity, they can use a similar template to craft books that fold like accordions or stand up.
- In Session 2, students create a Flip Flap book. This style of book has a flap that hides a picture. Using a PowerPoint template, each slide serves as a page of the story. To start, students design a cover by adding the title and story name. Moving to the following slides, they complete the sentence, 'I hear', with a sound, such as 'Moo' or 'Meow' or "Quack". They then insert an image of the object. Students experiment with text formatting to make the words visually engaging. Upon finishing, they print their stories and fold down the flap on each page. This book offers a fun way to captivate young readers. As an extra task, students can use a similar template to create more Flip Flap stories.
- In Session 3, students create an interactive riddle book. With a PowerPoint template, they design a story page featuring three clues, the answer, and a picture. Students explore how to format text boxes to give their riddle book a distinctive look. After finishing, they print, glue, cut, and fold to construct a riddle book with pages that unfold to reveal the object. As an additional task, students can utilize a similar template to craft an original story, like 'Guess Who is Coming to Dinner?' or 'There is a Monster Under My Bed'.
- In Session 4, students create a layered book, that offers a sense of discovery. As readers peel back each page they uncover facts. The fiction book might focus on topics like the seasons, Arctic animals, or community helpers. To begin, students break down their topic into four or five headings. Using a Microsoft PowerPoint template, they add these headings to the bottom of each slide using WordArt. Then, they include a corresponding fact for each heading using a text box. Once finished, students print, fold, and slide the pages over one another to assemble the layered book. As an extra task, students can create a different style of fiction book where readers peel back strips from an image to reveal facts below.
- In Session 5, students create bookmarks. Using a Microsoft PowerPoint template, they apply their skills to arrange images and text. By experimenting with object order, they produce one-of-a-kind designs.

- In Session 6, students write an original story. They begin by sketching their ideas on a storyboard. An optional activity offers story writing ideas for inspiration. Next, using a PowerPoint template, students write their story. They use their skills to format text, images, text boxes, and WordArt, creating visually appealing pages. By adjusting the slide order and print settings, students produce a unique mini storybook. Once finished, students share their books. As an extra task, students can create a greeting card to invite others to a special literacy event.

