



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
First Quarter, Week 6

Getting Started with Word

Name of Learner: _____

Date: _____

Grade Level /Section: _____

BACKGROUND INFORMATION FOR LEARNERS

The origination of writing plays an important role in the growth of word processing history from ancient time up to modernized time. With the written word, it had been able to preserve the knowledge and pass it to the next generation.

MS Word is one of the *MS Office Packages* which is purposely use in processing and generating documents such as letters, journals, reports, and other office or school written materials. The program come up with special features that make preparation of documents easier, faster, and better looking.

INTRODUCTION

The *MS Office Word* or simply *Word* has significantly affected the way the documents are prepared nowadays. It can be described as revolutionary due to its popularity and usefulness in almost every part of modern life. With the introduction of several enriched features including the ability to create and collaborate on documents online, *Word 2013* has the ability to do more with Word Processing projects.

MOVING AROUND THE WORD SCREEN

When opening Word 2013, the *Word Start Screen* will appear. At this point, creating new *document*, choosing template, or accessing the *recently edited documents* are possible.

From *Word Start Screen*, select *Blank document* to access the Word interface.

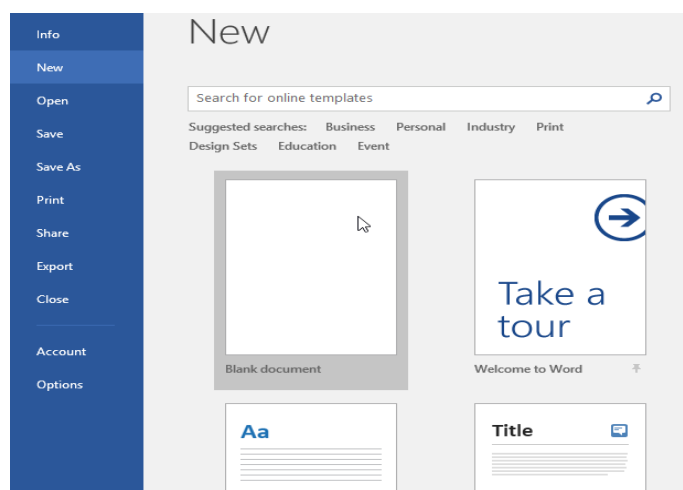


Figure 1. Word Start Screen



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This lesson will introduce the Word Window. Use this window to interact with Word. To start the lesson, open Word 2013.

The Microsoft Word Window will appear and the screen looks like as shown below:

