

Intro to MS Word

Day 3 — Lesson Plan

Learning Outcomes:			
<ul style="list-style-type: none"> • Manage document margins • Add headers and footers • Be able to insert page breaks • Insert, size and position photos • Work with Smart and Word Art 			
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 3 Review Activity • Day 3 Final Activity 			
Minutes	Topic	Materials	Grouping
20 min	Review and Learning Outcomes		
40 min	<p>Document Margins</p> <ul style="list-style-type: none"> ○ Slides 4-8: Explain how margins work and the default settings. Have students explore margins within a new word doc. <p>Add Headers and Footers</p> <ul style="list-style-type: none"> ○ Side 12: Have students insert their name into the header. <p>Insert Page Breaks:</p> <ul style="list-style-type: none"> ○ Slide 13: Ask students to insert a new page to their document. <p>Page Number:</p> <ul style="list-style-type: none"> ○ Slide 15: Students should insert a page number into their document. 		

	<ul style="list-style-type: none"> ○ Explain how they can leave the number off the first page. Aske students to explain the rationale behind this. <p>Date and Time:</p> <ul style="list-style-type: none"> ○ Slide 16: Have students type in today’s date and ask them to identify what happens. ○ Slide 17: Explain how there are different formatting options to inserting the date/time, including the update automatically. 		
60 min	<p>Graphics</p> <ul style="list-style-type: none"> ○ Slide 20: Have students follow the path Computer>My Photos in order to insert a photo ○ Explain that because they are on public computers there may not be any phots in the “My Photos” folder. ○ Slide 20: Ask students to insert an online image of a school (or photo of their choice) to work with over the next few slides. ○ Ask students to try sizing and cropping their photo ○ Explain what happens if you don’t use the corner handles to resize an image. <p>Position a Photo</p> <ul style="list-style-type: none"> ○ Slide 26: Ask students to open their saved document ‘<i>Microsoft Word Overview</i>’ activity from day one. They will need to insert an online image the corresponds with Microsoft Word into the document. Once complete, have them position and reposition the photo throughout the document. ○ Slide 27: Have students navigate the wrap text command. 		
15 min	<p>Smart Art & Word Art:</p> <ul style="list-style-type: none"> ○ Slide 30: Have students create a try to recreate the Smart Art image on the slide. (Relationship Category – Converging Radial Design) ○ Slide 32: Ask students to write their name using Word Art then format to their choice. <p>Printing:</p>		

	<ul style="list-style-type: none">○ Review with students how to print, find printers and print to PDF (for reports, resumes, cover letters, etc).○ If printer access is available, ask them to print their final activiay upon completion.		
45 min	Day 3 – Final Activity	Day 3 – Final Activity	