

Intro to MS Word

Day 2 — Lesson Plan

Learning Outcomes:			
<ul style="list-style-type: none"> • Work with language tools (spell check, dictionary, thesaurus). • Edit and format text. • Work with paragraph settings, tabs and margins 			
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 2 Activity 			
Minutes	Topic	Materials	Grouping
20 min	Review and Learning Outcomes		
50 min	Formatting with Fonts <ul style="list-style-type: none"> ○ Slides 10 - 22: Review the different commands and show students what each one does. Remind students that professional fonts are Calibri, Times New Roman, Arial ○ Slide 10: Have students write out paragraph on slide. Instructor should demonstrate the following slides, then as students to perform tasks themselves. ○ Slide 19: Have students try Bold, Italic and Underline ○ Add additional tasks if you wish the students to practice further Format Painter <ul style="list-style-type: none"> ○ Slide 20: Have student practice using the format painter using some of the font changes they made in the previous paragraph 		

30 min	<p>Line and Paragraph Spacing</p> <ul style="list-style-type: none"> ○ Slide 22: ask students to apply double spacing to the document they created using the command button ○ Slide 24: Have students apply different quick styles on their document ○ Slide 26: Students can try the different alignments by applying them to their document ○ Slide 29: Students can try different themes by applying them to their document. 		
60 min	<p>Work with Tabs</p> <ul style="list-style-type: none"> ○ Ensure students have access to their ruler (View > Ruler button to turn on) ○ Slide 33/34: Students should try clicking through the different tabs <p>Indent</p> <ul style="list-style-type: none"> ○ Slide 38 – Have Students practice indents using the ruler: first line indent marker, hanging indent marker, decrease/increase buttons <p>Bullets and Numbering</p> <ul style="list-style-type: none"> ○ Slide 41: Request students to make a list of their favorite food items with at least five items. Then have them apply the different bullet styles to the list ○ Slide 42: Show students how to use multi-level lists to add hierarchical formatting to their lists 		
20 min	Inserting a Table		
30 min	Hand out Day 2 Extra Practice for students to complete If completed students can begin Day 3 Activity	Day 2 Activity	