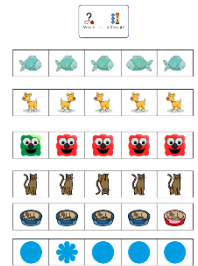




Creating Odd One Out Worksheets

This help sheet will guide you through the process of creating an odd one out / find the one that is different worksheet. The images chosen in this exercise are simply as a demonstration of the options available, teachers would usually stick to a single theme throughout. There are some pre-made odd one out templates for making a quick resource in the **Activities and Games** folder in the **Templates** folder.



✓ After making this resource you will be able to...

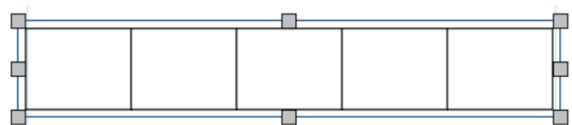
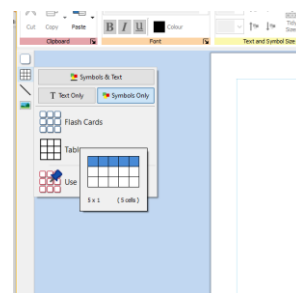
- Create a worksheet
- Save a template
- Change the appearance of images and symbols
- Create Tables
- Save and print a document



This activity will take you approximately **20 minutes** to complete.

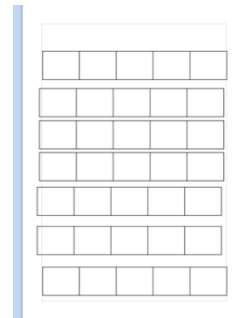
Setting Up Your Page

1. Create a new document. For this example, keep it in portrait mode.
2. Use the **Create Toolbar** to make a 5 x 1 **Table, Symbols Only**. Click to place on page.
3. Use the drag handles to adjust the size and shape as required

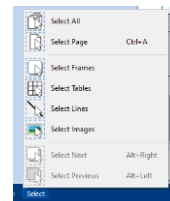


Preparing for Content

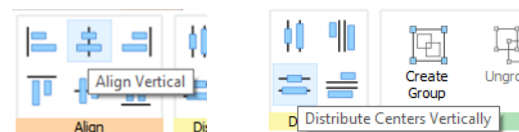
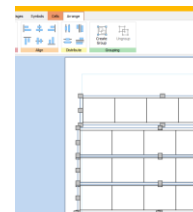
4. With the **Table** still selected, press **Ctrl C** to **Copy** it. Then **Paste** using **Ctrl V**, and clicking on the page. Repeat 5 or 6 times, so you have a page full, ensuring you leave a space at the top of the page.



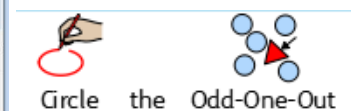
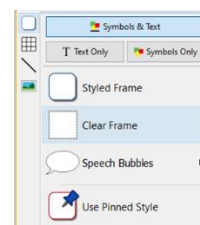
5. In the Page Status Bar at the bottom of the screen, click **Select** and then **Select Tables**



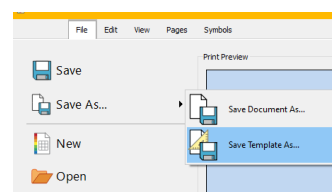
6. Click on the **Arrange Tab**. Click the buttons to **Align Vertical** and then **Distribute Centres Vertically**. This will arrange the tables neatly on the page.



7. For a heading use the **Create Toolbar** to select a **Clear Frame (Symbols and Text)**. Click at the top of your page to drop it in place. Add your text

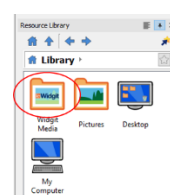


8. In the File Tab, click **Save As...** **Save Template As...** and name the template. You can now re-use this whenever needed, with a range of content.

