



Microsoft Word 2010 Lesson Plan

Objective: This class is a brief introduction to Word 2010. It consists of 2 one and one-half hour sessions. By the end of this class you should be able to create a simple document and manipulate its appearance and text. Word is very useful in creating documents such as letters, resumes, brochures, flyers or invitations.

Prerequisites: Prerequisites for this class include the ability to use the **mouse**, knowledge of scrolling and use of the left and right mouse buttons. You must be familiar with using the **cursor** to move and select objects and how to give the computer a command. You must also know the keyboard and all the major keys.

Tips and Resources:

- The best way to gain a working knowledge of Word is to practice and to experiment.
- Remember that you must tell the computer what to do, using your cursor ("blinking line") and a command/action.
- Word has several different ways to perform commands; use the one you like best.
- Save frequently as you work to create your document.
- Don't keep your hand on your mouse. Be careful as you click, using mostly the left side of the mouse.
- Click one time or two? Try both ways and see which works.
- Don't try to remember all commands: you may hover over menus, icons, etc. to see what they do.
- Use handouts for this course and Help. PPLS has a number of books on Word 2010, and there are online resources, too—here are two links: **GCF Learn Free** at <http://www.gcflearnfree.org/word2010> and **Learning Express Library** on the PPLS website at <http://www.learnatest.com/LEL/index.cfm/learningCenter/computerSkills>

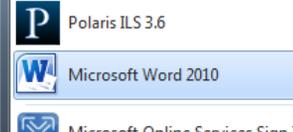
Week 1 -- The student will be asked to download a Word document from www.planolibrary.org – **Computer Classes link under Information bar on left side of page.**

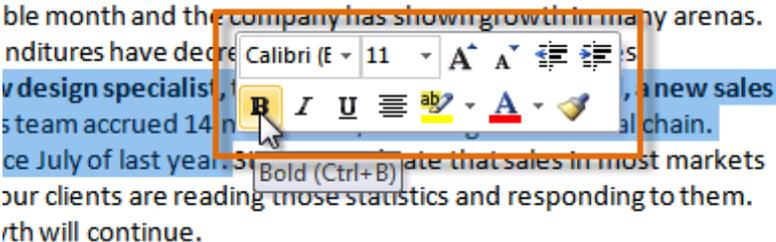
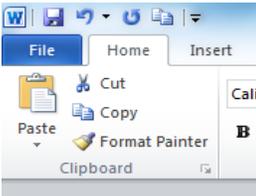
Open **Explorer to PPLS Home Page**, and explain it.

- Show that buttons/icons are labeled as you mouse over. Maximize screen. Review how to use mouse and cursor. Review use of scrollbar
- Scroll down to **Computer Use and Classes**. Click on this link and then on Directions for accessing class materials or on the Microsoft Word link(s) and follow instructions. Download **one of the doc or .docx documents shown here—instructor may choose.**
- **Students will complete steps 1 (Open Word) through 15 (Text Alignment)**

Week 2 – Students will briefly review steps from Week 1 as needed, and then will complete steps 16 (Page Layout and Design) through 24 (Conclusion and Practice)

The students will be given a print copy of **the instructor's Word exercises**, and will be shown how to edit and format the document. They will also be given a copy of the **MS Word Quick Guide** to keep.

Tasks	Steps and knowledge necessary to complete task.
1. Open Word	 <p>Click once on Word icon.</p>
2. Show the “Help” button and explain	 <p>Help is also on the Backstage View page.</p>
3. Show Backstage View 4. Show templates	<p>File tab houses major commands on a page called Backstage View. Show Open, Save, Save As, Print, Help and Word Options</p> <p>Save – Show how to save as .doc compatible with Word 97-2003 as well as .docx for Word 2010</p> <p>New</p>  <p>Print Preview hasn't disappeared. A preview of your document appears on the right side of the screen when you click Print in File-Backstage view. Print settings are on the left.</p>
5. Ribbons – Includes Tabs and Boxes	
6. Quick Access Toolbar	<p>Quick Access Toolbar contains commands you use over and over every day: Save, Undo, Repeat. You may customize this toolbar by clicking on File-Word Options-Quick Access Toolbar. You may move it below the ribbon if you wish by clicking on the Down arrow and then clicking Show Below Ribbon.</p> <p>Show Undo and explain its value.</p> 
7. Ruler	<p>Point out View Ruler icon at top of scroll bar on right side of screen. Or click on View Tab and then click on Show Ruler in Show box.</p>
8. Quick Review Demo	<p>Open Word. A new blank document will appear. Be sure Ribbon is maximized. Display the Ruler. Add commands to Quick Access Toolbar. Close Word without saving your document.</p>

