

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 **ACTIVITY #1:**

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

Set-up **ACTIVITY #2:**

- Save **LetterToMom.docx** to desktop
- Save **Puppy.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 #1*******

OPEN CarrotRecipe.docx

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

MARGINS

- Margins default to 1”
- Change margins to 2.0”

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

******* ACTIVITY #2 *******

OPEN LetterToMom.docx

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

MARGINS

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

FONT

- What is Font?
- Explain how to select All Text (left click, hold, drag **OR** Ctrl + A)
- Enlarge Font size
- Change Font style
- Change Font color—(Max)
- Demo Undo & Redo

BOLD / ITALICS/ UNDERLINE / PARAGRAPH ALIGNMENT

- Explain how to select text
- Move “Dear Mom” to next paragraph. Move letter into to next paragraph
- Bold/Italicize/Underline text – Pueblo Library
- Demo alignments left, right, center, justified
- Demo how to align left by spacing and alignment feature—align date to the right.

BACKSPACE / DELETE

- Delete repeated “Work has been going well.”
- Demo deleting by backspace & Delete key

CUT & PASTE / COPY & PASTE

- Explain difference between copy & paste/ cut & paste
- Cut & paste “Sorry that it has been a long time since I have written. Things have been crazy at work and the kids have been very busy with there school activities.” To the first paragraph.
- Demo undo—repeat actions

BULLETS / NUMBERS / PARAGRAPHS

- Insert a paragraph & demo bullets/numbers
“The kids and I plan to visit next month. Here is a list of what we want to do:”
 - Walk to park
 - Bake cookies
 - Play in the sand

SPELLCHECK

- Demo spell check individual work with right click
- Demo spell check via Review > Spelling & Grammar
- Demo [blue line](#) for grammatical errors.

MOVE Love Your Daughter to new paragraph

INSERT IMAGE

- Explain different ways to insert an image—online and from computer
- Insert **Puppy** image
- Resize and move image
- Crop image
- Demo Image Layout options
- With Text Wrapping—Square
- Move image to display how text wraps around image
- Flip 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

Recommend self-paced learning options:

- GCFLearnFree.org
- Learning Express database
- MS Office Online