

# How do you use word processing software (MS Word)?

## Lesson Length: 2 hours

### Lesson Plan:

The following text will lead you (the instructor) through the topics that are to be taught. This is not, however, a script. So how should you use this?

1. Read through this entire packet of information about this lesson and familiarize yourself with its various elements. If there is a topic covered that you do not feel comfortable with, take time to explore relevant links in the lesson or in the “Additional Resources”. You’ll feel more comfortable delivering the material to your students if you are confident in your knowledge of the topics!
2. Likely as you read through this packet, you thought of on-topic examples or stories that you want to share. You might want to scribble a few notes or keywords in the margins of the lesson, so you remember which topic they relate to.
3. Talk through the lesson out loud, as if you were teaching it to someone. Undoubtedly, this will seem very unnatural and that is okay. Every instructor goes through this step – even if the person has taught the same topic multiple times. Even if you do this quickly, it will help you further understand the lesson and how to approach each topic.
4. Try any exercises that are included so that you know what the results will be. Again, make any notes that will be helpful to you.
5. Relax...take a deep breath...smile...and...teach!

**Word of warning:** Microsoft releases a new version of its Office Suite every few years (e.g., Word 2000, Word 2003, Word 2007 and Word 2010). If your workshop participants have access to MS Word at home or at work, they may not have access to the same version that is used in the library. Keep in mind that the basic functions never change in Word. Therefore, what a person learns during the session will be applicable to whatever version of work that they use elsewhere.

One area that has changed since MS Word 2003 is “the ribbon”; that area at the top of the screen which contains all of the commands and tools for Word. In Word 2010, the ribbon seems more complex, yet the basic commands that anyone needs are still there. Stay focused on the basic and your workshop participants will be successful.

### Participant Prerequisites:

It is assumed that participants in this session has taken the session titled “Introduction to Using a Computer or Computing Device” or has learned how to:

- Turn a digital device on and off.
- Install applications (software).
- Open and close applications.
- Save and retrieve files.
- Organize and find files.
- Enter information using a keyboard, mouse and other controls.

### **Instructional Aids, Materials or Tools Needed:**

- In this lesson, the participants will need to save a file to computer desktop. Please ensure that saving a file is possible on the participants’ computers.
- As you work through the lesson, you may find it helpful to have existing text that a participant can work with instead of typing their own. For example, if you have someone who is a very slow typist, using sample text during the lesson will help the person focus on what is being taught and not on typing. The file MS\_Word\_Sample\_Text.doc is available for that purpose. You may want to place a copy of the file on each computer’s desktop. (If the computers have been used previously with this lesson, please put a fresh copy of the file on the desktop.) Note that the sample text is not to be used during the assessment (quiz) at the end of this lesson.
- This lesson plan uses a PowerPoint presentation. Make sure that you have a copy of that presentation on the instructor’s computer in the training facility.
  - Note: This PowerPoint presentation is based on the PowerPoint from Moore Memorial Library. Their original slides can be found at [http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/mm\\_word2010.pps](http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/mm_word2010.pps)
- Copy handouts, based on the PowerPoint presentation, for each participant. If a master copy is not available, print the handouts using the print option in PowerPoint. Print two (2) slides on each page in grayscale (not color).
- Each participant will need a desktop or laptop computer. If using laptops, make sure that the laptops are either fully charged or are connected to an electric outlet.
- It is preferred that participants that are using laptops use an external mouse, rather than the touchpad. An external mouse is easier on a person’s hands.
- In order for the instructor to be able to demonstrate techniques easily, the instructor should have a PC that is connected to a projection unit. If the instructor does not have

access to this, then the person may need to spend time one-on-one with some participants to ensure that instructions are understood.

- If the session has over 10 participants, the instructor may want to enlist the help of another person who can circulate around the room and help participants who get stuck with a command or exercise. That person should be instructed to talk the participant through getting unstuck, rather than touching the keyboard or mouse to fix the situation for the participant.

### **Class Structure (Agenda):**

1. What is word processing software any why should you know how to use it?
2. What is Microsoft Word?
3. How do you open MS Word?
4. What is the navigational structure of Word?
5. How do you enter text?
6. How do you move the cursor through the document?
7. How do you save and name a file?
8. How do you select text for formatting?
9. How do you recover from a mistake?
10. How do you format text (e.g., change the font, bold text, etc.)?
11. How do you close and reopen a file?
12. How do you copy, paste, delete (cut), or insert text?
13. How do you adjust the layout of the page?
14. How do you print the document?

### **Instructional Goals (Outcomes):**

After completing the session:

1. Participants can describe word processing as the use of computers to prepare, save and print or share documents.
2. Participants can perform the basic editing functions in Microsoft Word.

## TOPIC 1: What is Word Processing?

### GOAL:

Participants can describe word processing as the use of computers to prepare, save and print or share documents.

### EXPLAIN:

There was a time when people used typewriters when creating formal documents. In the 1980s, software was developed for computers that allowed them to function like typewriters but they could be edited before anything was ever printed on paper. Additional functionality was developed in the software that then allowed them to do more than a typewriter such as bolding and italics. Typewriters are now rarely seen in an office or home, while every computer has basic word processing software.