TechnoBookmaking Course Outline

<p><i>Purpose:</i> Make, print, and share books. Develop word processing skills to create children's stories.</p>	<p>Materials:</p> <ul style="list-style-type: none"> • Bookmaking Templates: <ul style="list-style-type: none"> ○ Assignment 1: Tiny ○ Session 1 Extension Activity: Accordion Box, Accordion Heart, Accordion Zig Zag ○ Assignment 2: Flip Sounds ○ Session 2 Extension Activity: Flip ○ Assignment 3: Riddle ○ Session 3 Extension Activity: Unfold Story ○ Assignment 4: Layer 4 and Layer 5 ○ Session 4 Extension Activity: Fact ○ Assignment 5: Bookmark ○ Assignment 6: Storyboard Worksheet ○ Assignment 7: Story ○ Session 6 Extension Activity: Card • Bookmaking Samples: <ul style="list-style-type: none"> ○ Assignment 1: Tiny Pets, Tiny Toys ○ Session 1 Extension Activity: Accordion City, Accordion Love, Accordion Week ○ Assignment 2: Flip Farm, Flip City ○ Session 2 Extension Activity: Flip Habitat ○ Assignment 3: Riddle Animal, Riddle Job ○ Session 3 Extension Activity: Unfold Surprise, Unfold Bed ○ Assignment 4: Layer World, Layer Seasons ○ Session 4 Extension Activity: Fact Biography, Fact Volcano ○ Assignment 5: Bookmark 1, Bookmark 2 ○ Assignment 6: Story Play, Story Skate ○ Session 6 Extension Activity: Card Greeting, Card Invitation • Parent Letter and Certificate (optional)
<p><i>Objectives:</i> (see Appendix A: Skill Summary)</p> <ul style="list-style-type: none"> • express thoughts through writing • plan and organize ideas • use templates to construct books • create a wordless picture book • produce a flip book that hides an item • write a riddle book that unfolds • organize facts to make a layer book • craft bookmarks to express a love of reading • design an original storybook • publish fiction and non-fiction books • apply bookmaking techniques • format text and images to enhance writing • share books with an audience <p><i>Preparation:</i></p> <ul style="list-style-type: none"> • Install PowerPoint 365 • Share <i>Bookmaking</i> folder with students • Prepare teacher resources • Download Flashcards and Tool Summary from TechnoHub (optional) 	
<p><i>Summary of Activities:</i></p> <ul style="list-style-type: none"> • Create a mini wordless picture book using an accordion style template and images. • Format text and insert images to make a flip book that reveals a hidden object behind a flap. • Arrange text boxes to write a riddle book that unfolds to display the answer. • Use a layer template to organize information with WordArt titles to categorize facts. • Combine text, images, and WordArt to craft bookmarks that express a love of reading. • Design an original mini storybook. Apply a slide design to each story page. • Share books with an audience. Suggestions provided. 	
<p><i>Extension Activities:</i></p> <ul style="list-style-type: none"> • Discover Accordion Style Books: Use templates and folding techniques to make books. • Make Flip Flap Books: Make a story with a hidden item below a flap. Book ideas included. • Write a Story That Unfolds: Create a story with pages that unfold to show a surprise ending. • Build Fast Fact Books: Make a book with a cover which has strips that peel away to show facts. • Get Story Ideas: Use a story generator to pick a character, setting, and plot. • Send a Greeting Card: Create an invitation to a book event or make a thank you card for an author 	
<p><i>Assessment:</i></p> <ul style="list-style-type: none"> • Writing Checklist • Book Marking Sheet • Bookmaking Unit • Bookmaking Skill Summary 	
<p><i>Notes:</i></p> <ul style="list-style-type: none"> • Activities gradually introduce technology skills. Students learn how to insert images, format text, create text boxes, insert WordArt, adjust object order, and apply a slide design. • Additional templates are available as part of the extension activities to create even more books. 	

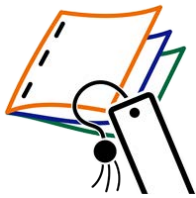
Technology Integration Ideas

The lessons in TechnoBookmaking have students become authors and illustrators of fiction and non-fiction books. They use templates to make accordion, flip, and folding books. Bookmaking is an excellent way to motivate reluctant readers and writers. Integrate the activities into curriculum.

- Language Arts: Bookmaking has students apply the stages of the writing process to publish books. Use these materials to teach a bookmaking unit or select activities throughout the school year for story writing. A story generator and planning sheet are included with the lesson plans to help students organize ideas.
- Cross-Curricular: All templates can be used to have students create books about topics in social studies, science, geography, or history. Once students have completed course activities, they can transfer their learning to any subject area. Discover the possibilities! Here are a few suggestions:
 - Days of the Week: Learn about the days of the week by making simple picture books using the Accordion Box template. Arrange books on a table using the Stand-Up Book option (Session 1 Extension Activity). View the *Accordion Week* sample.
 - Community: Teach young children about their city or town. Use the Accordion Zip Zag template to write about where they live. This looks great using the Fold Out Book option (Session 1 Extension Activity). View the *Accordion City* sample.
 - Family: Use the Accordion Heart template to identify family members. This publication prints best as a Mini Book. View the *Accordion Love* sample.
 - Sounds: Explore the senses. Have students write about the noises they hear. Use the *Flip Sounds* template. View the *Flip Farm* or *Flip City* samples.
 - Habitat: Using the Flip template, make a flip flap book called *Where do I live?* On each page describe the habitat and give clues about who might live there. The flap hides a picture of the animal. View the *Flip Habitat* sample.
 - Community Helpers: Learn about people working in the community. Create a riddle book with clues about a job using the Riddle template. View the *Riddle Job* sample.
 - Animals: Report animal facts in an interesting way. Create a riddle book with clues about animal appearance, diet, and habitat. View the *Riddle Animal* sample.
 - Seasons: Illustrate the weather and activities people do each season. Use the Layer 4 template to sort the book into Spring, Summer, Fall, and Winter. View the *Layer Seasons* sample.
 - Map Making: Help students understand where they live in the world. Use the Layer 5 template. Divide the book into the headings *Me, My Street, My City, My State, and My Country*. View the *Layer World* sample.
 - Biography: Create a book about an important person. The Layer or Fact templates provide options to divide facts. View the *Fact Biography* sample.
 - Landforms: Discover interesting facts about the Earth. Use the Fact template to describe landforms or natural events. View the *Fact Volcano* sample.