<p>9. Open AuntMadge.docx</p> <p>Scroll through document</p>	<p>From PPLS website</p> <p>Scroll up and down one line. Scroll up and down one screen. Drag the scroll bar to move to specific page. Scroll right and left. Use Ctrl+Home to move to the top of your document, and Ctrl+End to move to the bottom.</p>
<p>10. Basics of Working with Text (in AuntMadge.docx)</p> <p><i>Dear Aunt Madge,</i></p> <p><i>The family reunion is only six months away and things are really getting busy. Won't it be great to get everyone together again?</i></p> <p>Use this document to demonstrate all text features, here and below.</p>	<p>How to insert text. How to delete text.</p> <p>To insert text: Move mouse to point at which you wish to insert text. Click mouse and cursor appears at the insertion point.</p> <p>To delete text: Place cursor next to text to delete. Cursor appears. Use Backspace key to delete text to the left of the cursor/insertion point. Use Delete key to delete text to the right of cursor.</p> <p>To select text: Place cursor next to text you wish to select. Click and hold mouse to drag mouse over text to select it. Release it and a highlighted box appears over the selected text—often the background color is blue.</p>  <p>ble month and the company has shown growth in many arenas. nditures have decre Calibri (E) 11 A A [bulleted list] [numbered list] S v design specialist, a new sales s team accrued 14 n , a new sales ce July of last year. St [highlighted] al chain. our clients are reading those statistics and responding to them. rth will continue.</p> <p>You may see a smaller toolbar 'hover' over the text with formatting options. This can save you time, but you can also use the options on the Ribbon at the top of the page.</p> <p>Clicking in margin easily selects text to format:</p> <ul style="list-style-type: none"> 1 click selects the whole line 2 clicks selects the entire paragraph 3 clicks selects the entire document
<p>11. Copy and Paste Cut and Paste</p>	<p>Select the text you wish to copy. Click the Copy command on the Home tab on the Ribbon. Or right-click and select Copy. Place cursor at the point where text is to appear and click Paste on the Home tab. The copied text will appear.</p>  <p>To Cut: Select text. Click Cut on the Home tab and then right-click and select Cut. Place cursor where text is to appear and click Paste. The cut text will disappear and appear where it is Pasted.</p>

Paste Options: This button appears below your Pasted text. You may choose how Word will Paste the text.

Show **Copied or Cut** text on Clipboard by clicking the **Launcher** arrow at the bottom of the **Clipboard Box>Clipboard. Cut or Copied items** will stay in the **Clipboard** buffer and can be used over and over until you copy or cut another segment.

Remember: Always **Select**, then **Click** to act/give the mouse a command.

12. Drag and Drop Text

Select the text you wish to copy. Then **click and drag text** to the location you want it to appear. The cursor will have a **rectangle** under the arrow to show that you are dragging text.

13. Find and Replace

To Find: Click on **Home** tab, then **Find** (at top right). **Navigation pane** appears. Type text you wish to find in box at top. (Example: **flowers**) Text if found will appear highlighted in the document and previewed in navigation pane. Use arrows to show all instances where word appears. Close nav pane.

To Replace: Click on **Home**, then **Replace**. **Find and Replace box** appears. Type the text you wish to find in the **Find What** field. Type the text you wish to replace it with in the **Replace With** field. Click **Find Next** and then **Replace** to make the change. Or click **Replace All** to replace the word every time it appears