The advantage that word processing software provides is that you can make changes without retyping the entire document. For example, if you make a typing mistake, you can simply use the keyboard or software commands to correct it. Word processing software makes it easy to insert or delete text, as well as format a document (including a letter or resume). Finally, word processing software allows you to save your work, so you can use it again, and to print it.

Let them know that Microsoft Word is not the only word processing option.

- Even though you will not be able to cover other word processing software during this session, they should be aware that other software exists. Every word processing program has the same sorts of functions as Microsoft Word.
  - Pages is a popular application for the Macintosh (Mac), although MS Word is also available for the Mac.
  - Free word processing software includes Open Office and LibreOffice.
    - Many people use free word processing software because of the cost of software packages like MS Word.
      - The free word processing software works very well.
  - There are online word processing options too, such as Google Docs and Zoho Writer, with Google Docs being the most popular.

Explain that they'll see many of the same type of buttons such as bold, italic and centering, in other software or on webpages. This is called a **WYSIWYG** (wee-see-wig) for "What You See Is What You Get." Users see a visual representation of how the document would look as if it were printed or displayed on a web page. Examples of this would include: in Email applications and presentation programs

## TOPIC 2: What is Microsoft Word?

### GOAL:

Participants will be introduced to Microsoft Word as word processing software.

### ASK:

- How many of you have heard of the company called Microsoft?
  - It is likely that most of the participants have heard of Microsoft and its founder, Bill Gates and Paul Allen.
- What does Microsoft do?
  - Even if participants have some knowledge of what Microsoft does, it is likely that most will be unaware of the number of products that Microsoft produces.
  - Founded in 1975, Microsoft is one of the largest companies in the United States. The company produces several software products that allow people to input and store information. Among its products are:
    - Windows XP, Windows Vista and Windows 7 – these are versions of the software found on most computers that provide the basic functionality we use when we sit down at a computer.
    - Microsoft Word – word processing software
    - Internet Explorer – a web browser
    - Microsoft Excel – software that is often used for tracking financial information
    - PowerPoint – software for creating presentations
    - Skype – a service for making “phone calls” over the Internet rather than using the telephone network
    - Bing – an Internet search engine similar to Google

### EXPLAIN:

One of the most popular pieces of software that Microsoft produces is Microsoft Word (also called MS Word or Word). Word is one of the most commonly used word processing programs available. Using Microsoft Word, you can write letters, reports, create a resume and more. In this session we will be using the 2010 version of Microsoft Word. You may have a version on your own computer that looks a bit different. Regardless, all of the functions that we will cover will be available in all versions.

**Note:** *The biggest change from earlier versions is the ribbon across the top of the screen. This can be a real challenge to folks who might be used to the earlier versions. Reassure participants that all the functions, and more, are in the new version and they will soon get used to it.*

## TOPIC 3: How do you write a letter in Word?

### GOAL:

Participants can perform the basic editing functions in Microsoft Word.

### CLASS ACTIVITY:

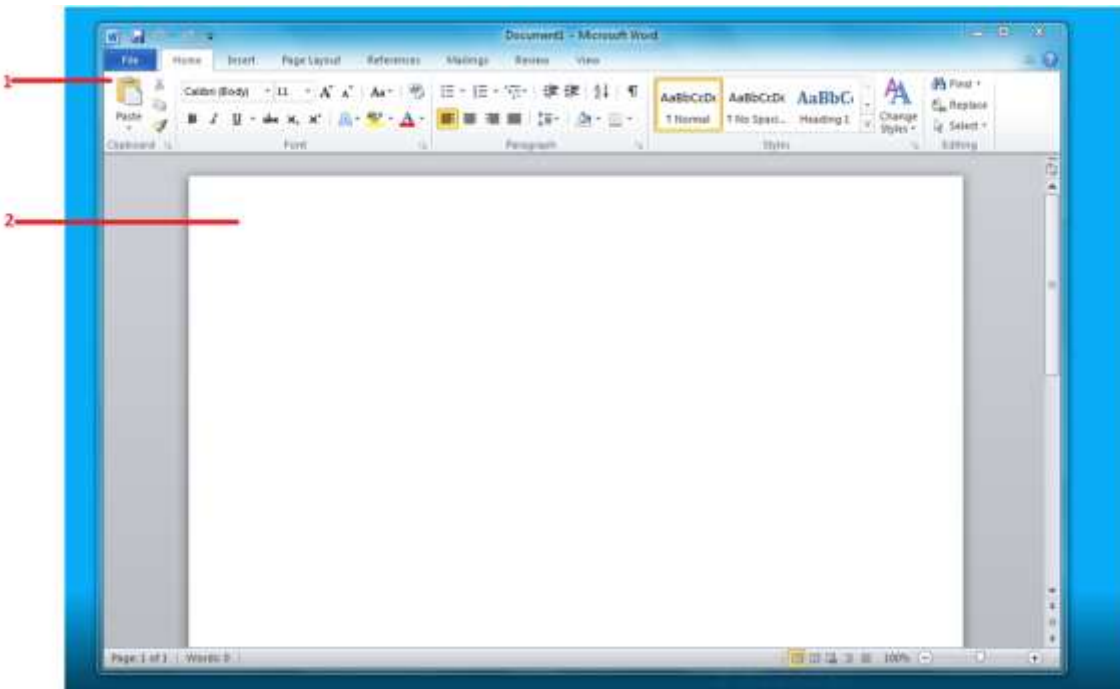
- The bulk of this session will be demonstrating as learners follow along and practice.
- **For each of the steps detailed below, demonstrate and then allow time for students to follow along and practice. Adjust your time on each step according to the needs of the group.**
- To accommodate learners who want to move more quickly through the exercises, provide a copy of this lesson's PowerPoint slides as a printout. Printing in the 2 slides per page format would work well.