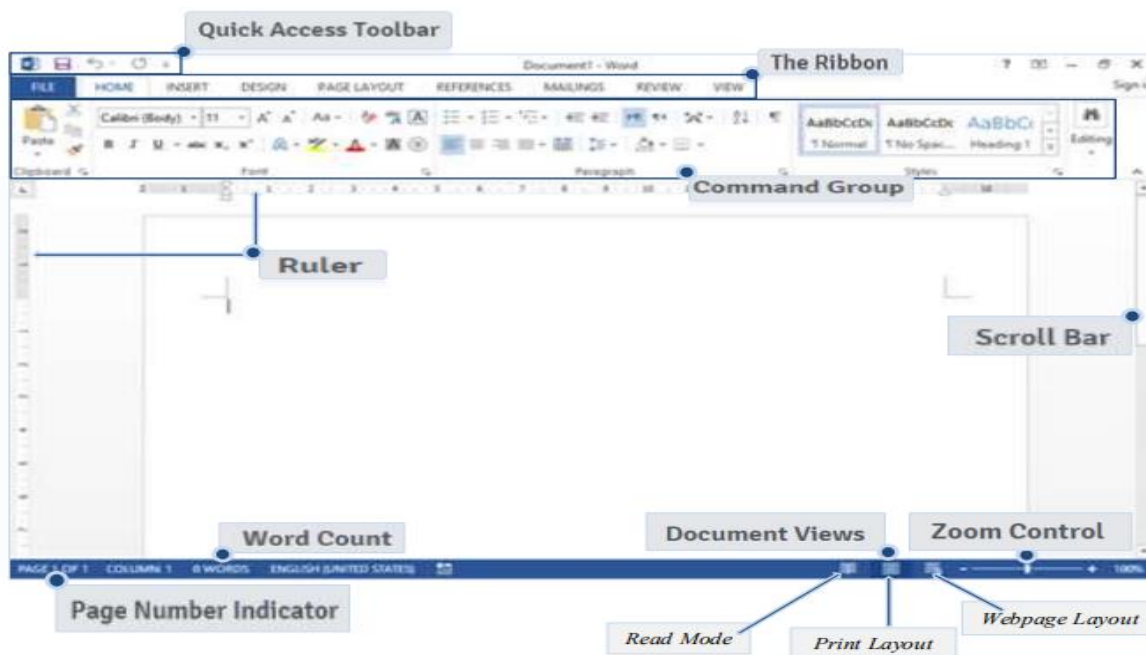


Figure 2. MS Word Window

Quick Access Toolbar

The *Quick Access Toolbar* lets the user access common commands whatever which tab is being selected. By default, the Save, Undo, and Redo commands are included.

The Ribbon

The *Ribbon* comprises all of the commands needed to perform common tasks in Word. It has multiple tabs wherein each has several groups of commands.

Command Group

Each group contains a sequence of different commands. By simply clicking any command, it easily applies it in a document. Some groups have an arrow in the bottom right corner that can be clicked to see more commands.

Ruler

It is located at the top of the document. It makes the document easier to align and to adjust spaces.

Scroll Bar

To view through the pages of document click, hold, and drag the scroll bar up and down and/or left and right.



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Page Number Indicator

This will help tracking the number of pages in the document it contain. By clicking the page number indicator, it will open the document navigation pane. Search the document by headings and/or scroll through the pages.

Word Count

It displays the number of words within a document. Click Word Count to open the *Word Count Dialog box*. Statistics of document such as the number of pages, words, characters, paragraphs, and lines can be viewed easily.

Document Views

The three ways to view the document.

Read Mode displays document in full-screen mode.

Print Layout is selected by default and it shows the document as what it would appear if it was printed.

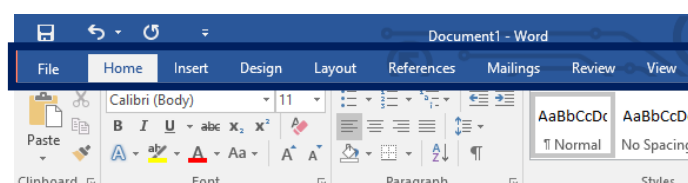
Webpage Layout shows how the document appear as a webpage look.

Zoom Control

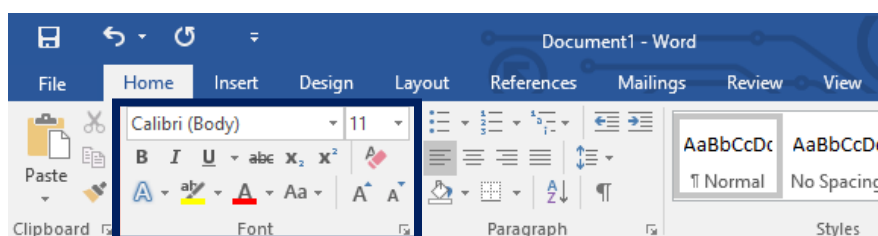
To use the zoom control: click, hold, and drag the slider. The number on the right of the slider bar shows the zoom percentage.

OVERVIEW OF THE USER INTERFACE

1. RIBBON



Located at the top of the window, a *ribbon* is a command bar that contains multiple tabs and organizes a program's features into a series of tabs performing the common tasks in Word. Using ribbon, it increases the ability to discover features and functions that lead to a quicker learning on a program.