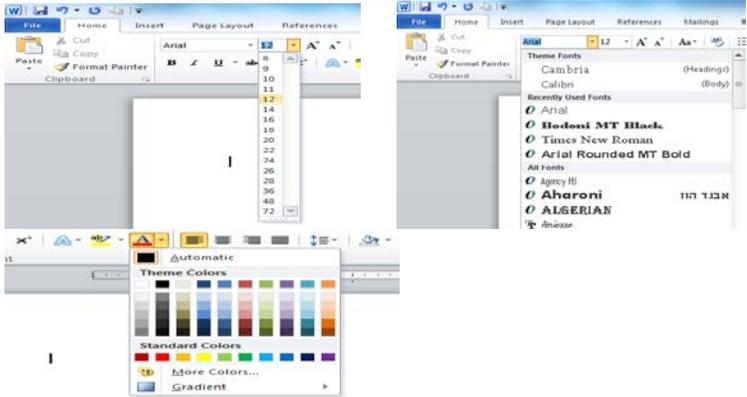
14. More on Formatting Text

Font Size

Font

Font Color

Bold – Italic – Underline



Size: Select the text you wish to change. Click on **Home** tab, drop down arrow for font size in **Font** box, and choose size. You may also use the Grow Font and Shrink Font options next to drop down menu.

Font: Select the text to be changed. In **Font** box, use drop-down arrow to view Font styles. Select desired font and it will change in document.

Font Color: Select the text you wish to change. Click arrow for **Font Color** drop-down menu in the **Home** tab. Move mouse to preview and select color. You may choose **More Colors** option at the bottom of the box to see and choose more colors.

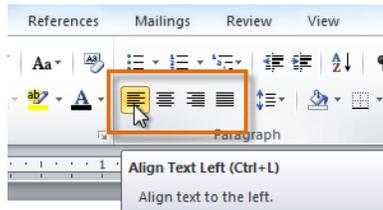
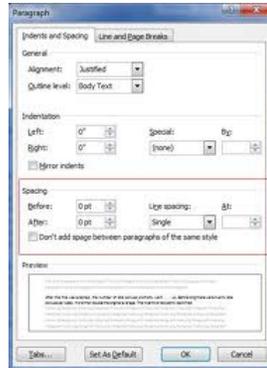
Bold – Italic – Underline: Select the text you will modify. Click on **B, I** or **U** in the **Font** section of the Home tab.

Changing the Text Case

Changing the Text Case: Select the text you want to change, and click on Change Case to select the option you want.

15. Text Alignment and Spacing

Line and Paragraph Spacing Icon. Open Paragraph Dialog Box, and note that line spacing should show Single and 0 pt before and 0 pt after. (The Paragraph dialog box can also be found under the Page Layout tab.)

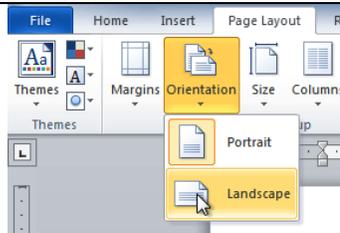


Select the text you wish to change, and choose one of the four alignment options: **Left, Center, Right or Justify**

Change Styles can also adjust spacing. Click on Change Styles, then Style Set, and then choose Word 2003.

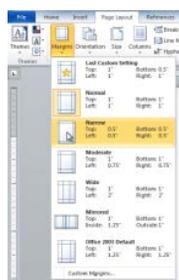
16. Page Layout

Page Orientation



Click on the **Page Layout** tab, and choose **Orientation** in the **Page Setup** box. Select Landscape (horizontal) or Portrait (vertical) orientation.

Margins



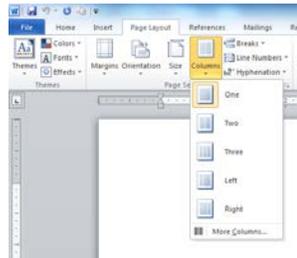
Margins: Page Layout – Margins Normal is the default. Choose desired size.

Changing Page Size



Page Size: Page Layout – Size. Choose Letter or Legal.

Columns



Columns: Page Layout – Columns. Select text you wish to format. Choose number of columns, and text will flow automatically into columns. To remove columns, open menu again, and click **One** as number of columns.

17. Spelling and Grammar

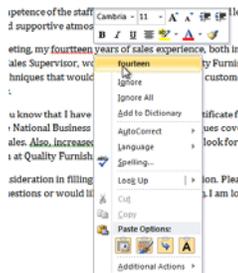
Automatic **Spelling and Grammar** check.

Wavy **red** line: Word misspelled

Wavy **green** line: Grammar error

Wavy **blue** line: Word spelled correctly, but may not be the correct word in the context of the sentence

Right click on the underlined wavy word to use Spell Check or Grammar Check feature.



