

Lesson Notes for Microsoft Word

Lesson 1: Getting Started

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.	1.3.1 1.3.2	Save documents in alternative file formats Modify basic document properties	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4	What is Word?		Provide a quick introduction of what Word is and briefly describe some of the benefits of using a word processor. <ul style="list-style-type: none"> • Walk your students through the process of how to start Word on the computers in your classroom. • Mention that alternate methods are listed in the coursebook. 	5-10
5-6	Looking at the Screen		Take a few moments to review the elements on the screen. It is to the students' advantage that they recognize the various elements and understand how these tools can help them when working with documents.	15-30
7-9	<ul style="list-style-type: none"> – Accessing Commands and Features – Using ScreenTips – Using the Quick Access Toolbar 		Ensure students are aware of the Quick Access toolbar and how easy it is to access the most commonly used features.	10-15
10-14	<ul style="list-style-type: none"> – Using the Ribbon 		Ensure students are aware of the Ribbon and how the tabs work. <ul style="list-style-type: none"> • Take a few moments to discuss how commands are grouped and specifically how to determine where a command can be found. <p>Be sure to touch on the topic of how commands may appear in a dialog box, gallery or task pane.</p> <ul style="list-style-type: none"> • If students have completed a Windows course, this will be review and can be discussed quickly. • If they have not, be sure to explain how to recognize visual clues that will guide and assist their learning. 	15-20

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15	– Using the Backstage		Backstage is the correct term to use for the screen that displays when accessing commands in the File tab. Hint: Tell students they can press ESC to exit the Backstage view.	5-10
16	Working with Text		Be prepared to spend extra time here to discuss the basic word processing concepts.	10-15
17-18	– Moving Around in Documents		You may want to take a moment to introduce a few keyboard shortcuts such as CTRL+HOME and CTRL+END. This may be a good opportunity to introduce the Show/Hide ¶ feature. <ul style="list-style-type: none"> • Have students press ENTER once or twice and then point out that the ¶ symbol appears each place in the document where they pressed the ENTER key. • The Show/Hide ¶ feature will have more impact when students are working on a document with a lot of text and spacing, or with financial reports where multiple tab settings may be present. 	10-15
	Learn to enter text		Students enter text into a blank document.	5-10
19-21	Working with Documents – Creating New Documents		The New command works the same as in earlier versions of Word; what has changed is that the Recent tab in the Start screen appears as soon as you start a session of Word. Depending on the class length, you may want to walk students through the process of narrowing the search for a specific document type.	10-15
22	– Switching Between Documents		This is an important feature for new users to Office applications, not just Word. You can also tie this topic in with the prerequisite Windows skills.	5-10
	Learn to create new documents		Students create a new blank document, as well as a new document using a template.	5-10
23-26	– Saving Documents	1.3.1	This should be considered the most important feature in this lesson. Encourage students to save all their documents even if they do not believe they will need them again.	5-10

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			<p>Ensure students understand the difference between using Save and Save As.</p> <p>Hint: Use Browse or More options to open the Save As dialog box. This may be preferable for students who need to navigate between locations frequently. Paths are prominent to help students navigate from one location to another.</p>	
27	– Understanding Word and File Types		Make sure students understand how to use the Save as type field, and when they might need to save a Word document in a different file format.	10-15
28-29	– Using Document Properties	1.3.2	<p>The document property fields are in Backstage for easy access.</p> <p>Take a few moments to discuss what properties are and how they can be helpful when searching for a document</p> <ul style="list-style-type: none"> For example, you can search for properties, such as the last author, or the last modification date, and so on. <p>As time permits, walk students through a search using advanced document properties.</p>	10-15
31-32	Opening a Document		<p>Ensure you discuss the Open screen.</p> <p>Certain elements will not appear until you begin working with files.</p> <ul style="list-style-type: none"> As files begin to appear in the Recent files list, they will be grouped by date such as Today, Yesterday, or This Week. <p>Initially, students may not see any files listed until you have them navigate to the location of the student data files.</p> <p>Many new users will require a lot of practice when navigating to different locations on the computer, so be prepared to allocate extra time to walk students through the steps of finding and opening a file.</p> <p>You can also use the Browse command to display the Open dialog box.</p> <p>Ensure that students are comfortable using the Open dialog box to navigate to different locations.</p>	15-30

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			<ul style="list-style-type: none"> Draw their attention to the File types button at the right of the File name field; make sure they understand how and when they might use this field. 	
33	– Importing Files		<p>Briefly explain when you might want to import a file into Word versus just opening it.</p> <ul style="list-style-type: none"> For example, the document may contain text that you want to combine with the contents of the current file and you do not want to use the copy and paste method. <p>Provide a demonstration so students can see how this works before they attempt the exercise on their own.</p>	5-10
34	– Opening PDF Files		In your discussion of PDF files, have students think about how often they encounter PDF files on the Internet.	10-20
	Learn to open and save documents	1.3.1 1.3.2	Students open a variety of documents, add document properties, import a text file, open a PDF document, and then save the files.	20-25
30	Closing a Document		<p>Most new users will work on one document at a time. When they want to close the document, they will use the Close button for the application.</p> <p>While this is not an incorrect method, new users tend to panic when the entire application closes if this was the last open document.</p> <p>Take a few moments to reassure students why this action occurs, and take the opportunity to introduce a keyboard shortcut to close a document.</p>	5-10
	Learn to close documents		Students will close multiple documents.	5-10
35	Lesson Summary		Review the objectives with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.	5-10
Total (Hours)				3.5-6.0