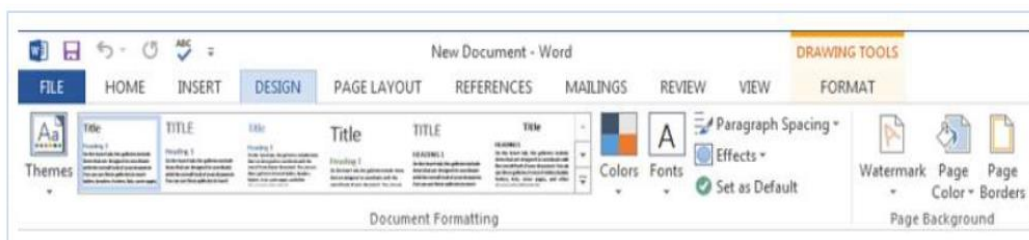
The **HOME** tab gives access to the most frequently use commands when working with Word 2013, which include copy and paste, font, paragraph aligning, and selecting document styles. It is a default tab when opening Word.



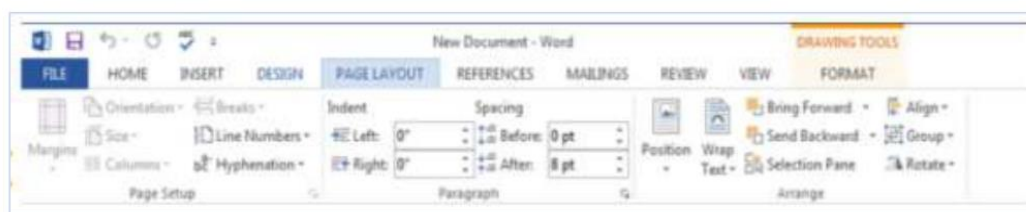
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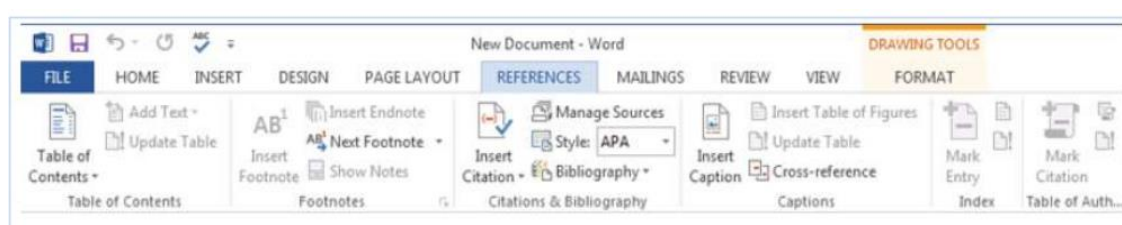
The **INSERT** tab allows inserting tables, pictures, charts, shapes, and cover pages which can help add style and communicate information visually to the document.



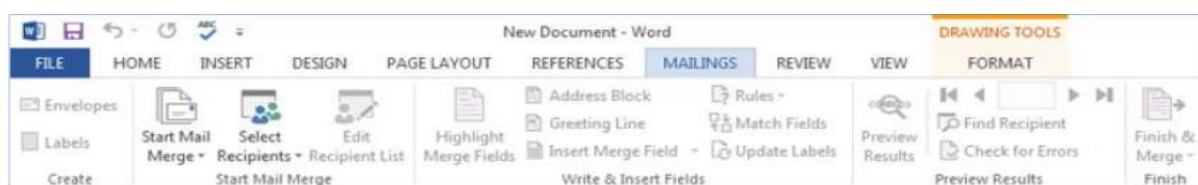
The **DESIGN** tab gives access to a range of design tools like document formatting, page borders, and effects which can give a polished look document.



The **PAGE LAYOUT** tab allows changing print formatting of document such as margin width, page breaks, and page orientation. These commands are useful in printing the document.



