

# MS Word 2013: Lesson Plan

Objective: This class is intended for patrons with very little computer experience. Explains how to create a new document and perform basic MS Word functions.

## Materials:

- MicrosoftWord2013Handout.pdf
- Resume sample
- Letter sample
- Recipe

## Set-up

- Save **CarrotRecipe.docx** to desktop
- Save **Carrots.jpg** image on desktop or insert image from online search during activity

## TODAY'S CLASS

- What is MS Word?
- Create a document
- Tour the interface
- Save a document
- Change margins
- Format Font
- Paragraph alignment
- Backspace to delete
- Undo/Redo
- Copy/paste
- Bullets / Numbering paragraphs
- Spellcheck
- Insert a table
- Insert an image
- Print a document

## WHAT IS MS WORD?

MS Word is part of the Microsoft Office Suite. It is a word processing program that allows users to type letters, resumes, and other documents.

## **WHAT IS WORD USED FOR?**

Demo MS Word document samples:

- Recipe
- Letter
- Resume

## **OPEN MS WORD**

- Explore templates
- Explain Backstage

## **OPEN BLANK DOCUMENT**

- Explore Ribbon
- Quick Toolbar
- Tabs
- Help
- Close
- Minimize/restore
- Ribbon display options
- Status Bar

## **NAME DOCUMENT “my name” AND SAVE DOCUMENT TO MY DOCUMENTS**

## **DEMO HOW TO LOCATE and OPEN SAVED DOCUMENT**

\*\*\*\*\* **ACTIVITY** \*\*\*\*\*

## **OPEN CarrotRecipe.docx**

- Explain blinking cursor
- Explain how to move cursor to different sections

## **MARGINS**

- Margins default to 1”
- Change margins to 1.5”

## **FONT—Update Title**

- What is Font?
- Explain how to select Title text
- Enlarge Font size
- Change Font style
- Change Font color
- Demo Undo & Redo

## **BOLD / ITALICS/ UNDERLINE / PARAGRAPH ALLIGNMENT**

- Update recipe description
- Explain how to select text
- Italicize text – demo underline
- Bold **Roasted Brown Butter Honey Garlic Carrots**
- Demo alignments left, right, center, justified

## **UPDATE Prep time /cook time/ total time**

- Bold **Prep Time—Cook Time—Total Time**

## **BACKSPACE / DELETE**

- Delete repeated recipe description
- Demo deleting by backspace & Delete key
- Demo deleting entire paragraph by select and delete

## **CUT & PASTE / COPY & PASTE**

- Explain difference between copy & paste/ cut & paste
- Cut & paste **Serves 4-6** to end of recipe
- Demo undo—repeat actions

## **BULLETS / NUMBERS / PARAGRAPHS**

- Update **INSTRUCTIONS**
- Demo how to enter new paragraphs
- Select **INSTRUCTIONS** to Insert numbers for each paragraph
- Select **INSTURCTIONS** to enlarge Font size

## **SPELLCHECK**

- Demo spell check individual work with right click
- Demo spell check via Review > Spelling & Grammar

## **CHANGE DOCUMENT FONT – CTRL + A**

- Select entire document via Ctrl + A vs. Left-click, hold, and drag.
- Change font style

## **INSERT TABLE**

- Insert **INGREDIENTS** Table
- Enter Ingredients
- Demo row and column size adjustments
- Add a row – Title Columns “Quantity” and “Ingredients”

## **INSERT IMAGE**

- Explain different ways to insert an image—online and from computer

- Insert **Carrots** image
- Resize and move image
- Demo Image Layout options
- With Text Wrapping—Square
- Move image to display how text wraps around image

### **SAVE DOCUMENT to my documents**

### **PRINT DOCUMENT**

- Select individual pages or all pages to print
- Print one sided or two sided
- Number of copies

### **Demo how to locate saved document**

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