

TRANSFORMATIONS

Follow these steps to create your transformations:

1. Open Microsoft Word. That will automatically create a Word document.
2. A blank document should open on the desk top. On the toolbar, click on "VIEW" and slide down to toolbars. Be sure there is a check beside STANDARD, FORMATTING, and DRAWING. If not, slide down to each one that does not have a check and a check will appear. This opens all of your toolbars.
3. Now you're ready to begin. On the toolbar, click on "TABLE". Slide down to INSERT and over to TABLE and click. A table screen will appear asking you how many columns and how many rows. You will need 2 columns and 2 rows. After changing the numbers, click on OK and a table will appear on your blank document.
4. Click again on the "TABLE" tab on the toolbar. Slide down to SELECT and over to TABLE and click. This will select your table so that you can make changes to the size of the rows. Click on the "TABLE" tab on the toolbar again. Slide down to TABLE PROPERTIES and click. Click on the ROW tab. Click in the box by Specify Height and change the height to 4". Click OK. You should now have 4 large boxes in which to create your transformations.
5. On the "Drawing" toolbar, click on the AutoShapes tab. Slide down to Basic Shapes. Choose one of the shapes that you see by clicking on it. In the top left box, draw your picture. Be sure to select a picture that will allow you to show a reflection easily.
6. In each of the other boxes you will create a transformation of the top left box. One of the boxes will show a reflection of the object, one will show a rotation, and one will show a translation. When you have finished all 3 transformations, please raise your hand and I will help you print your transformations.

To Create a Translation:

1. Select a Text Box from the DRAWING toolbar. Make a textbox in one of your boxes. Type the word "Translation" in the textbox.
2. Click on the picture that you made in your top left box to select it. Go to EDIT on the top toolbar. Slide down to COPY. Then click on EDIT again and slide down to PASTE. Click and hold on the pasted copy of your object and move it to your "Translation" box.

To Create a Reflection:

1. Select a Text Box from the DRAWING toolbar. Make a textbox in one of your boxes. Type the word "Reflection" in the textbox.
2. Click on the picture that you made in your top left box to select it. Go to EDIT on the top toolbar. Slide down to COPY. Then click on EDIT again and slide down to PASTE. Click and hold on the pasted copy of your object and move it to your "Reflection" box.
3. Click on the "draw" tool on the DRAWING toolbar. Slide down to ROTATE or flip. Slide over to either FLIP HORIZONTAL or FLIP VERTICAL.

To create a ROTATION:

1. Select a Text Box from the DRAWING toolbar. Make a textbox in one of your boxes. Type the word "Rotation" in the textbox.
2. Click on the picture that you made in your top left box to select it. Go to EDIT on the top toolbar. Slide down to COPY. Then click on EDIT again and slide down to PASTE. Click and hold on the pasted copy of your object and move it to your "Rotation" box.
3. Click on the "draw" tool on the DRAWING toolbar. Slide down to ROTATE or flip. Slide over to Rotate Right or Rotate Left.