

Microsoft®

# **Word Associate**

## **Instructor Resources**

# Microsoft Word Associate

## Enter Dates

### Instructor Information

#### Instructor

add text

#### Email

add text

#### Office Location & Hours

add text

### General Information

#### Description

Master the full range of Microsoft Word skills with this comprehensive course, designed to prepare you for the Microsoft Office Specialist: Word Associate Certification (MO-110). This coursebook provides the essential knowledge and hands-on experience needed to navigate Word's interface, format documents, manage text, insert tables and graphics, and collaborate efficiently, which are key skills for professionals, students, and anyone looking to create polished, professional documents.

Whether you're drafting business reports, academic papers, or professional correspondence, this course offers step-by-step instruction to help you develop proficiency in document organization, page layout, SmartArt, and collaboration tools while ensuring you can work effectively within Microsoft 365 Apps.

#### Course Objectives

This coursebook teaches the skills you will need to successfully complete the Microsoft Office Specialist certification offered by Certiport. These skill sets are introduced using multiple types of exercises and review materials.

After completing this course, you will understand the following:

- ✦ Navigate & Customize the Word Interface: Understand the Ribbon, Backstage View, Quick Access Toolbar, and ScreenTips to enhance efficiency.
- ✦ Create & Manage Documents: Open, save, and edit documents, including working with templates and converting PDFs into Word files.
- ✦ Text Editing & Formatting: Use Find and Replace, Undo/Redo, Cut, Copy, Paste, Font styles, Character Spacing, Drop Caps, and Special Effects for precise text management.
- ✦ Page Layout & Structure: Adjust margins, page orientation, columns, section breaks, headers, footers, and watermarks to improve document readability.
- ✦ Tables & Lists: Insert and format tables, bulleted and numbered lists, multilevel lists, and custom numbering for organized content presentation.
- ✦ Graphics & Visual Enhancements: Work with images, SmartArt, charts, 3D models, icons, and WordArt to create visually engaging documents.
- ✦ Collaboration & Review Features: Track changes, manage comments, review spelling and grammar, and apply document protection settings.
- ✦ Automatic Formatting & References: Utilize Table of Contents, footnotes, endnotes, bookmarks, cross-references, and citation tools for well-structured documents.

By completing this course, you will be fully prepared to earn the Microsoft Office Specialist: Word Associate Certification (MO-110) and demonstrate your expertise in document management, advanced formatting, and collaboration tools. This coursebook provides everything you need to succeed in Microsoft Word, regardless of whether you're validating your skills for career advancement or refining your proficiency.

## Expectations and Goals

Upon completion of this course, learners are expected to complete the Microsoft Office Specialist exams. Candidates for this exam should have a foundational knowledge of word processing fundamentals and how those services are provided with Microsoft Word. The exam is intended for candidates who are just beginning to work with word processing software or are new to Microsoft Word. To learn more about the Microsoft Office Specialist program visit: [Microsoft Office Specialist :: Certiport \(pearsonvue.com\)](https://www.pearsonvue.com/certification/microsoft-office-specialist)

Certifications provide significant advantages to professional and job candidates. These include:

- Higher grade point average for certified high school students
- Higher graduation rates for certified high school students
- Increased post-secondary enrollment
- Reduced dropout rates

Additional information: [The value of certification](#)

## Course Materials

### Required materials

- XperienceED account
- Computing Device
- Internet Connection

### Optional materials

- Headset

## Schedule

### Dates

### Unit

---

Unit 1: Getting Started

---

Unit 2: Working with Text

---

Unit 3: Formatting Documents

---

Unit 4: Organizing Text

---

Unit 5: Working with Graphics

---

Unit 6: Working with Documents

---

## Course Structure

The course is structured to learn by doing, practice the learned skill, then apply the skills.

- Unit
  - Lesson
    - Learn Tasks
    - Practice Exercises
    - Practice Questions
  - Objective Assessment
  - Create Project

Each unit contains lessons. The lessons are introduced by lesson topics where you can learn through doing or learn through study materials (eBook, QuickDeck or QuickClip). Each lesson concludes with a Practice Exercise that incorporates the tasks you have learned throughout the lesson. Once you have completed the lessons in the unit, you are assessed through a question-based Objective Assessment and a Create Project.

## Weights and Grading

Add your course weight and grading here

## Additional information and resources

### Add a subheading

Add text.

# Instructor Guide

# Overview

## Course Structure

The course is structured to learn by doing, practice the learned skill, and then apply the skills.

- Unit
  - Lesson
    - Learn Tasks
    - Practice Exercises
    - Practice Questions
  - Objective Assessment
  - Create Project

Each unit contains lessons. The lessons are introduced by lesson topics where learners can understand through doing or learning through study materials (eBook, QuickDeck or QuickClip). Each lesson concludes with a Practice Exercise that incorporates the tasks they learned throughout the lesson. Once they have completed the lessons in the unit, learners are assessed through a question-based Objective Assessment and a Create Project.