Bookmaking offers many benefits to students:

- **Motivate Reluctant Writers:** Bookmaking is a fun activity. Templates support students during the writing process, which makes it easier to organize ideas. In addition, many books can be made using minimal text. This offers a relief to reluctant writers. Fabulous stories can be created using only a few sentences.
- **Provide a Real Audience:** Bookmaking gives students an authentic purpose for writing. They are making books for people to read. Books can be displayed in the classroom or library. They can be shared with others as part of a book exchange, reading circle, or book buddies' program. Having a real audience for their stories motivates writers to do their best work.
- **Spark Creativity:** There are many types of books students can make. The range of publication types allow students to express their ideas in an interesting way.
- **Develop a Positive Attitude Towards Books:** The act of making books is fun. When students publish their own books, they feel pride in their accomplishments. By sharing their stories with others, they gain confidence in themselves as authors.
- **Increase Writing Skills:** Bookmaking has students engage in stages of the writing process. They organize their ideas, express their thoughts, and edit the text. This improves their spelling, grammar, and sentence structure.
- **Boost Reading Skills:** Students can read stories made by themselves and others. Since the content is written by children, they have words which are often easier to read. This allows students to practice decoding and comprehension skills using suitable texts.
- **Personalize Learning:** Making books is an excellent way to encourage students to explore their own interests. By writing about topics or ideas they find interesting, writing is made personally meaningful.



Session 1

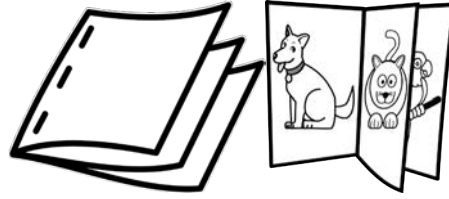
Illustrate a Picture Book

In this session, students design a picture book for toddlers. They start by choosing a topic such as pets, cars, or toys. Using a PowerPoint template, they insert six images on a slide. After printing, students follow instructions to assemble a miniature book perfect for young kids. As an extra activity, they can use a similar template to craft books that fold like accordions or stand up.

Assignment 1: Make a Tiny Picture Book

Session 1 Extension Activity: Discover Accordion Style Books

Assignment 1 Make a Tiny Picture Book



You are going to make a tiny picture book.

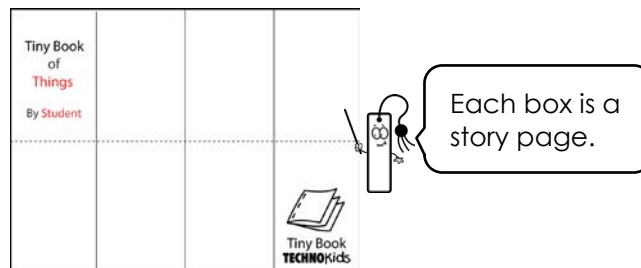
The book is for children that do not know how to read words. They look at the pictures and say the name of the object. This helps them to feel like readers.

The picture book will be about a topic such as pets, cars, or toys. Pick something a child would like.