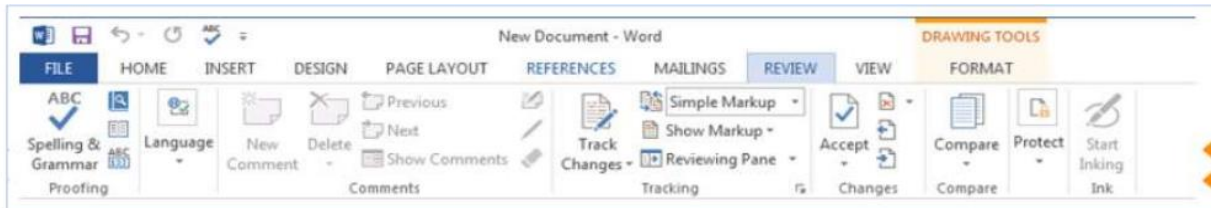
The **REFERENCES** tab allows adding annotations: footnotes and citations, table of contents, captions, and a bibliography in a document. These commands are useful when writing academic papers.



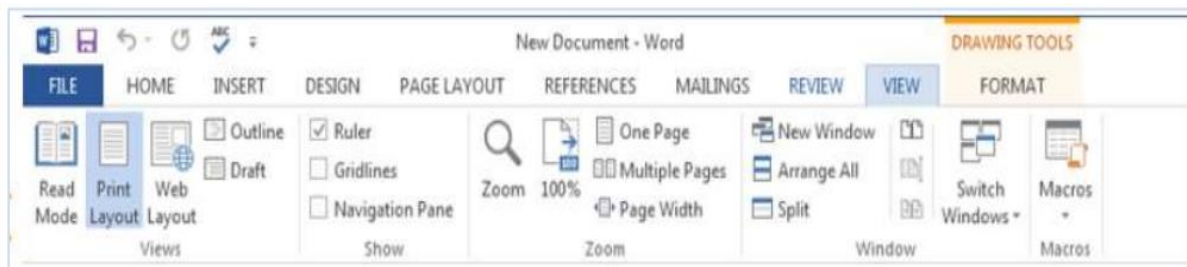
The **MAILINGS** tab uses mail merge component for easily composing letters, creating labels, and addressing envelopes. This is suitable when sending a letter to some recipients.



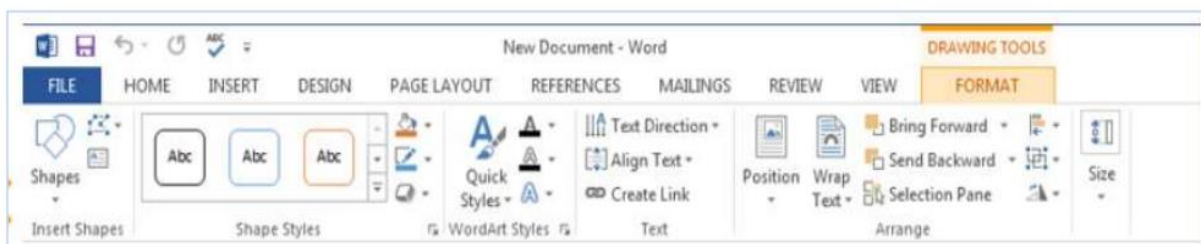
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The **REVIEW** tab is use to access the powerful editing features of Word which include tracking changes and adding comments that make it easy sharing and collaborating on documents.



The **VIEW** tab allows switching among different document views and split the screen to view two parts of document at one time. These commands are also useful to prepare printing documents.



The **CONTEXTUAL** tabs appear on the Ribbon when working with some items such as table and picture. These tabs have special command groups that can help format items as needed.

2. QUICK ACCESS TOOLBAR (QAT)

It is a toolbar that contains set of commands that are independent of the tab on the ribbon that is presently displayed. It can be moved from one of the two possible locations and can be added buttons representing commands to the QAT.