## Delivery

The course is created so it can be customized to meet the needs of the instructor and the learner.

- **Direct Instruction:** Utilize the PowerPoints Presentations to introduce each lesson topic, then have the learners review the study materials and complete the task.
- **Flipped Classroom:** Learners complete online lessons outside of class time. Learners utilize the class time to discuss learned tasks, allow learners to teach concepts, expand concepts through learning stations, and work on unit extension or unplugged activities.
- **Learner-Centered Approach:** Use the prescriptive learning model so learners can focus on new skills and skip the skills they already know. Learners can work at their own pace on their own schedule to complete the course. Instructors support learners by utilizing the answer keys to identify struggles and guide learners through the solutions.

## Differentiation

- **Study Materials:** Study materials are available in eBook, QuickDeck and QuickClip format. Each study material provides the same concepts and allows the learners to choose the modality that best fits their learning style. The eBook introduces concepts in bite-sized readings. QuickDecks display materials in a flashcard format. QuickClips provide a video and audio-based clip.

- **Course Progression:** Learners can complete the learn task to demonstrate understanding before reviewing the study materials or they can review one or all the study materials before attempting the learn tasks.
- **Grouping:** Create groups for different learning levels or styles. Customize each group setting to best meet the needs of the learners.
- Provide struggling learners with answer keys to follow step-by-step instructions to complete tasks and exercises.
- Encourage learners to showcase their newly learned skills by creating additional real-world projects, teach others how and why to use new skills, and explore beyond their learning.

## Prepare for Delivery

- Begin with the unit overview to understand the structure and flow of the unit, the topics covered, the approximate time to complete and the exam objectives reviewed.
- Review the lesson PowerPoint Presentation to give you an in-depth look at each lesson topic and the comprehensive topic notes included.
- Review the answer keys to familiarize yourself with the tasks learners will complete throughout the lesson.
- Complete the lesson.

## Instructor Resources Overview

|  |  |
|--|--|
| <b>Instructor Resources File Structure</b> | <ul style="list-style-type: none"> <li>📁 Instructor Resources           <ul style="list-style-type: none"> <li>📄 Course Syllabus</li> <li>📄 Course Overview</li> <li>📄 Course Key Terms</li> <li>📄 Course Instructor Guide</li> <li>📁 Unit               <ul style="list-style-type: none"> <li>📁 Unit Assessment Answer Keys                   <ul style="list-style-type: none"> <li>📄 Create Project</li> <li>📄 Objective Assessment</li> </ul> </li> <li>📁 Lesson                   <ul style="list-style-type: none"> <li>📁 Answer Keys                       <ul style="list-style-type: none"> <li>📄 Lesson Practice Exercises</li> <li>📄 Learn Tasks</li> <li>📄 Lesson Practice Questions</li> </ul> </li> <li>📁 Study Guides                       <ul style="list-style-type: none"> <li>📄 Study Guide Complete</li> <li>📄 Study Guide Fill-In Explanation</li> <li>📄 Study Guide Fill-In Topic</li> </ul> </li> <li>📄 Lesson PowerPoint Presentations</li> </ul> </li> <li>📁 Unplugged Activities</li> <li>📄 Unit Overview</li> <li>📄 Unit Learning Plan</li> </ul> </li> </ul> </li> </ul> |
|--|--|