Look at the *Tiny Pets* or *Tiny Toys* samples to get ideas.

Open the Tiny Template

- ▷ Ask your teacher how to open the *Tiny* template in PowerPoint.



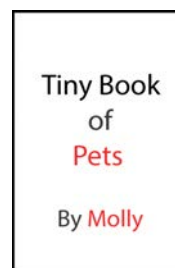
Save the Story

- ▷ Click *File* and pick *Save As*. Go to the place where you save your work.
- ▷ Edit the name to **Tiny Student Name**. Click *Save*.

File name:	Tiny Student Name
Save as type:	PowerPoint Presentation

Make the Front Cover

- ▷ Double click to select *Things*. Type the **topic** of the book.
- ▷ Select *Student*. Type your **Name**.



Insert a Picture

- ▷ Click the *Insert* tab. Click *Pictures*.  Choose *Online Pictures*. 
- ▷ In the search box, type **topic**. Press ENTER.



- ▷ Click *Filter*. 
- Pick *Clipart*.



Be sure that the *Creative Commons only* box is on. These pictures are free to use.

- ▷ Click on a picture you like. Click *Insert*.

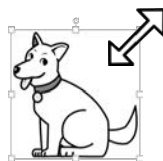
TIP:

IF the picture includes a text box below, follow the steps to remove it:

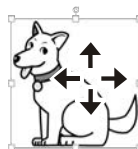
1. Click outside of your picture to remove the selection handles.
2. Click on the text below the picture.
3. Click on the **border line** of the text box.
4. Press the DELETE key on the keyboard.

Size, Move, and Rotate the Picture

- ▷ Click on the picture.
Hold the cursor over a corner handle.
 - Drag **out** to make the picture bigger.
 - Drag **in** to make the picture smaller.
 - Resize the picture so it fits in a box.



- ▷ Drag it into a box. 



Each story page will have a picture.

This is a preview of the teacher guide.
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SAMPLE



Session 2

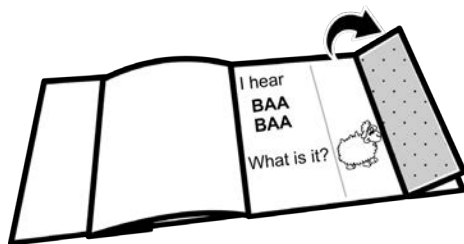
Have Flip Flap Fun

In this session, students create a Flip Flap book. This style of book has a flap that hides a picture. Using a PowerPoint template, each slide serves as a page of the story. To start, students design a cover by adding the title and story name. Moving to the following slides, they complete the sentence, 'I hear', with a sound, such as 'Moo' or 'Meow' or "Quack". They then insert an image of the object. Students experiment with text formatting to make the words visually engaging. Upon finishing, they print their stories and fold down the flap on each page. This book offers a fun way to captivate young readers. As an extra task, students can use a similar template to create more Flip Flap stories.

Assignment 2: Create a Flip Flap Book

Session 2 Extension Activity: Make Flip Flap Books

Assignment 2 Create a Flip Flap Book



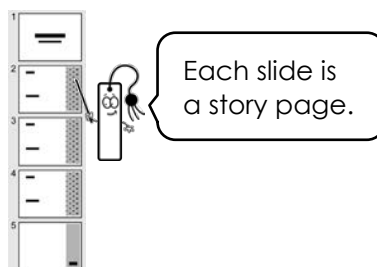
You are going to make a flip flap book. The book will be about sounds.

Each story page has a flap that hides a picture. To find out what is making the sound, the reader opens the flap to see the answer.

The book can have animal sounds, city noises, or be about a busy school. Look at the *Flip Farm* or *Flip City* samples to get ideas.

Open the Flip Sounds Template

- ▷ Ask your teacher how to open the *Flip Sounds* template in PowerPoint.



Save the Story

- ▷ Click *File* and pick *Save As*.
Go to the place where you save your work.
- ▷ Edit the name to **Flip Sounds** *Student Name*. Click *Save*.


