

# Lesson Notes for Microsoft Word Expert

## Lesson 1: Using Advanced Design Elements

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (min)
	The Microsoft Office Exam Objectives listed at the right are covered in this lesson:	1.1.1 1.3.2 2.1.1 2.1.2 2.2.1 2.2.2 2.3.1 2.3.2 2.3.3 3.2.1 3.2.2 3.2.3 3.2.4	<b>Modify existing document templates</b> <b>Use language-specific features</b> <b>Find and replace text by using wildcards and special characters</b> <b>Find and replace formatting styles</b> <b>Configure hyphenation and line numbers</b> <b>Set paragraph pagination options</b> <b>Create paragraph and character styles</b> <b>Modify existing styles</b> <b>Copy styles to other documents or templates</b> <b>Create custom color sets</b> <b>Create custom font sets</b> <b>Create custom themes</b> <b>Create custom style sets</b>	
3	Lesson Objectives		<ul style="list-style-type: none"> <li>Review the objectives on Slide 3 with students so they know what will be covered in the lesson.</li> </ul>	5
4 5	Customizing Templates	1.1.1	<ul style="list-style-type: none"> <li>Review the purpose of using templates and point out how versatile they are because they can be customized to comply with standards specific to a company or organization.</li> <li>Begin with a quick review of the templates available from Microsoft.</li> </ul> <p>If students are unable to search for templates, you may need to check with your IT department.</p> <p>As time permits, discuss how to use criteria to narrow the search in order to find a specific template.</p> <ul style="list-style-type: none"> <li>Be sure to point out the .DOTX file extension and the location where customized templates are saved automatically.</li> <li>During your demo, be sure to point out the PERSONAL tab that appears once there is a .dotx file in the Custom Office Templates folder.</li> <li>If the Personal Templates folder is missing, use the Microsoft Fix outlined here: <a href="https://support.office.com/en-us/article/Where-are-my-custom-templates-88ed77ca-df34-49e9-9087-3f01ae296e6e">https://support.office.com/en-us/article/Where-are-my-custom-templates-88ed77ca-df34-49e9-9087-3f01ae296e6e</a></li> </ul>	10-20
	<b>Learn to customize templates</b>		<b>Modify a document based on a template and save the document as a new template.</b>	5-10
6	Sharing Template Tools	2.3.3	<ul style="list-style-type: none"> <li>Students may be familiar with showing or hiding Ribbon tabs. Explain that the Developer tab will be used again in Lesson 3.</li> </ul>	30-45

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7			<ul style="list-style-type: none"> <li>Introduce the Templates and Add-ins dialog box and discuss how this tool can be helpful, especially if you want to use styles (or macros) in another document/template.</li> </ul>	
8 9 10			<ul style="list-style-type: none"> <li>Introduce the Organizer and demonstrate how to copy styles from one document/template to another. This will also be explored further in Lesson 3 when dealing with macros.</li> </ul>	
11 12			<ul style="list-style-type: none"> <li>Students should understand the nature and function of building blocks and Quick Parts.</li> <li>These features will be discussed further in Lesson 3.</li> <li>Introduce the Building Blocks Organizer and explain that you can use it to manage Quick Parts.</li> </ul>	
	<b>Learn to share items among templates</b>		Copy styles from one document to another and from another template into the current document.	10-20
13	Working with Styles		<ul style="list-style-type: none"> <li>Styles were introduced in the Core course; however, a quick review of how to apply styles may be helpful.</li> <li>Ensure students understand the difference between paragraph and character styles.</li> </ul>	20-30
14 15 16	– Creating Styles	2.3.1	<ul style="list-style-type: none"> <li>Walk through the process of creating a style so that students understand the various options that can be set for a style.</li> <li>Caution students against putting all their styles on the Quick Styles gallery. The advantage of the gallery is to enable access to those styles that are used frequently – not to store all styles.</li> </ul>	
17 18	– Modifying Styles	2.3.2	<ul style="list-style-type: none"> <li>If time allows, demonstrate the advantage of using styles by modifying the format of an applied style. Use a bright color or other high contrast change so students can easily see how Word automatically updates the style throughout the document.</li> <li>Discuss how easy it can be to modify a style. Caution students to always watch for and consider which other styles may be affected. For example, if the Heading 5 style is based on the Heading 4 style, what may occur to Heading 5 if you change the color and spacing for Heading 4?</li> </ul>	10-20
19	– Styles, Structure, and Navigation		<ul style="list-style-type: none"> <li>Have students display the Navigation Pane and click various headings to navigate a document.</li> </ul>	5
	<b>Learn to create and modify styles</b>		Apply, create, and modify styles.	15-30