|                                    |  |
|------------------------------------|--|
|                                    |  Unit Key Terms   |
| <b>Unit Assessment Answer Keys</b> | <p>Each unit includes two types of assessments for learners to apply their knowledge.</p> <ul style="list-style-type: none"> <li>• <b>Create Project</b> – These are project prompts and sample solution files. Create projects also include “show me” videos for learner reference. You have the option to enable/disable this feature.</li> <li>• <b>Objective Assessment</b> – A comprehensive question and answer-based assessment for the unit. Objective Assessments include “show solution” for learner reference. You have the option to enable/disable this feature.</li> </ul>   |
| <b>Answer Keys</b>                 | <p>Documents containing answers, step-by-step instructions, and correct answers for Instructor reference or to offer additional support material for learners.</p> <ul style="list-style-type: none"> <li>• <b>Learn Tasks</b> - Each lesson topic includes an opportunity to apply what they have just learned in-app or by answering questions. Learn Tasks also include “show me” videos and “show solution” for learner reference.</li> <li>• <b>Lesson Practice Exercises</b> – End of lesson in-app or scenario-based assessment. Lesson Practice Exercises also include “show me” videos for learner reference. You have the option to enable/disable this feature.</li> <li>• <b>Lesson Practice Questions</b> – End of lesson question-based assessment. Lesson Practice Questions also include “show solution” for learner reference. You have the option to enable/disable this feature.</li> </ul> |
| <b>Study Guides</b>                | <p>Printable and customizable study guides mapped to lesson topics and exam objectives are provided in three formats.</p> <ul style="list-style-type: none"> <li>• <b>Complete</b>- This version includes the topic and the explanation.</li> <li>• <b>Fill-In Topic</b>-Learners can fill in the topics as they learn or as a review.</li> <li>• <b>Fill-In Explanation</b> – This allows learners to complete the explanation of each lesson topic in their own words and images.</li> </ul>   |
| <b>Learning Plan</b>               | <p>Customizable unit learning plan outlining the objectives and topics covered, essential questions, learning targets, methods and materials, extension activities, formative and summative assessments, mapping to STEAM, Work Readiness, 5 C’s, and Bloom’s Taxonomy Levels.</p>   |
| <b>Lesson PowerPoint</b>           | <p>A PowerPoint Presentation that complements the lesson. Each lesson topic is included in the presentation as well as comprehensive speaker notes.</p>  |
| <b>Unplugged Activities</b>        | <p>A variety of activities and necessary resources to get learners off the computers while still reinforcing unit learning objectives.</p>   |
| <b>Unit Key Terms</b>              | <p>A comprehensive list of key terms throughout the unit.</p>  |
| <b>Unit Overview</b>               | <p>A spreadsheet containing the overview of the flow of the unit that includes lesson topics, certification objectives mapping, and approximate timings for self-paced and instructor-led scenarios.</p>   |

# Word Learning Plan

## Unit 1: Getting Started Associate

**Instructor:**

**Class:**

**Duration: 6-13 hours**

### Unit Objectives:

This unit focuses on developing the skills required to proficiently utilize advanced commands and features in document processing software. Learners will gain a deep understanding of document settings and formatting options, and they will learn to efficiently manage and collaborate on documents for various professional and academic purposes, thereby demonstrating their mastery in working with documents.

### Essential Questions:

- How can an understanding of Microsoft Word, its interface, and the various commands and features enhance document creation and productivity??
- How can creating new documents, utilizing document templates, and managing file types, empower you to efficiently produce, share, and customize documents for various purposes?
- How can an understanding of Microsoft Word's core functionalities and document settings empower individuals to create professional and organized documents efficiently?

### Learning Targets:

I will understand the Word interface and ribbons

So I can create new documents

I know I succeeded when I can adjust document settings according to my needs.

### Methods and Materials:

- Lectures
- Reading
- Videos
- Hand-on activities
- Creating
- Analyzing
- Discussing
- Teaching

### Formative Assessments:

- Learn Tasks
- Practice Questions
- Practice Exercises

### Summative Assessments:

- Objective Assessment
- Create Project

### STEAM

- Science
- Technology
- Engineering
- Art
- Math

### Work Readiness

- Communication
- Problem-solving
- Teamwork
- Work ethic
- Empathy
- Conflict resolution
- Active listening
- Time management
- Adaptability
- Reading
- Mathematics

### 5 C's

- Critical Thinking
- Creativity
- Communication
- Collaboration
- Citizenship

### Blooms Level

- Remembering
- Understanding
- Applying
- Analyzing
- Evaluating
- Creating

# Learning Activities

| Lesson                | Time Allowed   | Content  |
|-----------------------|----------------|--|
| Commands and Features | 65-145 minutes | <ul style="list-style-type: none"> <li>• What is Microsoft Word?</li> <li>• Microsoft Word Interface</li> <li>• Backstage</li> <li>• ScreenTips</li> <li>• Quick Access Toolbar</li> <li>• Ribbon</li> <li>• Ribbon Tabs</li> <li>• Understand Ribbon Tabs</li> </ul>  |
| Work with Documents   | 65-145 minutes | <ul style="list-style-type: none"> <li>• New Documents</li> <li>• Document Templates</li> <li>• Open Documents</li> <li>• Save Documents</li> <li>• Save PDFs</li> <li>• Convert PDFs to Word Documents</li> <li>• Word File Types</li> <li>• Identify Extensions</li> </ul>   |
| Document Settings     | 75-255 minutes | <ul style="list-style-type: none"> <li>• Move Around in Documents</li> <li>• Go to a Specific Page of a Document</li> <li>• Review Document Statistics</li> <li>• Document Properties</li> <li>• Inspect Document</li> <li>• Check Accessibility</li> <li>• Check Compatibility</li> <li>• Print Preview</li> <li>• Set Print Parameters</li> <li>• Share Documents</li> </ul> |
| Document Views        | 70-160 minutes | <ul style="list-style-type: none"> <li>• Change the View</li> <li>• Manage Views</li> <li>• Manage Outline View</li> <li>• Zoom</li> <li>• Split the Window</li> <li>• Show/Hide ¶</li> <li>• Ruler</li> <li>• Gridlines</li> <li>• Navigation Pane</li> </ul>   |

# Warm-Up Activities

1. Take a moment to think about your experience using Microsoft Word. List at least three features or functions that you have used in the past. Consider formatting tools, editing options, or any other aspects of Word that you are familiar with.
2. Explore different types of documents you've encountered or heard of that you might use Microsoft Word for. Select one and briefly describe what type of document it is and why you might need to create it.