### Step 1: Open MS Word

- To open MS Word, click on the Word icon on the desktop or find it in the list of programs under the Start menu.
- Explain that when you open MS Word it opens to a new blank document screen, ready for you to start creating a new document.
- Explain that you will go over how to open an existing document a little later in the lesson.
  - In **Step 10**, you will have closed the current document and then will open it to demonstrate this.

## Step 2: Overview of the ribbon and the work area

- The ribbon is the area at the top of the screen that contains wide variety of symbols and icons.
- Explain that the ribbon area contains all of the commands that you need to use within Microsoft Word. (Arrow #1)
  - The ribbon is contextual and changes focus as you do different things in the document.
  - A number of Microsoft's products have a ribbon at the top of the screen including Excel and PowerPoint. Once they are familiar with the ribbon in Word, they will be able to use the ribbon in other Microsoft products. They will also be able to use similar commands in other software products.
- The main area of the screen is where you type your text. At the moment, that area should look like a blank piece of paper. (Arrow #2)



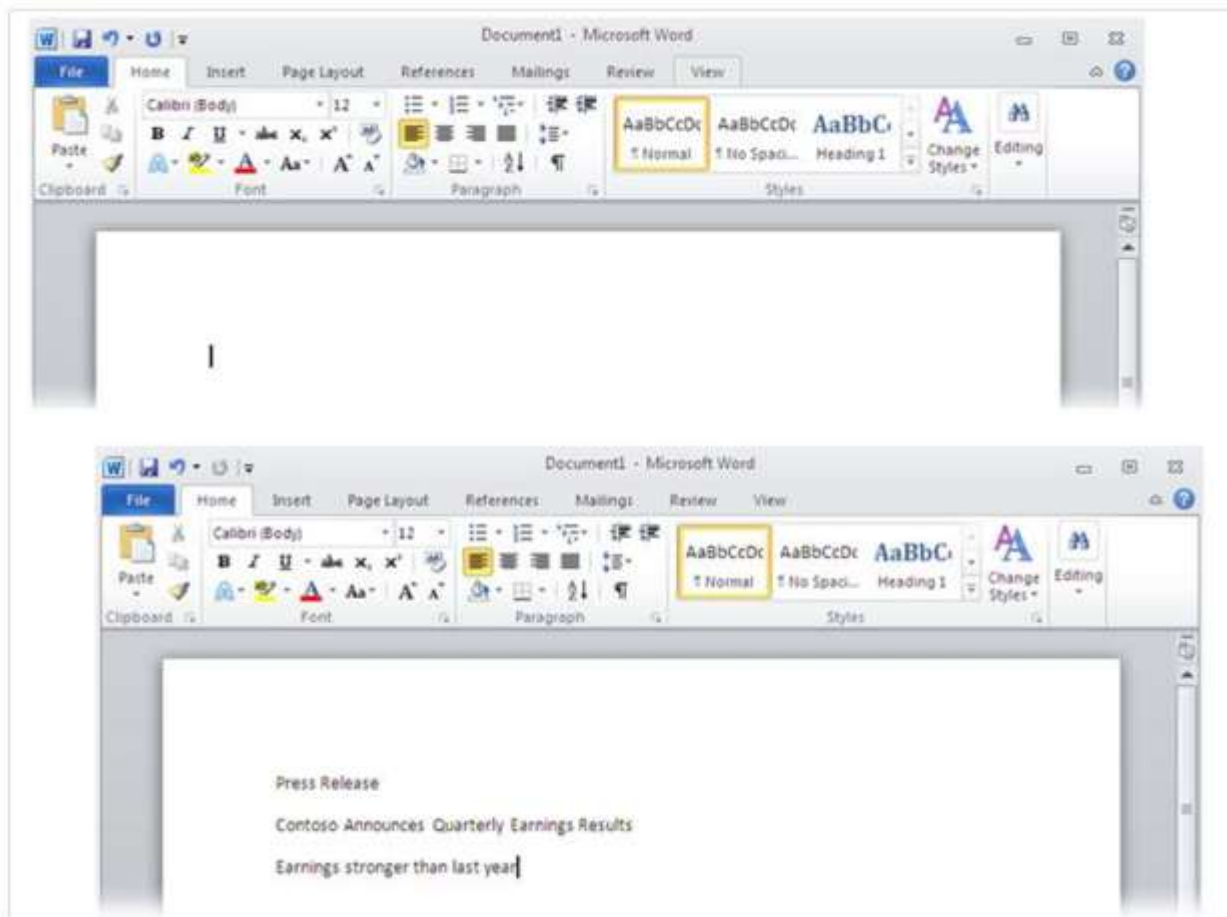
### Note:

