COLEGIUL DE ARTĂ „CIPRIAN PORUMBESCU" SUCEAVA
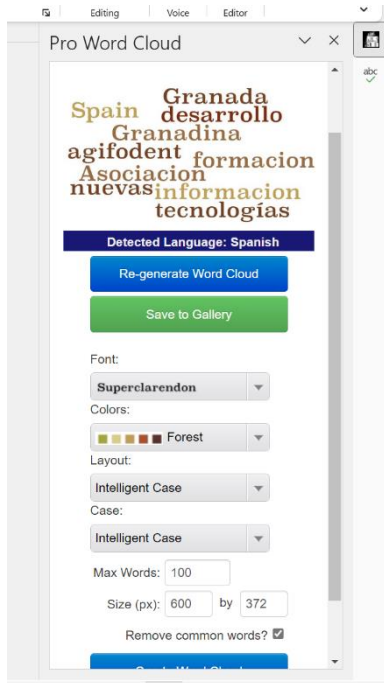STR. Curtea Domnească nr. 8 tel./fax 0230/520990

DIGITALLY READY GENERATION FOR THE LABOUR MARKET

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Workshop – 18th of May

1. Creating word cloud by applications such as WordArt and Wordclouds using a PC/laptop

Create a word cloud from the text within your Microsoft Word document. First of all, I'm going to **put/write some text in there** like that, we need the Developer tab at the top here, now if you don't have the developer tab visible don't worry, very easy to get that, all you have to do is right click in a blank area of the ribbon at the top of the screen somewhere and choose Customize the ribbon and then Developer – put a little tick in that box, click ok and you will have the developer tab, click the Add-ins button. For the first time, you will have nothing here at all you'll have a link to store and you can use that link to go to the Microsoft Office add-ins store and although there are some add-ins which you can purchase, there are also many, many free ones which are really good and there is one which is completely free, it's called Pro Word Cloud. Once you've installed we need to click this link here, choose insert, this opens the panel on the right hand side and to create a word cloud what you'll need to do is hightlight the text that you want to turn into a cloud, on the right side you have as you can see a variety of options: change the font, colors, layout, Case, size. After you choose all these options/settings, click on Create Word Cloud options. On top of this area you can save it to Gallery or click right to copy it in a document and then paste it or you can save it like an image.

This is a WordCloud and you can use it in a new document, double click on this image, will appear a new tab – Picture Format, where you can change color, artistic effects, Corrections, you can set transparency, border and many other options.

2. Creating a WordCloud using your phone: First of you, install this application on your phone, then you may follow these steps:

2. Create a shape of words using WordArt applications

WordArt.com is an online word cloud generator that enables you to create amazing and unique word clouds with ease. Word clouds are perfect for creating stunning personalized gifts. No sign up required!

- https://wordart.com then click **Create**

In this window you may choose import text from your device, you may choose add word by word, then you may choose what kind of shapes, font, layout, style do you want.

- Then you will click on Visualize

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