

Intro to MS Word

Day 1 — Lesson Plan

Learning Outcomes:			
<ul style="list-style-type: none"> Identify the main components of the user interface. Define the elements to Microsoft Word software Navigate Microsoft Word backstage, in through different layout views, while utilizing the clipboard Create a new document, save and open an existing document Explain print preview and insertion points Search documents using the Search, Find & Replace options 			
Facilitating Instructions:			
<ul style="list-style-type: none"> Each student should be provided with a working computer with access to Microsoft Word. Instructor should have access to a working computer with access to Microsoft Word and Projector 15-minute break should be provided to student to rest eyes <i>For each slide that has an action, instructor should explain the process, open word to demonstrate, then have students practice.</i> 			
Handouts/Links:			
<ul style="list-style-type: none"> Day 1 Activity 			
Minutes	Topic	Materials	Grouping
20 min	Assign computers/stations as needed Instructor Introductions Student Introductions Review Learning Outcomes		
45 min	Word Processing - Begin by asking students: <ul style="list-style-type: none"> Slide 5: What is a word processing software? What is the importance of learning the basics in regards to entering/navigating the workforce? Opening Microsoft Word: <ul style="list-style-type: none"> Slide 7: Explain templates, that students have the opportunity to choose from already templated documents for cover letters, memos, flyers, brochures, etc. Review Creating and Saving a File		

	<ul style="list-style-type: none"> ○ Slide 12: Have students open Word and create a new file called “YourName” on the desktop for future reference <ul style="list-style-type: none"> ○ Ask students to close file ○ Explain where they could save for Documents, USB, etc. ○ Slide 14: Have student open their “YourName” file and save it with a new name “Class Activities” 		
10 min	<p>Exploring the Window</p> <ul style="list-style-type: none"> ○ Slide 18: Ask students if they can identify any other pointers they have come across working within word? ○ Slide 19: Explain the differences between Tabs, Groups and Commands 		
20 min	<p>Starting a Document</p> <ul style="list-style-type: none"> ○ Slide 24: Have student write something simple like their full name ○ Slide 26: Demonstrate how to highlight text, then ask students to highlight their name ○ Slide 27: Show students what happens when you highlight and hover over text – mini tool bar pops up. Have students try different formatting techniques using the toolbar. 		
30 min	<p>Navigating a Document</p> <ul style="list-style-type: none"> ○ Explain the different ways to explore and view a document ○ Slide 40 & 41: Have student type into their document then perform the following commands <ul style="list-style-type: none"> ○ Highlight all text – copy below ○ Have them type the following into the second paragraph: <i>Cutting within your text will move something from one spot to another.</i> ○ Ask students to highlight this sentence and cut & paste into the first paragraph 		
10 min	<p>Finding and replacing text</p> <ul style="list-style-type: none"> ○ Slide 43: Ask students to find certain words within their document then ask them to replace certain words within their document 		

	<p>Spelling and Grammar</p> <ul style="list-style-type: none">○ Slide 6: Have students write out the sentences on the slide in a new document, then walk them through the ways they can correct the errors.○ Slide 9: Have students write their name and ask what happens. Show how to add names to the dictionary to avoid future issues.		
30 min	Hand out Day 1 Activity for students to complete	Day 1 Activity	