- The question mark near the upper right corner is the "help" icon (button). It is likely that a participant will ask either if help is available or what the question mark is for.
- Next to the "help" icon is a "^". This minimizes the ribbon. It is not suggested that participants minimize the ribbon, since it could be confusing. However, you need to know that the ribbon can be minimized and how to un-do it. To expand the ribbon, click on the "v" in the upper right corner.

- Along the bottom of the screen is the “status bar”. As the instructor, be aware that there are commands for switching to different page views on the right side. The page view that you want participants to use is “Print Layout.” If a participant accidentally switches to another view, help the person return to the “Print Layout” view.
- Also in the right bottom corner there is a slider to zoom in or out the document.

### Step 3: Entering text

- Look for the cursor blinking on the screen and start typing
- Type several lines of text
  - Note: The text in the screen shot is an example. Please ask the participants to enter any text. For example, they might type a note to a friend about what they are learning today.

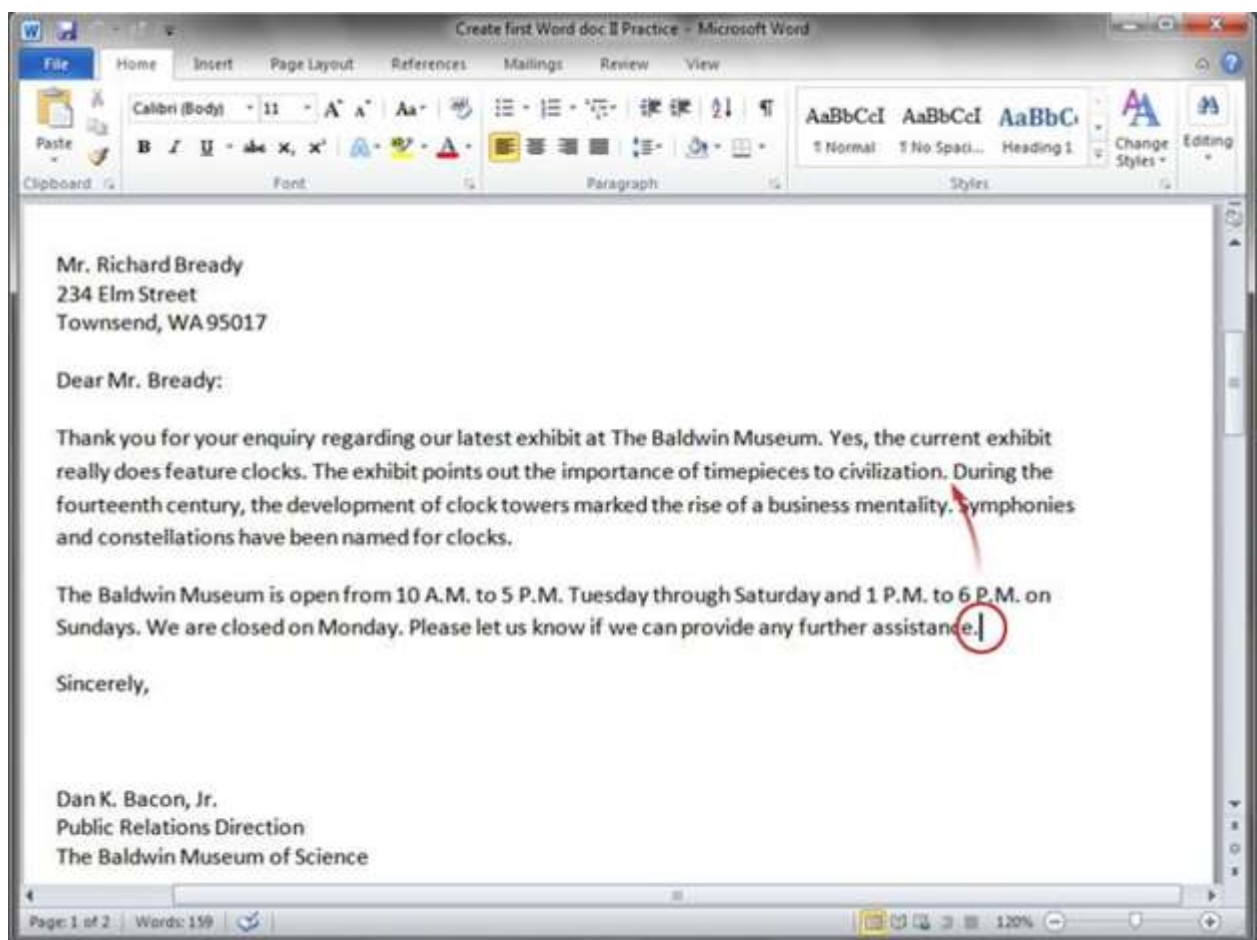




