

## 4.1 Introduction to Microsoft Word Lesson Plan

#### **Prior to Class**

## Student Computer Setup:

- 1. Copy the Student Folder onto each desktop.
- 2. Prepare printed copies of the following:
  - 4.0.1 Introduction to Microsoft Word Student Manual (from Student Folder)
  - 4.3 Introduction to Microsoft Word Session Survey
  - 4.4 Introduction to Microsoft Word Certificate if pre-printing certificates

# **Instructor Computer Setup:**

Ensure that the LCD projector and computer are working properly.

Complete the Student Computer Setup on the presentation computer.

Open the following documents on your computer and then minimize them so only your desktop appears.

- 4.2 Microsoft Word Presentation
- 4.0.2 Cover Letter (from Student Folder)
- 4.0.3 Screen Components Quiz (from Student Folder)

## In Class

Tell students that *Introduction to Microsoft Word* is a two (2) to four hour course designed to familiarize students with terminology, screen components and the most commonly used functions offered by Microsoft Word. Emphasis will be placed on proper document formatting techniques and file naming and file management conventions.

Complete introductions. Ask if any have prior experience. Explain that we will only be going over basics because this is an introductory course. Ask about their expectations... ie: "What do you hope to learn today?"

## Maximize the <u>4.1 Introduction to Microsoft Word Presentation</u> (PPT).

Go through the PPT slides using the information below to guide you. Ask students to take notes in student handbook (dotted lines are provided in the handbook for this purpose) when necessary. ENCOURAGE students to stop you if they have any questions.

# Learning Goals:

- Identify the various benefits of using word processing software.
- Identify the main parts of the Microsoft Word window.
- Identify the purpose of the commands on the menu bar.
- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Copy, cut and paste text.
- Type, edit and format text.
- Work with pictures.
- Work with language tools (spell check).
- Open, save, save as, and print Microsoft Word files.

### **Definition:**

Microsoft Word is the word processing component of the Microsoft Office Suite. It is used primarily to enter, edit, format, save, retrieve and print documents.

## **Terminology and Screen Components:**

While different versions have different appearances, they all have most of the same features. If you know what to call it, you should be able to find it in other versions.

After Slide 17, have students practice opening, minimizing, restoring, maximizing, and exiting a Word document.

As you continue through the PPT, ask students to open up Microsoft Word so they can see the various screen components as you display them on the PowerPoint slides.

You may want to go back and forth between a blank Word document and the PowerPoint slide to make certain that students see the various menu bars and tabs.

#### Hands-on Practice

The instructor can adjust how much emphasis to place on the various word processing options listed below depending on the needs of the students. For example, in an ongoing adult literacy class, there may be a particular assignment that students are going to work on which needs a photo inserted. Therefore, more emphasis could be placed on locating and inserting a photo. If students will be creating a resume, emphasis on font formatting would be emphasized in preparation for the Resume Writing lesson.

Instructor (on screen) opens up **4.0.2 Cover Letter** from the Student Folder and guides students to open **4.0.2 Cover Letter** from their Student Folders. Instructor demonstrates the following while students follow along. Encourage students to take notes in their Student Manuals.

<u>Minimize</u>, restore, maximize, and close buttons. located in the student folder. Demonstrate the minimize, restore, maximize, and close buttons on the top left of the Word window. Ask students to locate and open the Cover Letter and to go through, minimize, maximize, restore, and close actions along with you.

<u>Horizontal and vertical scroll bars.</u> Show students how to scroll up and down and back and forth in the Word window. Students practice scrolling.

<u>Title Bar.</u> Point out the title bar.

<u>Tabs Bar.</u> Point out the Tabs bar to students.

Continue to use the 4.0.2 Cover Letter to demonstrate common functions on the TABS BAR.

- 1. **FILE TAB** group. Students should experiment with using these functions:
  - How to use the File/and File/ Save As Dialog box
  - How to use the Print dialog box.

## 2. HOME TAB

- **CLIPBOARD** group. Spend plenty of time to ensure that students can cut, copy, and paste.
- •
- ✓ Copy, Paste
- ✓ Cut, Paste
- **FONT** group. Spend plenty of time to ensure that students can format text.
  - ✓ Change font face
  - ✓ Change font size
  - ✓ Change font type
  - ✓ Change font styles (B, I U)
- PARAGRAPH group. Students follow along and experiment.
  - ✓ Change paragraph alignment
  - ✓ Use bullets
  - ✓ Use increase/decrease indent
- **EDITING** group. Students follow along and experiment.
  - ✓ Find

| 3. | INSERT TAB group. Have students follow along and experiment. Inserting pictures and          |
|----|--|
|    | <b>shapes</b> are common skills to cover. Tables, links, headers, footers and symbols can be |
|    | covered if time permits.   |

Pictures

Shapes

- 4. **PAGE LAYOUT TAB** group. Students **follow** along and experiment.
  - Margins

- Orientation
- 5. **REFERENCE TAB** group. Briefly explain the purposes of the REFERENCE TAB group. These are not **beginning** level functions in Microsoft Word.
- 6. **MAILINGS TAB** group. Briefly explain the purposes of the MAILINS TAB group. These are not **beginning** level functions in Microsoft Word.
- 7. **REVIEW TAB** group. Students follow along and experiment with the following:
  - Spelling & Grammar

- Word Count
- 8. **VIEW TAB** group. Students follow along and experiment.
  - Print Layout
  - Ruler
  - Zoom

# 4.0.3 Microsoft Word Screen Components Quiz:

- 1. Display the **4.0.3 Microsoft Word Screen Components Quiz** on the screen.
- 2. Ask students to locate and open the **4.0.3 Microsoft Word Screen Components Quiz** in their student folder on their desktop computers.
- 3. Ask students to work alone or with a partner to complete the *Microsoft Word 4.0.3 Screen Components Quiz.*

Additional Online Resources and Information in Student Manual

Show the student the **4.0.4 Microsoft Word Online Resources** document on the screen. Have them find the document in the student folder on their desktop and open it. Ensure they can use the Ctrl/Mouse Click to open the links.

Then, depending on the student skill levels and time constraints, you can choose to cover any additional material in the student manual or on the resource list.

# ASSIST STUDENTS WITH COPYING THEIR STUDENT FOLDER FILES TO THEIR OWN USB DRIVE OR THEIR OWN ONLINE DRIVE.

# 4.3 Introduction to Microsoft Word Session Survey

Ask students to complete the printed hand out **4.3 Introduction to Microsoft Word Session Survey** and collect these before students leave.

**4.4 Certificate of Completion.** Depending on your printing situation, do one of the following:

- Call students up one at a time to print their Certificate of Completion from your computer. You can ask them to type in their own names. Sign their certificates.
- If no printer is available in the lab, have pre-printed certificates available and write or pre-type student names. Sign certificates before the class so they are ready to distribute.

| Instructor Notes: |
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