To add commands on QAT:

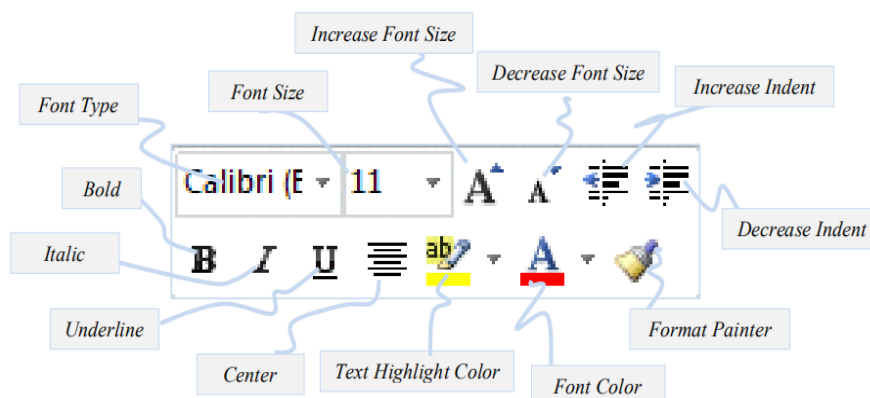
1. Click drop *down arrow* into the right of the *QAT*.
2. Select the command to add and when to choose from more commands, select *More Commands*.
3. The command will now be added to QAT.



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3. MINI TOOLBAR

Mini toolbar is a smaller version of the full toolbar found near the top of the application window. It appears when the text is highlighted and move the mouse cursor over either the highlighted text or right click on the highlighted text. The mini toolbar presents some of the most frequently used text editing functions which include as shown below:



4. SHORTCUT MENUS

Right clicking an object activates a *shortcut menu*.

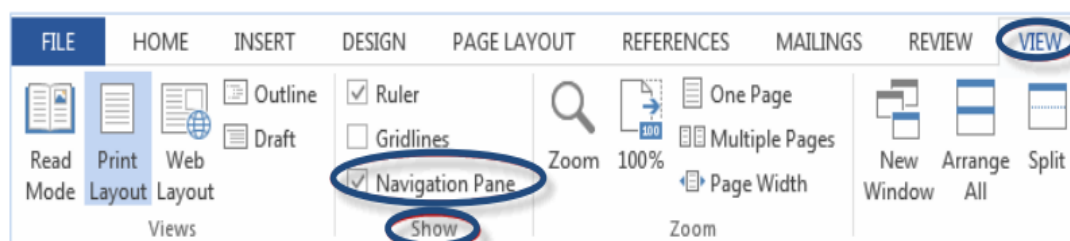
5. NAVIGATION PANE

The *Navigation Pane* allows to jump around the document in a number of ways. Use it in finding Word objects, text, tables and graphics, and jumping to particular headings and pages.

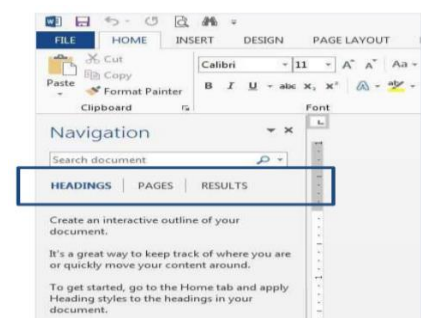
The Navigation pane helps to navigate easily through Word document. By default, the Navigation pane is hidden and is not available in Word 2007.