File name:	Flip Sounds Student Name	▼
Save as type:	PowerPoint Presentation	▼

Make the Front Cover

- ▷ Select *Student Name*.
Type your **Name**.




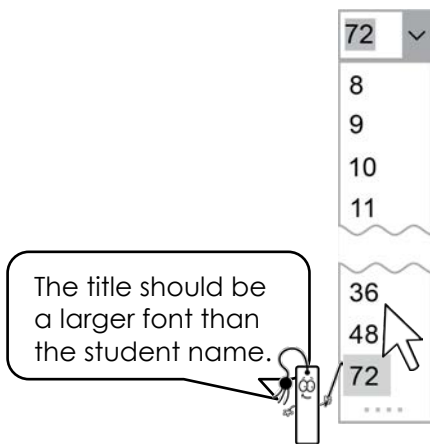
Format the Font

- ▷ Select the title.
- ▷ Click the *Font* arrow. 
- Pick a font from the list.

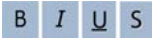
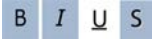


Format the Font Size


- ▷ Select the title.
- ▷ Click the *Font size* arrow. 
- Pick a font size.



Format the Font Style


- ▷ Select the title.
- ▷ Click each font style to turn it ON. 
- ▷ To turn OFF a style, click on it again. 

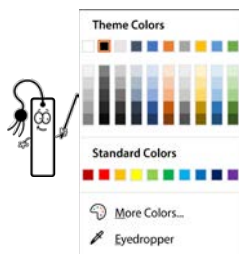
Make your title stand out.




- B** Bold - make letters **thicker**
- I* Italic - make letters *slant*
- U Underline - put a line below letters
- S** Text Shadow - add a **shadow** to letters

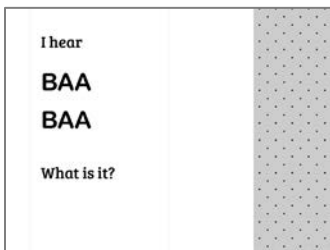
Format the Text Color

- ▷ Select the title.
- ▷ Click the *Font Color* arrow. 
- ▷ Click on a color you like.





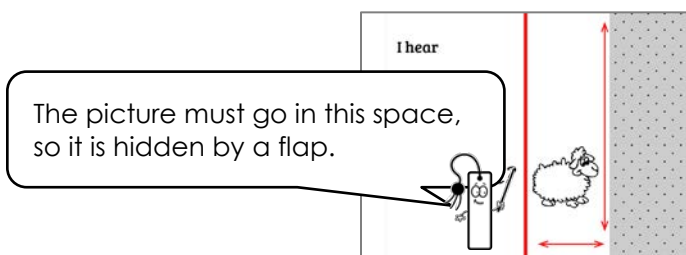
Add Words to the Story Page

- ▷ Press PAGE DOWN or click Slide 2.
- ▷ In the *Click to add text* box type a **sound**.
- ▷ Format the text. **B I U S A** 



Add a Picture to the Story Page

- ▷ Click *Insert*. Click *Pictures*. 
Pick *Online Pictures*. 
- ▷ In the search box, type **object**.
Press ENTER.
- ▷ Click on a picture you like.
Click *Insert*.
- ▷ Place the picture between the line and dots.



