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| **Course Code and Title: *INTRODUCTION TO COMPUTING (ITE 100)*** |
| **Lesson Number: Lesson 10 (Week 10)** |
| **Topic: Microsoft Office Word** |
| **Introduction:**  Microsoft Word or MS Word is a word processing program that users can type with. Because data processing tasks are so pervasive in our lives today, you've got probably already been using Word. In these lessons, you'll learn not only the essential features of Word, but also more advanced features which will enhance your skills in creating and writing documents, articles, newsletters, flyers, and brochures. additionally, you'll learn many of the shortcuts and features which will also enhance your productivity as you use Word. |
| **Learning Objectives:**  At the end of the lesson, you should be able to:   * Perform basic typing operations using word processing application. * Enumerate the basic short cut keys. * Demonstrate the proper finger positions. |
| **Pre-Assessment:**  **Multiple Choice:** Choose the letter of the best answer. Write your answer on the sheet provided. (2 pts. each)  1. The shortcut key to open a document.  A. Ctrl+N C. Ctrl+X  B. Ctrl+S D. Ctrl+O  2. It refers to the looks and layout of text. Use of different fonts, font sizes, font styles, and colors can make your work look more professional.  A. Align the text C. Format painter  B. Formatting D. Subscript  3. The shortcut key aligning the text to the left.  A. Ctrl+R C. Ctrl+L  B. Ctrl+X D. Ctrl+Z  4. It provides you with access to commands you often use. Save, Undo, and Redo by default appears on this toolbar.  A. Quick Access toolbar C. Status Bar  B. Title Bar D. Ribbon  5. The left hand rest on the **\_\_\_\_\_\_\_** keys  A. ZXCV C. SDFG  B. ASDF D. QWER |
| **Lesson Presentation:**  **MICROSOFT WORD**  Microsoft Word is made by the pc company Microsoft. The aim of the MS Word is to permit the users to type letters, reports, and other documents. Almost like other word processors, it's helpful tools to form documents paper. A number of the important tools are a spelling & grammar checker, word count (this also counts letters and lines), and therefore the newer version includes speech recognition (a technology that lets users control their computers by chatting with it, or telling it what to write). Also, like with other programs, with this program one can make attractive documents, insert pictures in documents, tables, graphs etc. Also, it displays synonyms (similar words) of words and may read out the text. It can also print in several ways.  **The Quick Access Toolbar**  The Quick Access toolbar provides you with access to commands you often use. Save, Undo, and Redo by default appears on this toolbar. You'll use Save to save your work, Undo to rollback, and Redo to reapply your action.  **The Title Bar**  The Title bar displays the title of the document on which you're currently working. Word names the primary new document you open Document1. When you open additional new documents, Word names them sequentially. once you save your document, you assign the document a replacement name.  **The Ribbon**  The Ribbon issue commands. It has several tabs; File, Home, Insert, Design, Layout, References, Mailings, Review, View, Help. A tab displays command groups; Clipboard, Font, Paragraph, Styles. Each group have related command buttons.  **The Ruler**  You can use the ruler found below the Ribbon to change the format of your document quickly. To view the ruler:   1. Click the View tab 2. Click the check box next to Ruler in the Show group.   **The Status Bar**  It appears at the bottom of your window and gives information such as the current page and the number of words in your document.  **Formatting and Editing Features**   * **Formatting** refers to the looks and layout of text. Use of different fonts, font sizes, font styles, and colors can make your work look more professional. * Formatting and Character Formatting:   A font is the design of a typeface. Serif fonts have extra strokes at the ends of the letters. Helvetica fonts don't have these extra strokes. The size of fonts is measured in points—72 points equal one inch.    .  Use the **Format Painter** to apply an equivalent formatting to different text within a document. To Copy formatting:   * Select/highlights the text/paragraph with the formatting you want to copy. * Click Format Painter located at the Home Tab in Clipboard group * Select the text you want to copy the formatting to. * Tip: Double-click Format Painter if you want to copy the formatting in more than one place.   **To format text**   * Select the text you want to format or change. * To select a single word, double-click it. * To select a paragraph, triple-click it. * To select a line of text, click to the left of it. * Select an option to change the font, font size, font color, or make the text bold, italic, or underline.     **Paragraph Formatting**   * **Remove formatting:** Select the text that has the formatting you want to remove, and then tap the clear formatting icon * **Add subscript or superscript:** Select the text you want to make subscript or superscript, tap the font icon, and select subscript or superscript.      * **Add bullet or numbered lists:** Select the text and then tap the bullet or the numbered list icon.     You can select a bullet or numbering style.     * **Align the text:** Tap the text and then tap the alignment icon to align the text left, center, right, or justified.     **ADD BORDERS AND SHADING**  Sometimes, putting a border around text will work better in your document than inserting a text box or a one-cell table, to achieve a similar look.    <https://support.microsoft.com/en-us/office/add-a-border-to-some-text-dc90dbd4-11ec-4859-91b7-a41a38e73cd3>   1. Select a word, line, or paragraph. 2. Go to Home > Borders, and then open the menu of border choices.     <https://support.microsoft.com/en-us/office/add-a-border-to-some-text-dc90dbd4-11ec-4859-91b7-a41a38e73cd3>   1. Choose the type of border you want:   <https://support.microsoft.com/en-us/office/add-a-border-to-some-text-dc90dbd4-11ec-4859-91b7-a41a38e73cd3>  **Page Formatting**  **Page Setup**  The page margins can be modified through the following steps:  Click the **Page Layout** Tab on the Ribbon  On the **Page Setup Group,** click **Margins**  Click a **Default Margin,** or  Click **Custom Margins** and complete the dialog box.  **To change the Orientation, size of the page, or columns:**  Click the **Page Layout Tab** on the ribbon  On the Page Setup Group, click the **Orientation, Size,**  or **Columns** drop down menus.  Click the appropriate choice  **To apply a page border or color:**  Click the **Page Layout Tab** on the Ribbon  On the Page Background Group, click the **Page Colors**  or **Page Borders** drop down menus  **Shortcut Keys**  Microsoft Word shortcut keys or keyboard shortcuts helps in achieving a faster work pacing.  This table shows the most frequently used shortcut keys.   |  |  | | --- | --- | | **TO DO THIS** | **PRESS** | | **General** |  | | Open a document | Ctrl+O | | Create a new document | Ctrl+N | | Save the document | Ctrl+S | | Print a document | Ctrl+P | | Close the document | Ctrl+W | | **Editing** |  | | Cut the selected content to the Clipboard | Ctrl+X | | Copy the selected content to the Clipboard | Ctrl+C | | Paste the contents of the Clipboard | Ctrl+V | | Undo the previous action | Ctrl+Z | | Redo the previous action, if possible | Ctrl+Y | | Select all document content | Ctrl+A | | **Formatting** |  | | Apply bold formatting to text | Ctrl+B | | Apply italic formatting to text | Ctrl+I | | Apply underline formatting to text | Ctrl+U | | Decrease the font size by 1 point | Ctrl+[ | | Increase the font size by 1 point | Ctrl+] | | Center the text | Ctrl+E | | Align the text to the left | Ctrl+L | | Align the text to the right | Ctrl+R | | Justify | Ctrl+J | | Indent a paragraph | Ctrl+M | | Remove an indent | Ctrl + Shift + M |   **The Home Key Position**  The left hand rest on the **ASDF** keys, while those of the right hand on **JKL;**. The Index fingers are on **F** and **J**. These keys have special bumps. They are there so that you could position your hands on the home keys without looking. The thumbs is use for Space Bar. |
| **Synthesis:**   * Microsoft Word is a word processing application use in creating and writing documents, articles, newsletters, flyers, and brochures. * The parts of the Microsoft word are the quick access toolbar, title bar, ribbon, ruler, and status bar. * Use the Ribbon to issue commands. You must learn and use keyboard shortcuts to execute commands quickly. * **Formatting** is the visual appearance of the text. This includes things like Font style and size, bolds, italics, margins, etc. * **Editing** refers to the modification to document using tools such as copy and paste or undo redo, find and replace, spelling and grammar checkers. * The left hand rest on the **ASDF** keys, right hand on **JKL;**. The Index fingers are on **F** and **J**. These keys have special bumps. Practice typing without looking to master it. It will make you works fast when mastered. |
| **Evaluation: Lesson 10: Week 10**  **Multiple Choice:** Choose the letter of the best answer. Write your answer on the sheet provided. (2 pts. each)  1. Which is used to issue commands?  A. Home Button  B. The Ribbon  C. Insert Button  2. Which tabs on the Ribbon is used to find in the document?  A. Home Tab  B. Insert Tab  C. Review Tab  3. Which tabs on the Ribbon you find the Zoom?  A. Insert Tab  B. Tools Tab  C. View Tab  4. Which tabs on the Ribbon do we use to change our font size?  A. Home Tab  B. Format Tab  C. Font Tab  5. Which tabs on the Ribbon do we use to cut and paste?  A. Home Tab  B. Tools Tab  C. Edit Tab  6. Choose the best definition of Formatting.  A. Formatting refers to the appearance and layout of text.  B. Using different fonts, font sizes, font styles, and colors in a document can make it look more professional  C. refers to correcting the document.  7. Which tabs on the Ribbon you find the margins?  A. Insert Tab  B. Page Layout  C. View Tab  8. Keyboard shortcut for CUT command is \_\_\_\_\_\_\_\_\_\_\_.  A. Ctrl + Z  B. Ctrl + Y  C. Ctrl + X  9. Which tabs on the Ribbon use to layout the page of a document?  A. Home Tab  B. Page Layout Tab  C. Review Tab  10. You can use \_\_\_\_\_\_\_ to apply the same formatting to a different text within a document.  A. Font  B. Format Painter  C. Layout Tab  **ACTIVITY/EVALUATION**  In the table below, give 5 differences of formatting and editing. (1pt. each)   |  |  | | --- | --- | | **FORMATTING** | **EDITING** | | 1. | 1. | | 2. | 2. | | 3. | 3. | | 4. | 4. | | 5. | 5. | |
| **References:**  **ONLINE RESOURCES:**  Wordlesson1 https://1drv.ms/p/s!AlRxstl6gZyKhwf9-JEp4QqpPw33?e=V6zU4U  Formatting and editing https://1drv.ms/p/s!AlRxstl6gZyKhwIxUQhACZEI7aJL?e=tTqbig  Microsoft word for beginners <https://www.youtube.com/watch?v=CeQGAzU3Qe4>  Microsoft word tutorial <https://youtu.be/HC13M8FGlNc>  Word tips and tricks <https://youtu.be/EYu3yyzdvck>  Microsoft Word 2019 Basic Quick reference guide  <https://www.customguide.com/cheat-sheet/word-2019-basic-quick-reference.pdf>  Microsoft office step by step <https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf> |