## Step 4: Moving the cursor

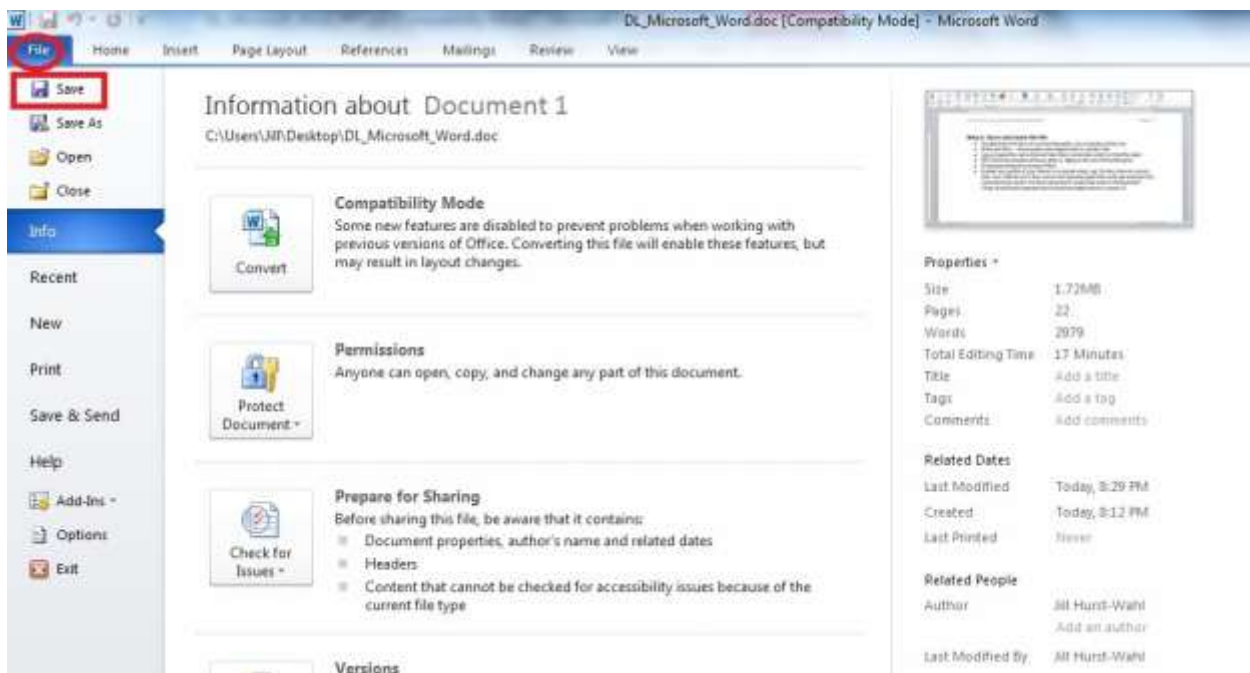
- Show how to move the mouse to reposition the cursor
- Show how to use arrow keys to reposition the cursor
- Insert text at cursor point
- Show how to use backspace and delete keys to delete text.
  - Backspace deletes text to the left of the cursor.
  - Delete key deletes text to the right of the cursor.
- Explain that misspelled words and grammatical errors will be underlined automatically

For example:



## Step 5: Save and name the file

- **Note:** Participants will need to save a file to the computer's desktop.
- Explain that if the file isn't saved frequently, any changes will be lost
- Show the File -- "Save As" option and explain how to name a file
- Use a logical file name that will help them remember what is in that file later!
- Show the participants how to save the file to the computer's desktop.
- MS Word documents will have **.doc** or **.docx** at the end of the filename.
- Emphasize the frequent saving of files!
- Explain any quirks of your library's normal computer setup. For example,;
  - Do they have to save to their own USB drive?
  - If they save to the desktop does their work get erased if the computers are reset?
  - Are they expected to email their work to themselves?

