

Lesson 0/3 Computer skills: MS Word

TEACHER INSTRUCTION

Introduction

In this lesson, students learn to work with MS Word. So far, they have used MS Word for typing and saving. The aim of this lesson is that students get to know MS Word well enough to learn more about the program by themselves.

Learning objectives

By the end of this lesson, students can:

Knowledge

- explain some functions of MS Word.
- describe and explain the use of the 'Title Bar', 'Menu Bar' and 'Toolbars'.
- explain that it is important to save a document regularly.
- explain what a 'cursor' is and its function in an MS Word document.

Skills

- give instructions how to start MS Word and to create a new document.
- demonstrate how to use and exit MS Word.
- demonstrate how to use the various bars in MS Word (toolbars, menu bar, title bar).
- demonstrate how to type in MS Word (capitals, small letters, numbers, letters and symbols, white lines, line breaks, tabs).
- demonstrate how to make letters bold, italic, underlined, coloured, in a particular font.
- demonstrate how to correct their text (backspace, delete, undo, redo, insert, cut and paste).
- demonstrate how to save documents (save, save as, make folder plus give a logical name).
- demonstrate how to insert a table and adjust it.

Lesson outline & instruction methods

1	Introduction	10 min
2	Warming Up: The Spatial Game	10 min
3	MS Word Explanation	15 min
4	Students practice MS Word	45 min
5	Conclusion and homework	20 min
	Total	100 min

1 Introduction & reflection (10 min)

Materials: none

Aim

Students develop an understanding of the different ways in which the MS Word program can be used.

How

- Reflect on computer lesson 2:
 - o Do students have any questions?
 - o Cover the homework

- Explain the use of the MS Word program. Text editing is one of the most commonly used programs on computers. MS Word has become an international standard as a text and editing program. We can use MS Word to produce a letter, an invitation or a job-application. We can change files very easily and multiple times. We can make prints that look neat and formal as opposed to hand-written letters, which serve more personal purposes. Before we dive into MS Word, however, the lesson starts off with a Warming Up.

2 Warming up: The Spatial Game (10 min)

Materials: none

Aim

Students break the ice.

How

The whole group leaves the classroom and stands outside at a small distance away from the door. Two group leaders are present: one of them joins the group and the other one positions him/herself at the doorway. Before each student re-enters the classroom in turn, the leader at the doorway whispers an instruction to this student.

Examples of instructions:

- find the highest place in the classroom.
- find the most dangerous place in the classroom; find the most open place in the classroom.
- find the coldest place in the classroom; find the brightest place in the classroom; and so on.

The same instruction may be given to two different students. When this exercise has been completed, students remain in their places and discuss the different perceptions they had during this game.

3 MS Word Explanation (15 min)

Materials:

- Handout MS Word

Aim

Students familiarize themselves with MS Word.

How

1. give an introduction: The handout with the analogy of the painter/artist can be used as a metaphor.
2. instruct students to open Word and open click on the menu-options (File, view etc). They can discover themselves so they will look familiar.
3. students do not go into the details of all menu options, as this can easily become overwhelming.
4. explain (use the explanation sheet in the handout): menu, toolbars, title bar, status bar.
5. the appearances of the cursor, how to navigate your cursor in your text and on the page; the use of Capitals and Caps lock.
6. the use and purpose of white lines and line breaks enter/return; the use and purpose of 'tab'.
7. the use of the text formatting palette, create text in 'bold', 'italic' and larger font size; the 'table menu' and how to insert a table.

4 Students practise in MS Word (45 min)

Materials:

- The word files made in the previous lesson (students should probably be sitting behind the same computer)
- Instruction working in MS Word

Aim

Students learn to start using MS Word functions.

How

1. Students work in pairs, working together on their personal friends and relatives list. Every student should have made at least a part of that list, so they all gain experience in using Word.
2. Follow the instruction from the instruction material: Instruction working in MS Word.
3. While students are working, check whether they are using different fonts (at least five), sizes, tabs, add symbols, choose a page set-up (landscape or portrait), italicize, underline, bold, numbers and bullets. Check who is ahead and show them the options, and check who is behind to spend extra time.
4. In order to use MS Word efficiently, students need to have mastered the keyboard. Use the *Handout_the keyboard* from lesson two as a background document.
5. Optional: Print the pages the student have made. Help three students to their print pages. If a printer is unavailable, gather the group behind the screen so they can share their different pages with different layouts.

5 Conclusion and homework (20 min)

Group discussion on their work

Three students

- demonstrate the document with the names
- show what options they used in Word
- share what they experienced using different colours, font and sizes.

Students discuss whether they think the methods they used are successful in attracting attention and expressing the characteristics they wished to express in their chosen layout.

Homework

Tell the students to read the handout Handout MS Word before the next lesson.

If you have extra time

Experiment with more fonts, symbols, colours and sizes.

Tools, games and materials

- Students' own Word documents from Lesson 2.
- Instruction working in MS Word
- Handout MS Word

Extra:

- Factsheet: keys of the keyboard