Spell Check

On Review tab, Spelling and Grammar Dialog box opens and Word offers suggestions for words and grammar that are 'wrong.' Click **Change** to correct a spelling error. You may also type in the correct spelling.



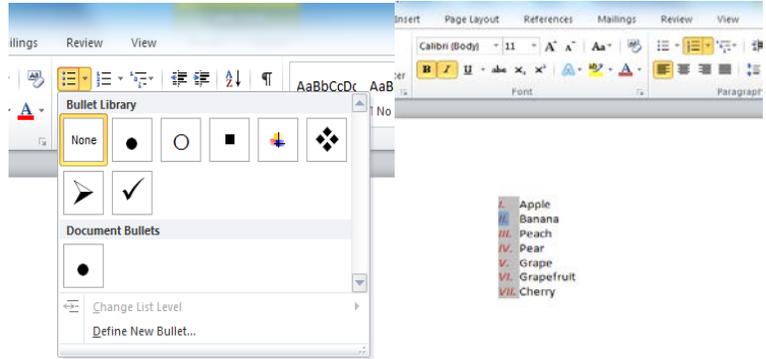
You may also tell Word to **Ignore**, **Ignore All**, or **Add to Dictionary**, so it will not be shown as an error again.

For grammar, tell Word to **Ignore Once** or **Ignore Rule**.

Explain box will tell you why Word thinks there is a grammar error so you may change it if you want to.

18. Bullets/Numbering

- Click on **Home** tab – **Paragraph** box.
- Select the text you wish to bullet and then click the **Bullets/Numbering** icon and select your style.
- **Unclick the bullet icon** to remove bullets, or click **Undo**.
- As you create a list, the bullets/numbers will automatically be added each time you press **Enter**. Press **Enter** twice to stop the bullet formatting and return to normal formatting.



Defining a New Bullet

The **Define New Bullet dialog box** allows you to choose any symbol, or even a picture from your files, as a bullet. Click **Bullets-Define New Bullet** – then click **Symbol** or **Font** to choose a symbol. You will see a preview of your symbol. Click OK to change.

To **change bullet color**, click **Bullets-Define New Bullet-Font** and select the color. Click OK to see preview and OK to apply new color to your list.

To format the bullets or numbers **separately** from the items in the list, click on one of the numbers or bullets to select **just them, not the text**. Format them using the **Ribbon** commands, and then click away to see the reformatted list.

Multilevel Lists

Multilevel Lists:

- Click icon and arrow to see styles.
- Click style and it will appear in document.
- Position cursor at end of a list item, press Enter and it will appear in the list

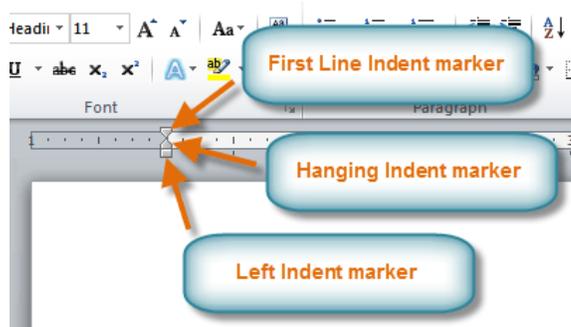
19. Indents and Tabs

- **Using Tab to Indent**

You may want to indent **only the first line** of each paragraph, or you may indent every line except the first line (**hanging indent**).

Be sure you can see the **Ruler**! Click **View** tab, then check the **Ruler** in the **Show** box.

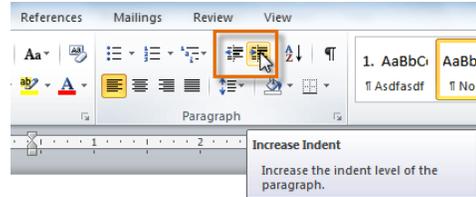
To indent using **Tab** key: Place cursor/indentation point at the **beginning of the paragraph** you wish to indent. Press **Tab** and the first line indent marker on the ruler will move to the right ½ inch.



- **Creating a Hanging Indent/First Line Indent**

To create a **Hanging Indent (First Line Indent)**. Place cursor anywhere in the paragraph you wish to indent, or select one or more paragraphs.