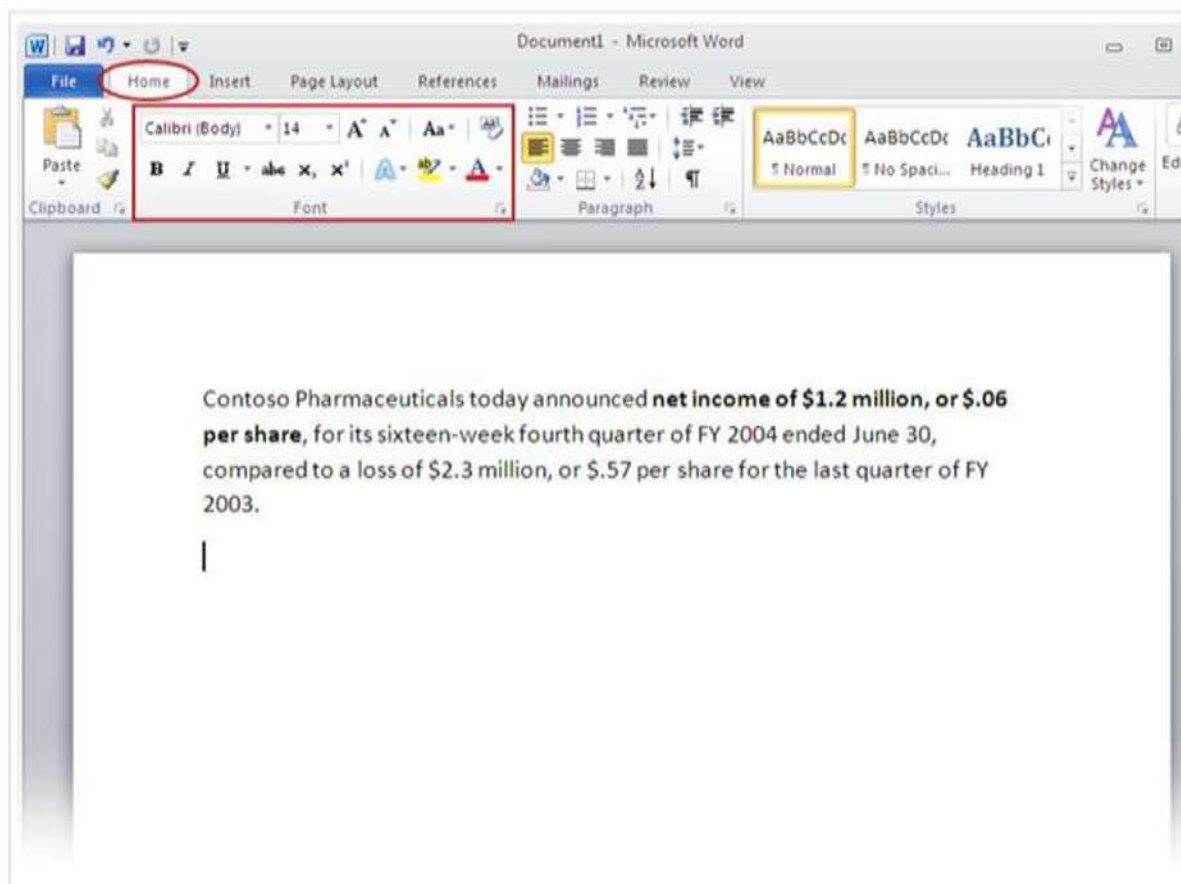


## Step 6: Add more text

- Have students type a few more lines of text so they have more text to experiment with in the next exercises.
- This also gives you time for anyone who needs a little extra help.

## Step 7: Selecting Text for Formatting

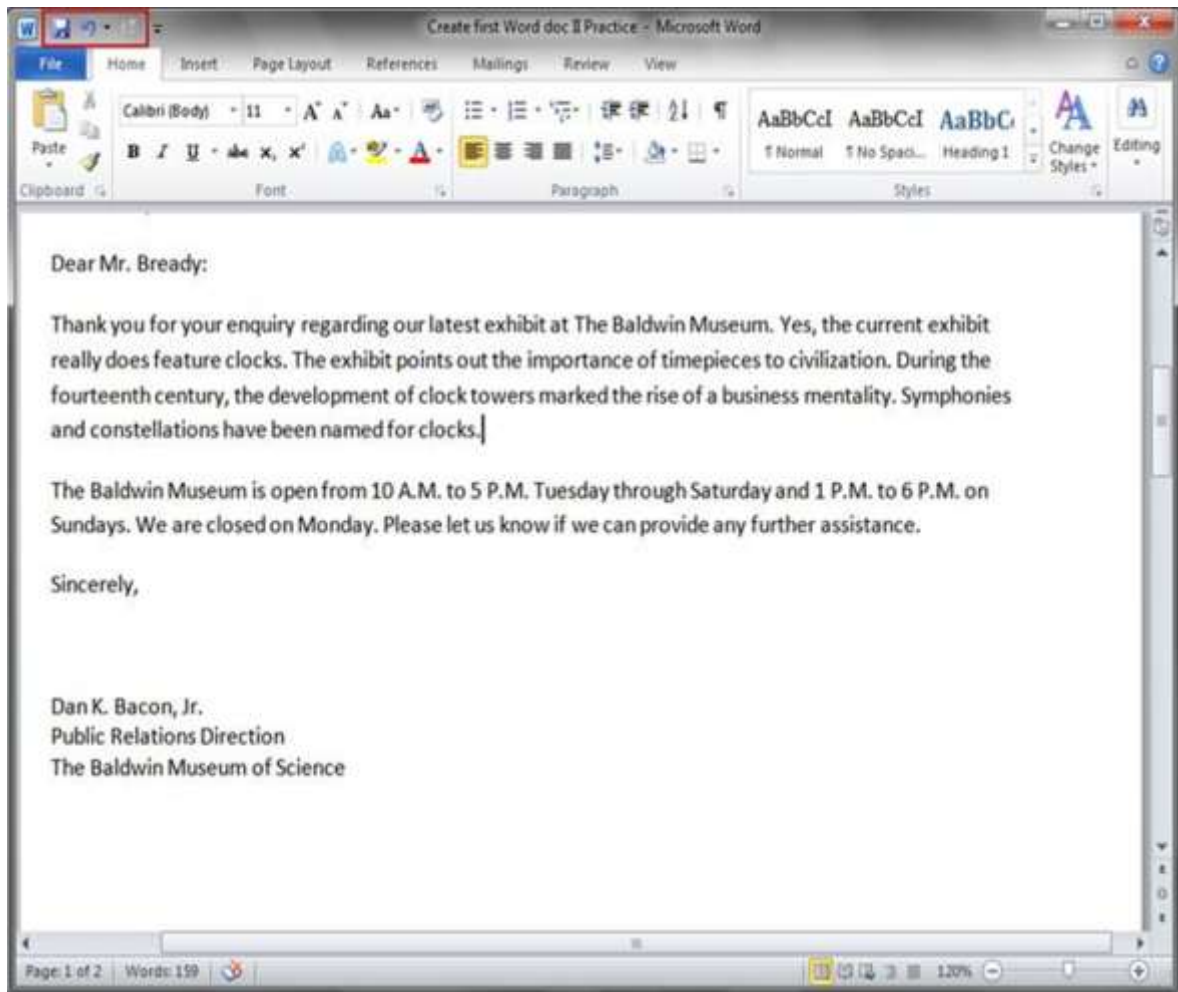
- Explain that there are many ways to change the look of the text through bolding, font styles, font sizes, colors, alignment and so on. But to apply those changes, the text needs to be “selected” first.
- Demonstrate how to use the mouse to highlight and select text.
- Move cursor to the start of the text you want to select, click the mouse button and hold, drag to the end of the text and let go.
- Show the Formatting ribbon at the top of the screen.
- Demonstrate some basic formatting options
  - Bold, italic, underline
  - Font and font size
  - Font Color
- Demonstrate that if you hover the mouse over a command that a brief explanation is displayed.
- Give the participants time to play.