- Animal Sounds
- cat . meow
 - dog . bark
 - bird . chirp
 - snake . hiss
 - owl . hoot
 - sheep . baa
 - duck . quack
 - horse . neigh
 - cow . moo
 - chick . peep
 - chicken . cluck
 - turkey . gobble
 - goose . honk
 - pig . oink
 - bee . buzz
 - frog . ribbit
 - lion . roar
 - wolf . howl
 - mouse . squeak
 - bear . growl

- Nature Sounds
- trees . rustle
 - fire . crackle
 - river . babble
 - wind . whoosh
 - rain . drip
 - snow . crunch
 - thunder . boom
 - lightening . crack

- City Sounds
- car . vroom
 - horn . beep
 - siren . woo
 - hammer . bang
 - train . clack
 - plane . zoom
 - door . knock

- People Sounds
- drink . glug
 - eat . munch
 - laugh . ha ha
 - sleep . zzz
 - sneeze . achoo

- School Sounds
- bell . ding
 - clock . tick tock
 - recess . yeah
 - teacher . shhh
 - music class . tralala
 - gym class . stomp

This is a preview of the teacher guide.
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SAMPLE



Session 4

Peel Back the Layers

In this session, students create a layered book, that offers a sense of discovery. As readers peel back each page they uncover facts. The fiction book might focus on topics like the seasons, Arctic animals, or community helpers. To begin, students break down their topic into four or five headings. Using a Microsoft PowerPoint template, they add these headings to the bottom of each slide using WordArt. Then, they include a corresponding fact for each heading using a text box. Once finished, students print, fold, and slide the pages over one another to assemble the layered book. As an extra task, students can create a different style of fiction book where readers peel back strips from an image to reveal facts below.

Assignment 4: Design a Layer Book of Facts

Session 4 Extension Activity: Build Fast Fact Books

Assignment 4 Design a Layer Book of Facts



Book Ideas

counting book	alphabet book	seasons	jobs	emotions
five senses	food groups	weather	celebrations	about me
life cycle	simple machines	animal facts	earth layers	energy sources

You are going to make a layer book.

Each page has a heading.

When the reader looks at the page it has facts or a picture about the heading. Open the *Layer Seasons* or *Layer World* samples to get ideas.

Plan Ahead!

1. Pick a topic.
2. Divide the topic into four or five parts. These are your headings.
3. Find a fact or think about a picture you could use for each heading.

Open the Layer Template

- ▷ There are two templates – *Layer 4* or *Layer 5*. One has pages for four headings and the other has pages for five headings. Ask your teacher which template to use.

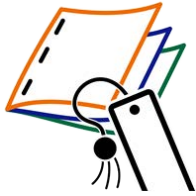


The first slide is the book cover.

Each page will have facts or a picture about a topic.

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE



Session 6

Publish a Mini Storybook

In this session, students write an original story. They begin by sketching their ideas on a storyboard. An optional activity offers story writing ideas for inspiration. Next, using a PowerPoint template, students write their story. They use their skills to format text, images, text boxes, and WordArt, creating visually appealing pages. By adjusting the slide order and print settings, students produce a unique mini storybook. Once finished, students share their books. As an extra task, students can create a greeting card to invite others to a special literacy event.

Assignment 6: Plan a Story

Assignment 7: Write a Story

Assignment 8: Publish the Story

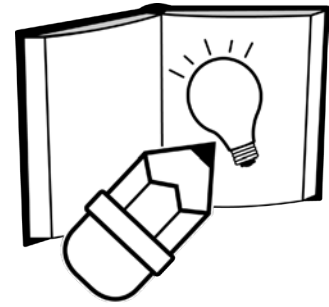
Assignment 9: Share Books

Session 6 Extension Activity 1: Get Story Ideas

Session 6 Extension Activity 2: Send a Greeting Card

Assignment 6 Plan a Story

You are going to write your own story.
First, you need a plan.



View a Sample Story

To get ideas, view the *Story Play*. You must print the file, glue the back of the pages together, and then fold the paper in half to make a book.

<p>Fun on the Farm</p> <p>By Alex</p> <p>TECHNOKIDS</p>	<p>Molly wants to play ball.</p>	<p>She goes to see Cow. Cow is too busy to play.</p> <p>She goes to see Chicken. Chicken is too busy to play.</p>	<p>Molly is sad. She sees Horse. Horse will play. They have lots of fun!</p>
Title	Beginning	Middle	End

Pick a Starter Sentence for the Beginning of the Story

Pick one of these ideas. Or come up with your own!