- Drag **First Line Indent** marker on the ruler to desired point.
- Drag **Hanging Indent** marker on the ruler to the desired point.
- To move both markers at the same time, drag the **Left Indent** marker. This indents all lines in the paragraph.



- **Using Indent Commands**

Indent Commands: Select text to be indented. From **Home** tab, in the **Paragraph** box, select **Increase Indent** to increase indent space by 1/4 inch increments. **Decrease Indent** to decrease it in 1/4 inch increments.

- **Show/Hide Icon**

Show/Hide: Note this icon, which allows you to see paragraph markings and other hidden formatting symbols. These do not show when document is printed.

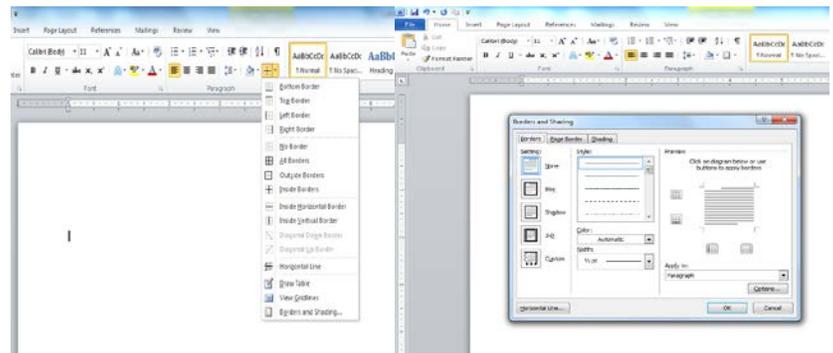
20. Borders and Shading

Select the text you wish to change.

Home > Paragraph box> **Border** icon

Select **Borders and Shading** at the bottom.

A menu box opens. Select the first tab, **Borders**. Second tab is **Page Borders**, third is **Shading**.)

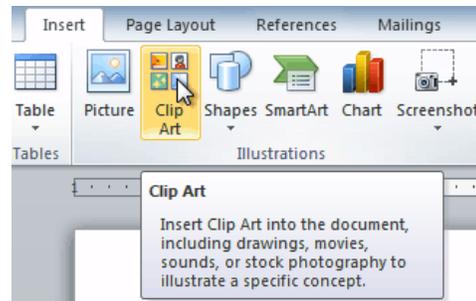


Select a **Style**, **Color** and **Width**. Note that you will see a preview. Use icons to remove one or more border lines. Apply to **Paragraph**. Click OK to apply.

Page Borders (second tab): This border is for entire page or for sections of the page. Note the **Apply to** box. Have fun with Art borders in the center of the box. Make your choices and click on OK to apply

21. Clip Art and Pictures

To find and insert **Clip Art**



Insert tab > Clip Art (Illustrations box)

To find Clip Art

You will see options in task pane to the right

Enter keywords to select the type of image you need and select media types. You may include Office.com content.

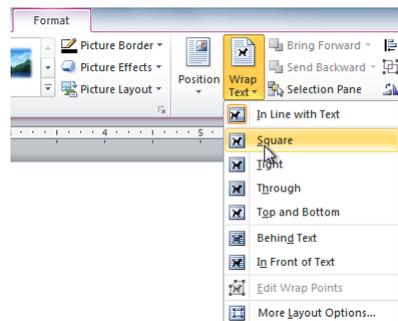
To insert Clip Art

Place your cursor at the point where you wish to insert the picture.

Click the image you wish to insert, and it will appear in the document.

Re-size the image by using the sizing handles. Corner sizing handle keeps the proportions the same as in the original.

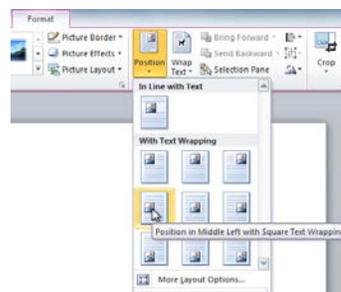
Important: Clicking on the picture opens the **Format/Picture Tools** tab which you use to work with the picture.



Text Wrapping allows you to position your picture and your text together.

Click on the picture to open the **Format** tab.