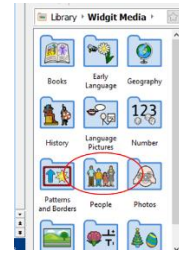


Adding and Editing Content From Widgit Media (Colours)

9. In the **Resource Library** click on **Widgit Media**.



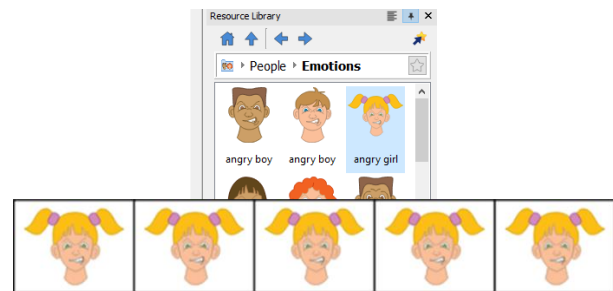
10. Next select the **People** folder



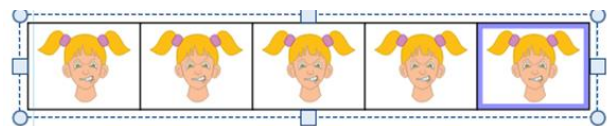
11. Choose the **Emotions** folder



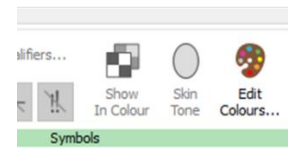
12. Click on the angry girl to select it, then drag the image into each cell in the first table.



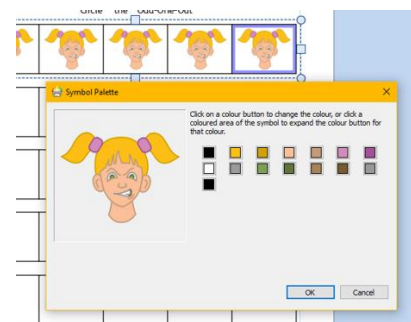
13. Click one cell to select that image. The cell will be highlighted.



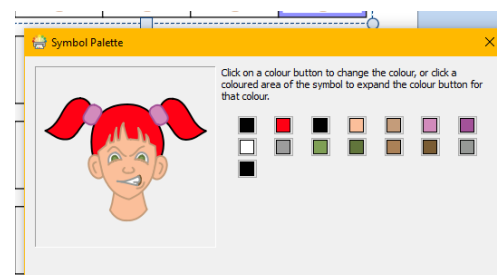
14. In the **Edit Tab** click the **Edit Colours** button in the **Symbols** group.



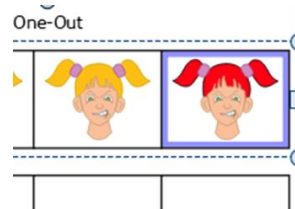
15. The **Symbol Palette** will appear.



16. Click on a colour button to change a colour. You will see a preview of what the changes will look like.

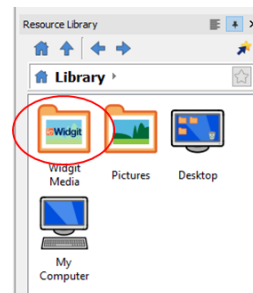


17. When you are happy with your changes click OK, the image in the cell will be altered.



Adding and Editing Content From Widgit Media (Position)

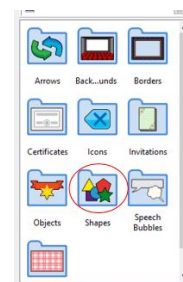
18. In the **Resource Library** click on **Widgit Media**



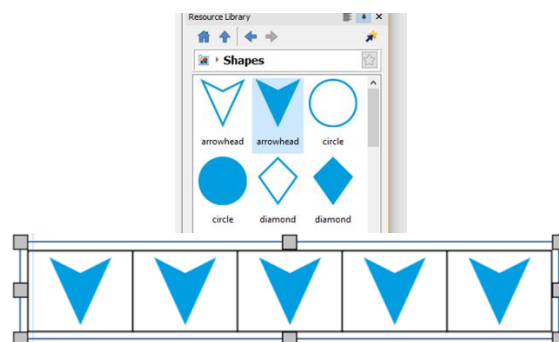
19. Next select the **Patterns & Borders** folder.



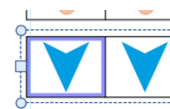
20. Choose the **Shapes** folder.



