

Lesson 5: BRAINSTORMING

Listing Holidays



Brainstorm in Inspiration's Outline View to generate a list which is easy to put in order (orchestrate) and add to (elaborate).

1 • Open Inspiration.

- Select "Outline" in the toolbar to switch to Outline mode..



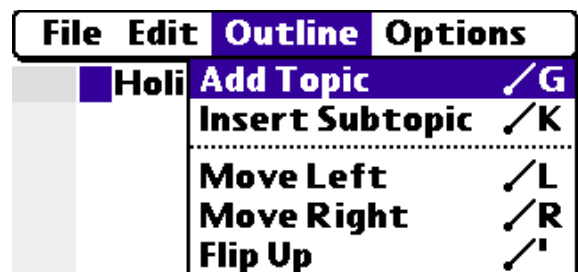
- With "Main Idea" selected, type "Holidays"



- Don't forget to save the document. Save it as something you can remember easily like **HolidaysMindy** (with your name instead of Mindy)

2 • Now you want to add Topics under the main idea. There are two ways to do this..

The first way is to select "Outline" then "Add Topic"



Or you can select the "Add Topic" icon from the menu bar on the bottom of the screen

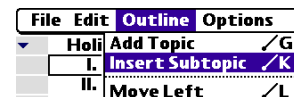


3 • Now add as topics, as many holidays as you can think of.



4 • Put a few details under each holiday. • To do this, select the topic you want to add a subtopic under and...

1. Select "Outline" and "Insert Subtopic" from the top menu bar, OR



2. Select "Sub Topic" icon from the bottom menu



3. Use the short cuts given for the keyboard or the touchpad

- Find a method you like for adding "subtopics." It happens a lot in outlining!!



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Listing Holidays

Continued

- 5** • Add a few details under each holiday.

Holidays

- ▼ **Holidays**
 - ▼ **I. Valentine's Day**
 - A. Love
 - B. Candy
 - C. Red Hearts
 - ▼ **II. Christmas**
 - A. Red and Green
 - B. Presents
 - C. Carols
 - ▼ **III. Easter**
 - A. Eggs
 - B. Church

- 6** • Add more details under the details!!

Holidays

- ▼ **Holidays**
 - ▼ **I. Valentine's Day**
 - ▼ **A. Love**
 - 1. Give card to one you love
 - ▼ **B. Candy**
 - 1. Candy hearts with words
 - ▼ **C. Red Hearts**
 - 1. Candy hearts with words
 - ▼ **II. Christmas**
 - A. Red and Green
 - B. Presents

- 7** • Hide details by clicking "Subtopic" in the toolbar... or by double-clicking to the left of the topic with subtopics you want to hide.

Holidays

- ▼ **Holidays**
 - ▶ **I. Valentine's Day**
 - ▶ **II. Christmas**
 - ▶ **III. Easter**
 - ▶ **IV. Hanukkah**
 - ▶ **V. St. Patrick's Day**
 - ▶ **VI. Passover**
 - ▶ **VII. Halloween**
 - ▶ **VIII. Thanksgiving**
 - ▶ **IX. 4th of July**
 - ▶ **X. New Years Day**
 - ▶ **XI. Veteran's Day**

- 8** • "Orchestrate" - putting the ideas in order...

Holidays

- ▼ **Holidays**
 - ▶ **I. New Years Day**
 - ▶ **II. Martin Luther King Day**
 - ▶ **III. Valentine's Day**
 - ▶ **IV. St. Patrick's Day**
 - ▶ **V. Passover**
 - ▶ **VI. Easter**
 - ▶ **VII. 4th of July**
 - ▶ **VIII. Halloween**
 - ▶ **IX. Veteran's Day**
 - ▶ **X. Thanksgiving**

When you have made and saved the document with several details under each holiday...

You have completed
Lesson 5:
BRAINSTORMING
 ★ Celebrate !