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20	Customizing Document Design Elements – Customizing Themes	3.2.3	<ul style="list-style-type: none"> <li>Themes were introduced in the Core course so adjust the timing based on how comfortable students are with this feature.</li> <li>Discuss why you may want to customize a theme's colors, fonts, or styles set.</li> <li>Point out that while you cannot create a new theme from scratch, you can modify an existing theme and save it with a new name.</li> <li>Students should understand that they can customize a theme by selecting various built-in color, font, and style sets, in addition to selecting customized color, font and style sets.</li> </ul>	20-40
21 22 23	– Customizing Color Sets	3.2.1	<ul style="list-style-type: none"> <li>Demonstrate how to change the color set for a theme. Point out how the color set is applied to various elements in a document.</li> <li>Demonstrate how to customize the colors for specific elements in the theme.</li> </ul>	10-20
24 25	– Customizing Font Sets	3.2.2	<ul style="list-style-type: none"> <li>Explain that a font set includes a heading and body font combination.</li> <li>Demonstrate how to create and apply a custom font set. Point out how the font is applied to various elements.</li> <li>Demonstrate how to delete a customized item from the gallery.</li> </ul>	10-15
26	– Customizing Style Sets	3.2.4	<ul style="list-style-type: none"> <li>Demonstrate how changing the style set affects the styles that display in the Quick Styles gallery.</li> <li>Open the Apply Styles pane and show students that all styles are still available.</li> </ul>	10-15
27 28 29	– Managing Multiple Font Options	1.3.2	<ul style="list-style-type: none"> <li>Point out that changes made to the +Body and +Heading fonts are retained when you change themes, even if the new theme applies a different set of body and heading fonts.</li> <li>This topic also introduces how to set a default font; discuss why you might want to change the default font (Calibri); for example, your company uses a particular font for correspondence.</li> </ul>	10-15
	<b>Learn to customize themes, colors, fonts, and style sets</b>		Customize style sets, color sets, and font sets, and save a customized theme.	20-30
30 31	Searching for Specific Information		<ul style="list-style-type: none"> <li>Introduce the topic of using wildcards (or special characters) to enhance search operations.</li> </ul>	15-20

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			<ul style="list-style-type: none"> <li>It is not necessary to provide an example of each wildcard option. You may want to focus on the more commonly used options such as ? or *.</li> </ul>	
32 33	– Searching with Wildcards	2.1.1	<ul style="list-style-type: none"> <li>Demonstrate how to use wildcards while searching.</li> <li>Demonstrate how to combine wildcards with text to narrow the search.</li> </ul>	
	<b>Learn to use wildcards in searches</b>		Find specific text using various wildcard options.	5-10
34	– Finding and Replacing Formatting	2.1.2	<ul style="list-style-type: none"> <li>Review the process of finding and replacing text in a document. Then discuss how you can find and replace formatting elements in the document.</li> <li>Remind students to use the Replace All button with caution.</li> </ul>	10-15
	<b>Learn to find and replace formatting</b>		Find and replace formatted text and styles	10-15
35 36	Controlling the Text Flow – Text Flow Options	2.2.2	<ul style="list-style-type: none"> <li>Explain the concept of pagination and that the stray lines of text that can appear either at the bottom or top of the page (widows and orphans) detract from the overall appearance of a document.</li> <li>Explain how pagination settings affect the appearance of documents.</li> </ul>	15-20
37 38	– Using Hyphenation	2.2.1	<ul style="list-style-type: none"> <li>Point out that word wrap may cause a long word to 'wrap' to the next line, resulting in a short line of text. These short lines of text can become distracting. Explain that activating hyphenation can help create a more uniform right margin.</li> <li>Discuss how company or industry standards will determine how often hyphenation is used in documents.</li> <li>Point out that manually hyphenated words might appear as spelling errors, even though they are not really errors.</li> <li>Explain that you can turn off hyphenation for specific areas by selecting the text and activating the Don't hyphenate option in the Paragraph dialog box.</li> </ul>	10-15
39 40	– Using Line Numbers	2.2.1	<ul style="list-style-type: none"> <li>Discuss which types of documents commonly include line numbers.</li> <li>Explain that line numbering may be applied to specific sections of a document.</li> <li>Review the various options such as suppressing the line numbers for specific lines, and the start at, and restart numbering options.</li> </ul>	10-15

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	<b>Learn to apply pagination options to text</b>		Adjust the flow of text in a document.	15-20
41	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
				<b>5.0-8.0</b>