- **Note:** *If you have participants that have used other word processing software, they may be familiar with the expanded views of the Font and Paragraph command. Feel free to show them how to expand those areas in the ribbon.*

## Step 8: Recovering from a mistake

- This is a good point to introduce the Undo button in the Quick Access toolbar.
- Show the little back and forward arrows at the top left of the screen.
- Explain that there “multiple undo’s” are possible by expanding the drop-down arrow next to the Undo button.



## Step 9: More Formatting

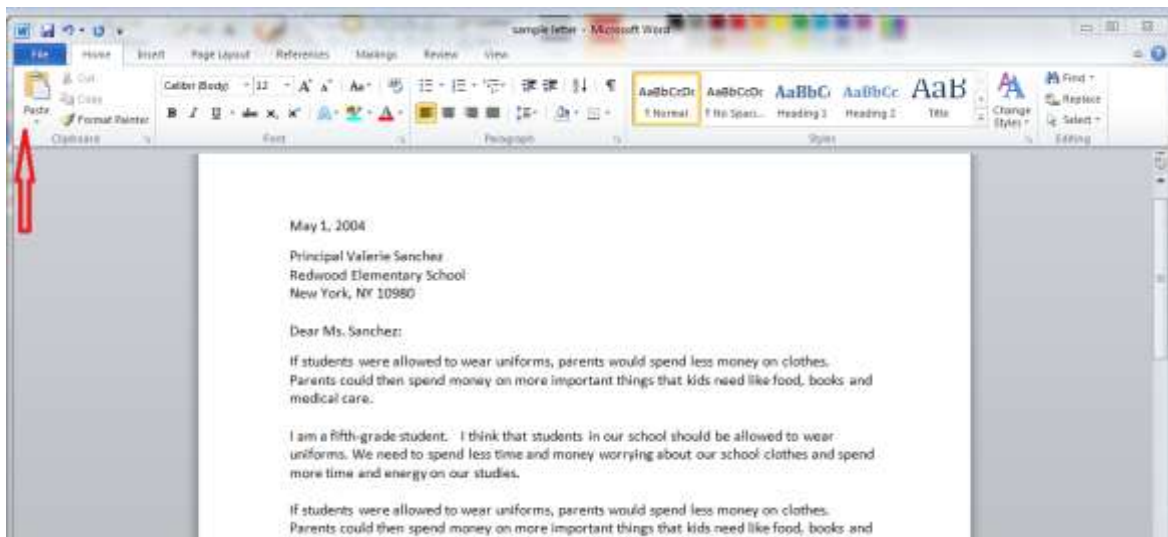
- Demonstrate more advanced formatting, encouraging users to explore and investigate.
  - Bulleted and numbered lists
  - Aligning text. Left, center and right
- Again, allow time to experiment and test. Explain other formatting at questions come up.