The two ways to open the *Navigation* pane are as follows:

1. From VIEW tab, check the *Navigation Pane* in the show group:



2. On keyboard press CTRL+F. Use this method if going to search for text in a document. It has three tabs wherein each of which has used for different purposes:

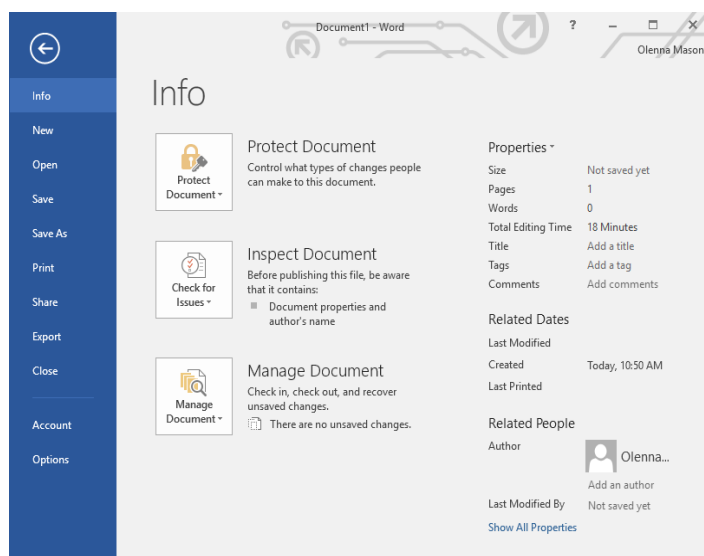




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6. BACKSTAGE VIEW

Backstage View is where files and the data are manage like creating, printing, inspecting for hidden metadata or personal information, saving, and setting options. It is accessible by clicking on the *File tab*. The File tab replaces the *MS Office Button* and *File* menu.



Open

Let's open recent documents as well as documents saved to OneDrive or on computer.

Close

Click this for closing the current document.

Save and Save As

Use Save and Save As in saving document to computer or to One Drive.

Print

In the Print Pane, change the print settings and print the document. Also, preview the document before sending to print.

Return to Word

Use the arrow to close Backstage View and return to Word.

Info

The Information Pane appears whenever to access the Backstage View. It contains information on the current document.

New

Use this to create a new blank document or choose from a large selection of templates.

Share

Invite people connected to One Drive to view and collaborate with document. Also share the document by e-mailing it, presenting it online, or posting it to blog.

Export

Choose to export the document in another format such as PDF/XPS.

Account

From the Account Pane, access Microsoft Account information, modify theme and background, and sign out of account.

Options

Change several Word options such as controlling the spelling and grammar check settings, AutoRecover settings, and Language preferences.



