Introduction to Microsoft Word
Six weeks Course – 2 hours a week.

Floppy Disk needed, all course material / homework sheets supplied.

Week 1: Font Formatting
- Introductions
- Expectations – starting class on-time, attendance, pace of class, homework
- Brief Course Description
- Understanding Terminology: Parts of the Screen
  - Task Bar, Start Menu, Desktop, Icons/Shortcuts, Mouse Basics (left click, right click, double click)
- What might you use Microsoft Word to do?
- Opening Microsoft Word and parts of the Word window
  - Title Bar, Menu Bar (like at a restaurant), Tool Bar (like a toolbox), Page
- Other Important Basics
  - Cursor/Point of Insertion, Mouse Arrow, Enter, Caps Lock, Shift Key
- Font formatting: What is a *font* or *text* and how do you make it look different?
  - Bold, Italicise, Alignment, Typestyle, Size, the drop down menu and scroll bar (visual aid for scrolling and alignment)
  - Highlighting text: the most important skill for Word: clicking and dragging the mouse (visual aid and give tips for highlighting: place cursor where you want to start versus in the middle)
- Quick Summary
- Homework Assignment 1 (use assignment from floppy disk supplied, letter with added instructions to practice highlighting text on the ITALIC TEXT in letter)
- Handout: Parts of the Word window

Week 2: Text Editing
- Review of Text Formatting (use in-class assignment)
- Different Ways to Save Information: Floppy Disk, C Drive, Network (diagram)
- Students create their own folders on their home computer and save in-class assignment
- Closing, Opening and Printing your document
- Editing Text (Open new in-class assignment , letter):
  - Backspace
  - Inserting text in the middle of existing text
  - Copying and Pasting Text
  - Cutting and Pasting Text (visual aid)
  - Delete
- Undo function
- Insert/Over-type
- Text Alignment (visual aid)
- Quick Summary
- Homework Assignment 2 (memo – Printout after with marked changes)
- Handouts: Lesson 2 Tips, Save Dialog Box, Print Dialog Box

- Review of Text Editing (new in-class assignment – students open the document from their floppy disks)
- Tabs
- Setting Margins
- Line Spacing
- Text Alignment
- Quick Summary
- Homework Assignment 3 , Printout with errors and with marked changes
- Handout: Lesson 3 Tips

Week 4: Page Formatting
- Review Paragraph Formatting (new in-class assignment – 1 Page Flyer)
- Borders and Shading
  - Borders (setting, style, colour, width): surrounding entire paragraph versus individual words
  - Page Borders (setting, style, colour, width, art): using the diagram to individually select borders
  - Shading: shading (places a coloured <u>box</u> around the text) versus highlighting
- Inserting a Page Break (where your cursor is resting is very important!)
- Portrait and Landscape Layout (use visual aides)
- Print Preview and Zoom (reminder that zoom does not change actual size of text, but works like a magnifying glass)
- Different Views – Normal and Print Layout
- Quick Summary
- Homework: Assignment 4 (Flyer – single page your design)
- Handout: Lesson 4 Tips

Week 5: Tools and More Formatting
- Review Borders, Page Borders and Shading
- Checking for Spelling Mistakes (new in-class assignment 2 – resume)
  - Right Click
  - Spell Check the entire document (explain dialog box)
- Thesaurus (explain what happens if your word is in plural form)
- Help function (explain dialog box)
- Inserting Page Numbers
- Bullets and Numbering
- Quick Summary
- Homework: Assignment 5 – Resume.
Handouts: Lesson 5 Tips, Spell Check dialog box, Help function dialog box

Week 6: Review, Practice; Last day of Formal Class
- Review Tools (new in-class assignment – [insert relevant example that would use a header and/or footer)

- Headers and Footers (explain use and what you might use it for in real life – presentation, stationery, memo)
- Inserting the date and time using the date and time button
- Inserting Pictures
    - Clip Art
    - From File
    - Find and Replace (what would I use this for in real life?)
    - Review Course Description and Questions (if none, do envelopes inserting tables)

Class Surveys