## Step 10: Save, Close and Re-open

- In order to demonstrate how to open an existing document, have them save, close, and reopen the document they are working on.
- Have the participants do:
  - Select File from the ribbon, then select Save. Since the file has been saved once before, they do not need to give it a new name.
    - *Note that the file is being saved to the computer's desktop.*
  - Select Close from the file menu, so they can see how that commands works.
  - Have then exit from MS Word.
  - Once out of MS Word, have them locate the file on the computer's file system and open it (using a double click).
    - Explain that opening the document file automatically opens MS Word as well.
- Once they have done this, also demonstrate how to open a file from within MS Word using the File and Open commands

## Step 11: Duplicating text by using Copy and Paste

- Explain that text can be duplicated by selecting it and using the Copy and Paste options.
  - Any word processing software will do this.
- Demonstrate Copy and Paste to duplicate content:
  - Select Text
  - Copy command on the toolbar or CTRL - C to copy the text
    - Note that this does not delete the text.
  - Explain that text is copied to a “clipboard” which is really just “short term memory.”
  - Move cursor to where the text is going to be inserted and use Paste command from the toolbar or CTRL – V
- *Note: When using CTRL, the person must hold the CTRL key while pressing the other key (e.g., the “C” key). Once the other key has been pressed, the participant can release both keys.*



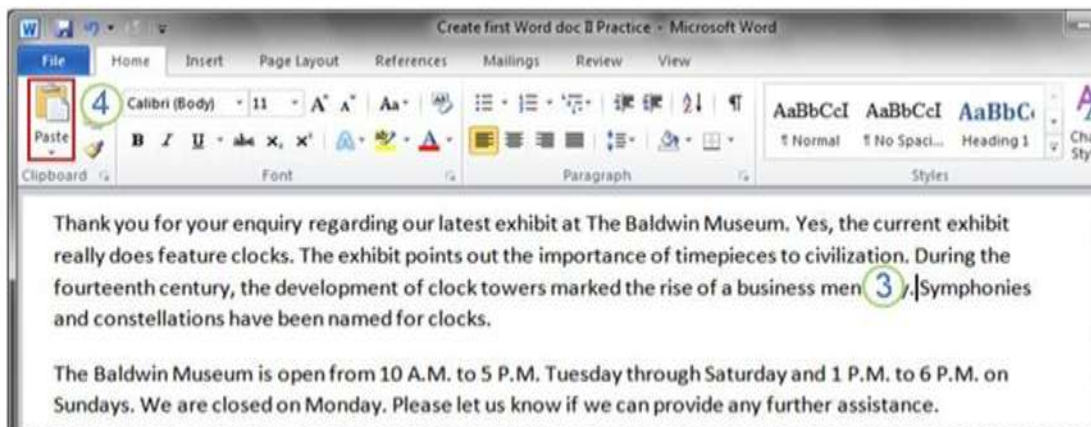
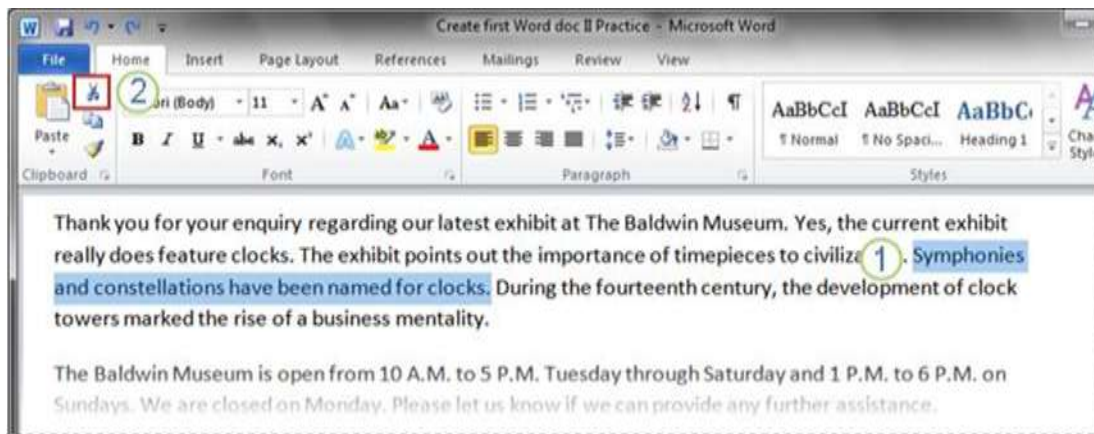
## Step 12: Moving text by using Cut and Paste

Explain that text can be moved by selecting it and using the Copy and Paste options.

- Every word processing software will do this.

Demonstrate Cut and Paste to move content:

1. Select Text
2. Cut command on the toolbar or CTRL - X to copy the text
  - a. Note that this does not delete the text.
3. Explain that text is copied to a “clipboard” which is really just “short term memory.”
4. Move cursor to where the text is going to be inserted and use Paste command from the toolbar or CTRL - V



### Step 13: Adjust the layout of the page

- Demonstrate the Page Layout options on the Page Layout ribbon.
  - Margins
  - Portrait and Landscape orientation
  - Paper size



### Step 14: Print the document

- Demonstrate printing options even if you are not able to print their documents during the session.