Story Starter Ideas



Once upon a time...

When I grow up...

I made a wish...

I have a super power...

Today is the best day ever...

You will never guess what I found...

I think there is something under my...

Who is at the...

It was a very bad day...

When I was sleeping...

We are taking a trip to...

I have a big surprise...

I could not stop laughing...

On my way home I saw...

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE



Appendices

Refer to the appendices for additional resources:

Appendix A: Assessment Tools

Writing Checklist

Book Marking Sheet

Bookmaking Unit







TechnoBookmaking Skill Summary

Appendix B: Contact Information

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE

Bookmaking Unit

		Comment:
 <p>Tiny Picture Book: Create a wordless picture book for young readers.</p> <p>Insert and format images.</p>		
 <p>Flip Flap Story: Produce a flip book that hides an item below a flap.</p> <p>Format font, size, style, and color.</p>		
 <p>Folding Riddle Book: Write a riddle book that unfolds to show the answer.</p> <p>Draw text boxes. Format fill and border.</p>		
 <p>Layer Book of Facts: Organize information. Use titles to categorize facts.</p> <p>Create and format WordArt.</p>		
 <p>Bookmarks: Craft bookmarks to express a love of reading.</p> <p>Adjust object order to arrange content.</p>		
 <p>Mini Storybook Write a book with a beginning, middle, and end.</p> <p>Apply a design theme to a slide.</p>		



RESOURCE

This course includes a sample of a completed project.
Teachers can use this resource for demonstration purposes
or as a source of inspiration.

My City

By Molly

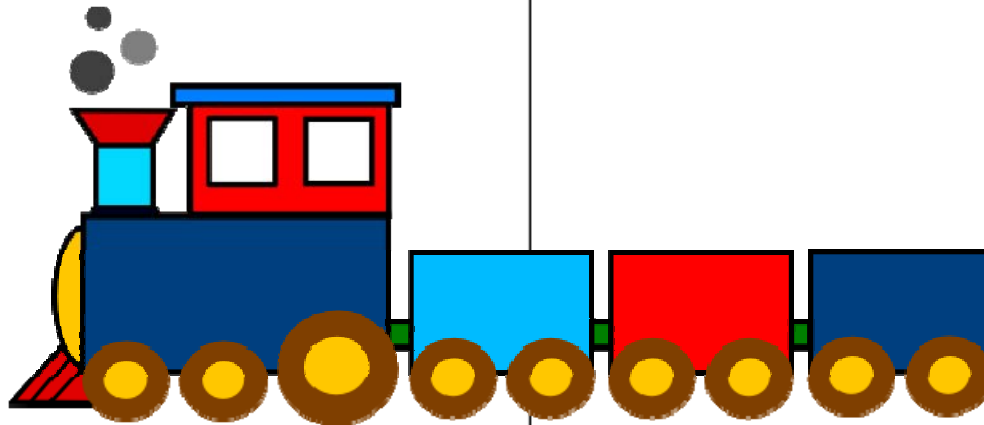
My city
has
trucks.



My city
has parks.



My city
has
trains.



I love
my 
city!

Story Pages

Each white box is a page.
The top box asks a question and has a clue.
More clues are in the side boxes.

What am I?

I have big ears and am furry.

The bottom box has the answer.

The middle box has a picture of the answer.

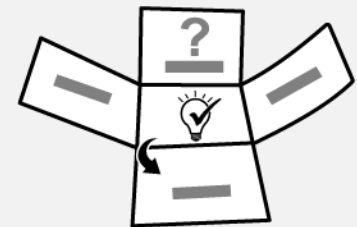
I eat grass.



I live in meadows and forests.

The story pages fold to hide the answer.
Can the reader solve the riddle?

I am a rabbit!



Folding Book
TECHNOKids

Read

Dream

Believe



**I
LOVE
BOOKS!**



I



Reading



TECHNOkids