

# Transform a Layout



# Aim

- I can change a page layout for a purpose.

# Success Criteria

- I can change the orientation of the page.
- I can change the size of the page.
- I can change the layout by using the column tool.

# How Big?

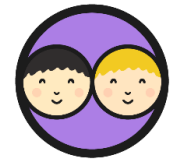


Do you know the names of any paper sizes?  
Today we are going to look at A3, A4 and A5 sizes.



What do you think each of these sizes would be useful for?  
Can you see any of these in your classroom?

# How Big?



Which paper size would you use to create each of these things?





# How Big?

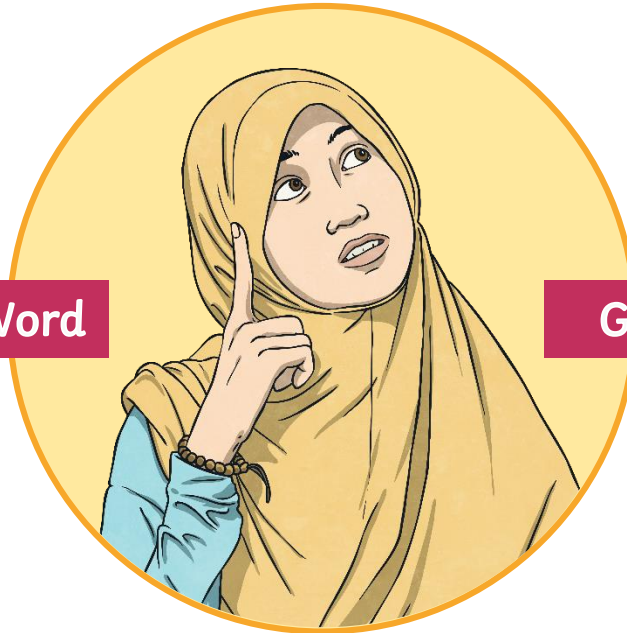


Open a new word processing document.

Can you find out how to change the paper size of your document?

Choose your software package:

**Microsoft Word**



**Google Docs**

# Recipe Cards

When customers buy and eat your cakes, they might like them so much that they'd be interested in making their own cakes at home. Is there a product that you could sell alongside your cakes that would help your customers do this? You could sell recipe cards that give your customers the ingredients they need and the instructions of how to make your cakes.



# Recipe Cards

What is wrong with this recipe card?

The text is all the same size.

There are no pictures of the recipe.

The recipe is not numbered.

There is wasted space at the bottom of the page.

## How to Make Cupcakes

### Ingredients

250g (8oz) unsalted butter, softened  
250g (8oz) caster sugar  
250g (8oz) self-raising flour  
Pinch of salt  
4 medium eggs

### Equipment

A bowl  
A whisk  
12 Paper cases  
A spoon  
A muffin tin

### Method

Preheat the oven to 190°C, or gas mark 5.  
Beat the butter in a bowl until softened.  
Add the sugar, flour, salt, eggs and milk and whisk until you have a smooth mixture.  
Divide the mixture between all the paper cases with a spoon.  
Place the tin in the oven and bake for 15-18 minutes, or until the cakes are golden brown.  
Remove the tins from the oven. Leave to cool in the tins for a few minutes, then move them onto a wire cooling rack.

# Recipe Cards

How can we improve it?

The text is  
the same s

Make the ti  
different si  
and colour

There is wa  
space at the  
bottom of th

Turn the page  
landscape and use  
columns.

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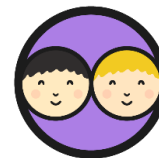
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# Create a Recipe Card



Open your **Recipe Card Activity Sheet**. Your task is to make your recipe card look as good as this one. Can you remember what steps to take?

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When you have finished, choose an appropriate **paper size** for your recipe card.

# Page Colour



Have you been able to use these tools successfully?  
Which did you find the most useful?  
What page size did you choose?  
Can you think of other types of document which could make use of these tools?



There is also a way to change the **Page Colour**. Can you find out how to do this?  
Experiment with this tool. How could it improve your recipe card?

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