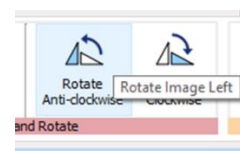
21. Click on the arrowhead to select it, then drag the image into each cell in the first table



22. Click one cell (in a different position to last time) to highlight it.



23. Click on the **Image Cells Tab**, and then on **Rotate Anti-Clockwise**.

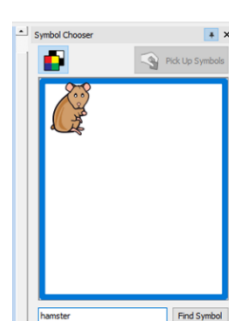


24. You will now have one image in a different position.

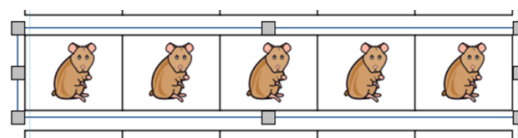


Adding and Editing Content With Symbols (Colours)

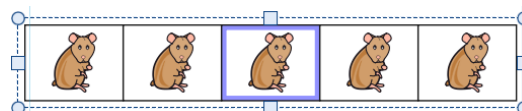
25. In the **Symbol Chooser** type the word you would like to use and click **Find Symbol**.



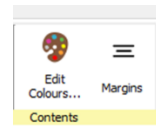
26. You can now pick up the symbol and drag it into the cells of the next table.



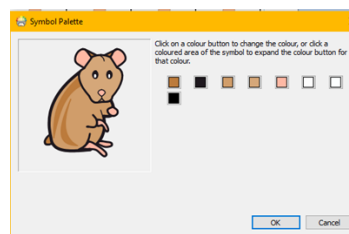
27. Click on one of the cells to select it.



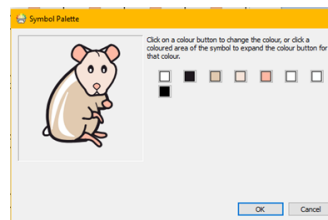
28. In the **Image Cells Tab**, click on **Edit Colours** in the **Contents** group.



29. The **Symbol Palette** will appear.



30. Click on a colour button to change a colour. You will see a preview of what the changes will look like.

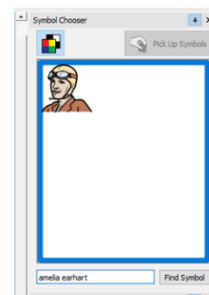


31. When you are happy with your changes click OK, the image in the cell will be altered.

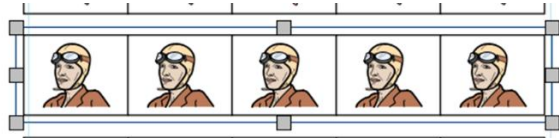


Adding and Editing Content With Symbols (Position)

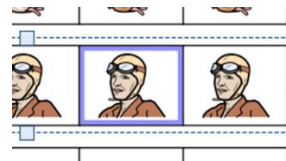
- 32.** In the **Symbol Chooser** type the word you would like to use and click **Find Symbol**.



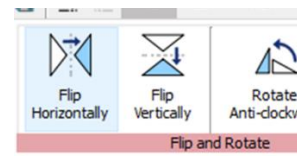
- 33.** You can now pick up the symbol and drag it into the cells of the next table.



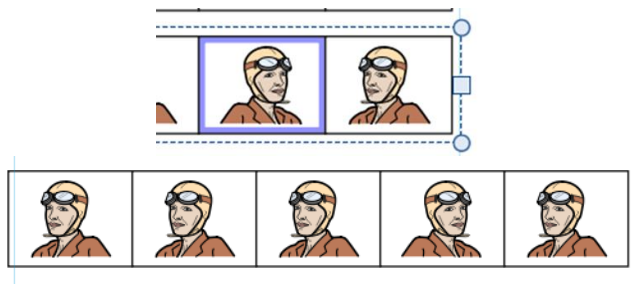
- 34.** Click on one of the cells to select it



- 35.** Use the **Image Cells Tab**, and the **Flip and Rotate** group. Click on the **Flip Horizontally** button



- 36.** The image has now “flipped over”



Saving and Printing

Continue until you have finished the whole sheet. Once you are happy with your document, click the **File** tab and select **Save As** → **Save Document As**. Print the sheets for use.