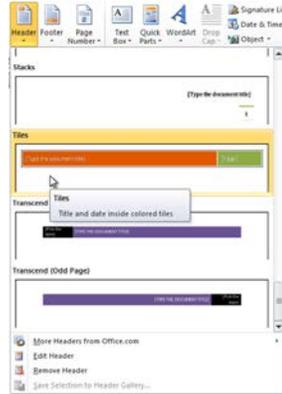
Click on **Wrap Text** and view your options in the menu. Move the image to see how the text wraps for each setting.



Click **Position** and select an option from the menu. Picture will move automatically to that position, and Text Wrapping will be automatic.

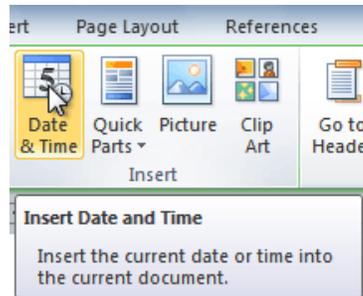
22. Headers and Footers

A **header** is the part of the document that appears in the **top margin**. A **footer** appears in the **bottom margin**. They can contain a title, the date, and page numbers.



To insert a header or footer:

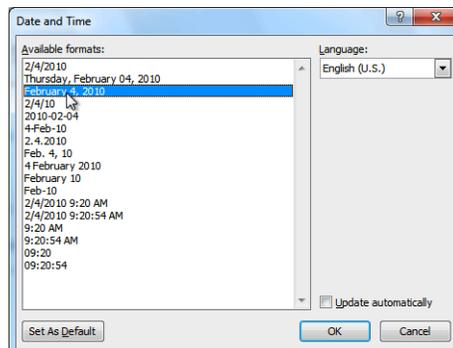
- Click **Insert** tab
- Click either the **Header** or **Footer** command and look at the menu
- **Blank** inserts a blank header or footer. Or select one of the options Word provides.
- **Design tab/Header & Footer Tools** appears on the Ribbon and you will see the **Header** or **Footer** in the document.
- Type your text into the **Header** or **Footer**. Click **Close Header and Footer (red X)** This locks the **Header** or **Footer**, although you can still see it. To **unlock** it, click **anywhere inside the Header or Footer** so you can edit it again.



Inserting Date or Time in Headers and Footers

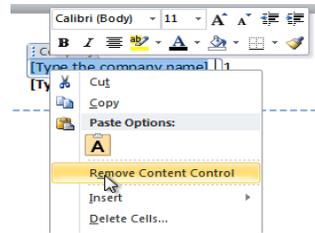
To insert date and time in header or footer:

- **Unlock** the header or footer by double-clicking
- Click on **Design** tab, then **Date and Time**. Choose format for date from list. Click on **Update Automatically** to update date in document when it is opened next time.



Removing Content Control from Headers and Footers

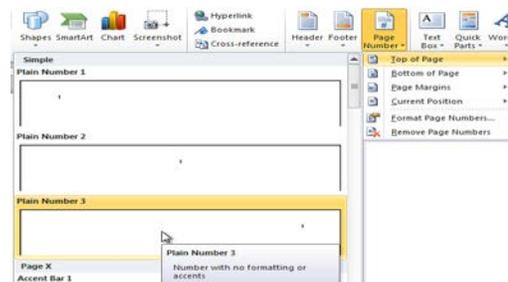
Content Controls



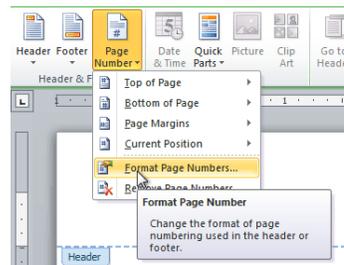
Content Controls are bits of text that appear in some headers and footers by default. To remove them, with header field unlocked, right click on the **Content Control** field you wish to remove, and click on **Remove Content Control** on the menu. The field will disappear

23. Page Numbers

To insert **Page Numbers** into a **new** header or footer:
From **Insert** tab, click Page Number, and view the menu.
Click on the style you like, and it will appear in your document.



To format **Page Numbers**
Unlock the header or footer which has the page numbers.
Design tab > **Page Number**
Click **Format Page Numbers**



Select your **Page Number** format. Next to **Start At**, enter your beginning page number.

24. Conclusion

Practice/Questions/Evaluation