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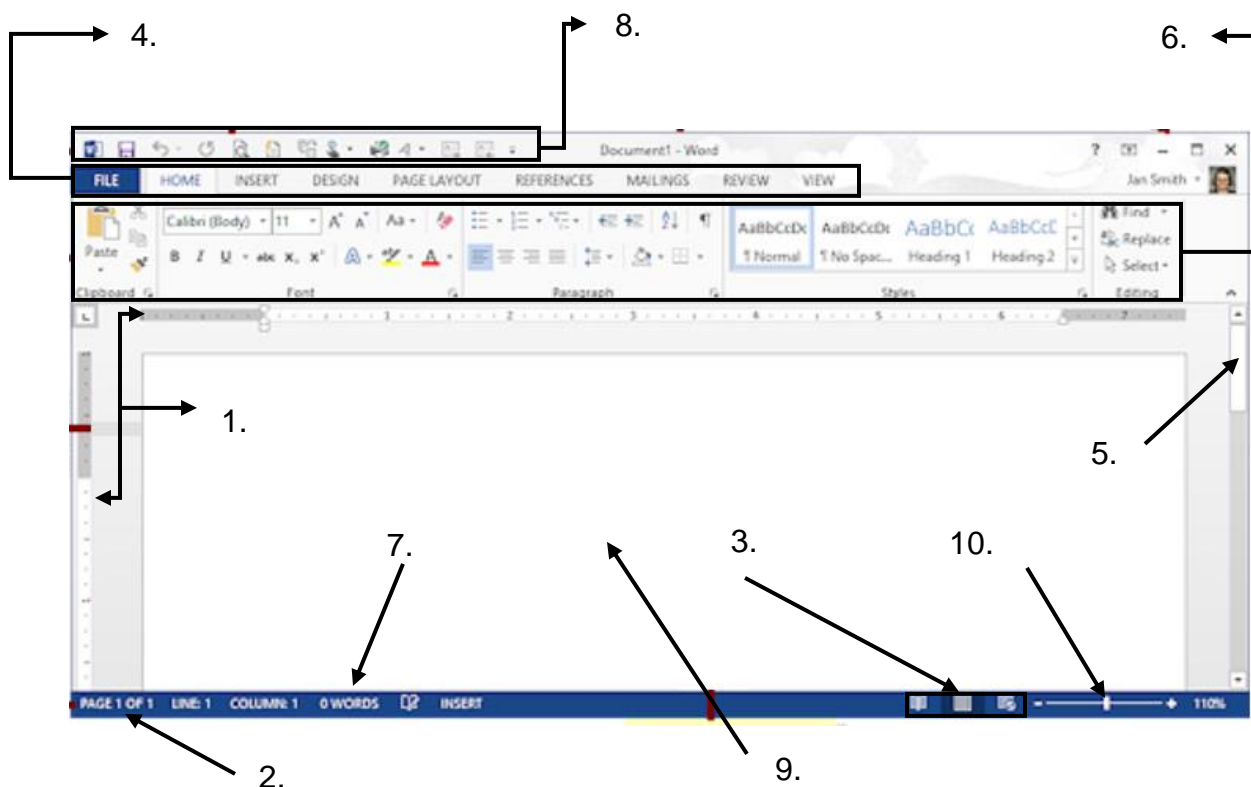
LEARNING COMPETENCIES

1. To describe Word Processing using MS Word 2013.
2. To provide overview of MS Word 2013 user interface.

ACTIVITIES

ACTIVITY 1

Directions: Label the Parts of MS Word Screen 2013 and give its function in moving around the document.



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



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ACTIVITY 2

Directions: Explain when to use the following Word User Interface. Use the rubric below for your scoring guide.

SCORING RUBRIC

CRITERIA	PERCENTAGE	SCORE
Accuracy (Accurate role and function of User Interface was accurately explain)	40%	
Presentation (Organization or sequence of information was used)	30%	
Clarity (Clearly delivered each interface)	30%	
TOTAL SCORE	100%	

- 1. Backstage View
- 2. Mini Toolbar
- 3. Navigation Pane
- 4. QAT
- 5. Ribbon
- 6. Shortcut Menus



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ACTIVITY 3

Instructions:

1. Open and navigate to the Word 2013 **interface**.
2. Click through all of the **tabs**, and review the **commands** on the **Ribbon**.
3. Try **minimizing** and **maximizing** the **Ribbon**.
4. View the **Navigation Pane**.
5. Try to show the **Mini Toolbar**.
6. Add a **command** to the **Quick Access toolbar**.
7. Hide and show the **Ruler**.
8. Navigate to **Backstage view**.
9. Try switching **document views**.
10. Close **Word** (you do not have to save the document).

REFLECTION

Why it is necessary to get familiarize on the different features and user interface of Microsoft Word 2013?

REFERENCES FOR LEARNERS

Crisostomo, Conchita C. (Third Edition). *Word Processing for Windows*. 3K-IT Educational Services, Las Piñas City

<https://edu.gcfglobal.org/en/word2016/getting-started-with-word/1/>

<https://youtu.be/HC13M8FGINc>

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KEY TO CORRECTIONS

10. Zoom Control
9. Working/Text Area
8. Quick Access Toolbar
7. Word Count
6. Command Group
5. Scroll Bar
4. The Ribbon
3. Document Views
2. Page Number Indicator
1. Ruler

Answers on Function of Parts of MS Word Screen 2013 may vary.

ACTIVITY 1