WORD PROCESSING ESSENTIALS

ICT 1

When you see this symbol take notes in your notebook

When you see this symbol, this is a class activity you must complete
LEARNING TARGETS

• Describe the general functions of word-processing software, including benefits for document creation, commonly used word-processing applications.

• Student will list and describe common word processor interface tools and features.
<table>
<thead>
<tr>
<th>4.0</th>
<th>I can list and describe common word processor interface tools and features and teach them to someone else.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>I can list and describe common word processor interface tools and features.</td>
</tr>
<tr>
<td>2.0</td>
<td>I can list and describe some of the common word processor interface tools and features.</td>
</tr>
<tr>
<td>1.0</td>
<td>I cannot list and describe common word processor interface tools and features.</td>
</tr>
</tbody>
</table>
WHAT IS WORD PROCESSING?

• Using a computer to create, edit, and print documents like letters, essays, and reports.
BENEFITS OF USING A WORD PROCESSOR

• Before the Word Processor a typewriter was used to write letters, reports, and essays
• Word Processors make typing up documents easier
  • Correct your work before printing
  • Check for spelling and grammar errors
  • Transfer text between 2 documents
  • Format text with different font styles and sizes
COMMON WORD PROCESSING APPLICATIONS

- Microsoft Word  (pay)
- Google Docs  (free)
- OpenOffice Writer  (free)
- Office 365  (yearly subscription)

The format of these applications are similar to each other but the free ones don’t have all the menu options and tools.
We will be using the TechnoEditor lessons to learn all about the Microsoft Word Application.

To access the TechnoEditor student work book:
- Log into Edmodo.
- If you do not have an account, create one.
- Wait for Mrs. Jordan to give you the class code.
- Once you are on our class page click on the Folders tab.
- Go to the Class Folder.
- Click on TechnoEditor.
- Click on the TechnoEditor.pdf file to open.
VOCABULARY
SESSION 1 / ASSIGNMENT 2
“THE MICROSOFT WORD WINDOW”

• Word Processor
• Ribbon
• Tabs
• Groups
• Commands
• File Tab
• Title Bar
• Ribbon Display Options

• Scroll Bar
• Status Bar
• Zoom Slider
• View Shortcuts
• Read Mode
• Print Layout
• Web Layout
• Quick Access Toolbar
• Microsoft Word Help
SESSION 1 /ASSIGNMENT 2
“THE MICROSOFT WORD WINDOW”

• **Ribbon** – a band along the top of the window that holds all the tools you need to create a document
• **Tabs** – section on the ribbon that holds commands that do a similar job
• **Groups** – collection of commands that do similar actions
• **Commands** – a button, box or menu that tells the computer what to do
• **File Tab** – opens a menu of basic commands like “New” “Open” “Save” and “Print”
• **Title Bar** – provides information about the document like the file name and program name
• **Ribbon Display Options** – displays how the ribbon looks
SESSION 1 / ASSIGNMENT 2
“THE MICROSOFT WORD WINDOW”

- **Scroll Bar** – changes the view in the document window
- **Status Bar** – shows current page and word count
- **Zoom Slider** – changes the magnification of the document
- **View Shortcuts** – changes how the document looks in the window
- **Read Mode** – shows the page in a way that is easiest to read on screen
- **Print Layout** – shows the page in the way it will look when it is printed
- **Web Layout** – shows how the page will look when viewed in a web browser
- **Quick Access Toolbar** – customizable toolbar that holds commands used most often
- **Microsoft Word Help** – a help feature that answers your questions about the program
SESSION 1 / ASSIGNMENT 3
“FORMATTING TEXT”

- Get out your notebooks and pens
- Log into Edmodo
- Go to our class page
- Click on the Folders tab
- Access the Session 1 / Assignment 3 pdf file
LEARNING TARGET

• Students will define the term "format" as it relates to word processing and format text using styles and font tools in a word processor.
<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>I can define the term &quot;format&quot; as it relates to word processing and format text using styles and font tools in a word processor and teach them to someone else.</td>
</tr>
<tr>
<td>3.0</td>
<td>I can define the term &quot;format&quot; as it relates to word processing and format text using styles and font tools in a word processor.</td>
</tr>
<tr>
<td>2.0</td>
<td>I can define the term &quot;format&quot; as it relates to word processing but I cannot format text using styles and font tools in a word processor.</td>
</tr>
<tr>
<td>1.0</td>
<td>I cannot define the term &quot;format&quot; as it relates to word processing and format text using styles and font tools in a word processor.</td>
</tr>
</tbody>
</table>
VOCABULARY
SESSION 1 / ASSIGNMENT 3
“FORMATTING TEXT”

- Format
- Select
- Click and Drag
- Triple Click
- Shift
- Font
- Font Size
- Font Style
- Bold
- Italic
- Underline

- Text Effect
- Text Highlight Color
- Font Color
- Alignment
- Justify
- Bulleted List
- Numbered List
- Delete key
- Backspace key
- Undo
- Redo
SESSION 1 / ASSIGNMENT 3
“FORMATTING TEXT”

• **Format** – to change the layout of the page or the design of the text
• **Select** – highlight text that needs to be changed
• **Click and Drag** – click and move across text with left click mouse
• **Triple Click** – selects entire paragraph
• **Shift** – press and hold shift key while left click mouse over the text
• **Font** – the design of the letters
• **Font Size** – the height of the letters
• **Font Style** – makes text stand out from normal text
• **Bold** –.bolds the letters
• **Italic** –slants the letters “italicize”
• **Underline** – puts a line under the letters
SESSION 1 / ASSIGNMENT 3
FORMATTING TEXT

• **Text Effect** – gives the letters a special effect (shadow, glow, reflection)
• **Text Highlight Color** – highlights the text with a highlighter
• **Font Color** – the color of the text
• **Alignment** – how the text is placed on the page compared to the margin
• **Justify** – the spacing is adjusted in the text so that it lines up with both left and right margins
• **Bulleted List** – creates a list of items by adding a decorative symbol beside each item
• **Numbered List** – creates a list of items by adding numbers beside each item
• **Delete key** – removes letters in front of the cursor one at a time
• **Backspace key** – removes the characters behind the cursor one at a time
• **Undo** – undoes the last actions or steps
• **Redo** – redoes the last actions or steps
SESSION 1 / ASSIGNMENT 4
“EDIT A BOOKCOVER”

• Get out your notebooks and pens
• Log into Edmodo
• Go to our class page
• Click on the Folders tab
• Access the Session 1 / Assignment 4 pdf file
• In this assignment you will use all the things you learned about MS Word tools to edit a document
SESSION 1 / REVIEW

• Get the Session 1 Review handout
• Follow the directions to complete the handout
SESSION 1 SKILL REVIEW
“NAME CARD”

- Log into Edmodo
- Go to our class page
- Click on the Folders tab
- Access the Session 1 / Skill Review pdf file
- Follow directions on the document to create an format a Name Card
SESSION 1 EXTENSION ACTIVITY
ADJUST LINE SPACING

• Get out your notebooks and pens
• Log into Edmodo
• Go to our class page
• Click on the Folders tab
• Access the Session 1 / Extension Activity pdf file
• Follow directions to learn about changing the line spacing on a document
• Answer questions 1-4 on a separate sheet of paper and turn it in
• Using your notes and the information we learned about computer hardware create a document that lists information about the following:
  • Motherboard
  • CPU
  • Hard Drive
  • Heat Sink Fan
• Format the document to use different fonts, colors, and styles
• Use Mrs. Jordan’s example located on Edmodo as a guide
• Save the document as `comp_hardware`
• Turn it in to Edmodo