# Extension Activities

1. Create a portfolio for the course. Portfolios should include evidence of work, reflect on learned skills and how you can incorporate the skills in a current or future project. This is an ongoing extension activity. Continue to add to the portfolio throughout the course.
2. Select one topic learned throughout the unit, then create an instructional video, tutorial, lecture, or hands-on activity to teach others about the skill.
3. Imagine you're a marketing manager at a middle-sized company, and you've got an important job to do. Your team is making a big report that talks about how the company plans to do its advertising for the next few months. This report is going to be shown to the big bosses at your company, the people who have an interest in your company's success, and folks who might invest money in your company. As the time when everything needs to be finished gets closer, you'll face some tough situations where what you've learned about Microsoft Word will be important. Explain why you may need to use the following document statistics, document properties, document protection, and version management.

# Unit Evaluation and Reflection

**What went well**

**What needs to change**

|  |  |
|--|--|
|  |  |
|--|--|

# Unit 1 Work with Documents Associate

## Learn Tasks

| OD #  | OD Desc   | Lesson Topic                   | Assessment Details   | Answer Key   | File Name |
|-------|---|--------------------------------|--|--|-----------|
|       |   | New Documents                  | Create a new blank document.   | File tab > New > Blank document  |           |
|       |   | Document Templates             | Create a new Word document based on the Pet Volunteer Opportunity flyer template.  | 1) File tab > New > Flyers<br>2) Choose the Pet Volunteer Opportunity flyer template<br>3) Select Create   |           |
|       |   | Open Documents                 | Place the steps to opening a file in the correct order. <ul style="list-style-type: none"> <li>Select Open</li> <li>Select File</li> <li>Select Browse</li> </ul>  | 1) <b>Select File (correct)</b><br>2) <b>Select Open (correct)</b><br>3) <b>Select Browse (correct)</b>  |           |
|       |   | Save Documents                 | Fill in the blank with the correct word.<br>Select File > _____ to change the name or location of a document. <ul style="list-style-type: none"> <li>Open</li> <li>Save</li> <li>Save as</li> <li>Create</li> </ul>  | Select File > <b>Save As (correct)</b> to change the name or location of a document.   |           |
| 1.3.1 | Save and export documents in alternative file formats | Save PDF                       | Save the document as a PDF   | File tab > Save As > Browse > File type drop-down arrow > PDF (*.pdf)  |           |
| 1.3.1 | Save documents in alternative file formats            | Convert PDFs to Word Documents | You can open a PDF file in Microsoft Word by selecting File and then Open. <ul style="list-style-type: none"> <li>True</li> <li>False</li> </ul> <p>Microsoft Word allows you to open PDF files but you will not be able to edit the file.</p> <ul style="list-style-type: none"> <li>True</li> <li>False</li> </ul> | <ul style="list-style-type: none"> <li><b>True (correct)</b></li> <li>False</li> </ul><br><ul style="list-style-type: none"> <li>True</li> <li><b>False (correct)</b></li> </ul> |           |
| 1.3.1 | Save documents in alternative file formats            | Word File Types                | You can save a Microsoft Word file in the following formats. (Choose all that apply) <ol style="list-style-type: none"> <li>.txt</li> <li>.rtf</li> <li>.docx</li> <li>.mov</li> </ol>   | <ol style="list-style-type: none"> <li><b>.txt (correct)</b></li> <li><b>.rtf (correct)</b></li> <li><b>.docx (correct)</b></li> <li>.mov</li> </ol>                             |           |
| 1.3.1 | Save documents in alternative file formats            | Identify Extensions            | Match the file formats to their correct descriptions. <ol style="list-style-type: none"> <li>.docm</li> <li>.dotx</li> <li>.dotm</li> </ol> <p>_____ Macro-enabled document</p>  | <p><b>.docm (correct)</b> Macro-enabled document (correct)</p> <p><b>.dotx (correct)</b> Template (correct)</p> <p><b>.dotm (correct)</b> Macro-Enabled Template (correct)</p>   |           |

| OD # | OD Desc | Lesson Topic | Assessment Details   | Answer Key | File Name |
|------|---------|--------------|--|------------|-----------|
|      |         |              | <input type="checkbox"/> Template<br><input type="checkbox"/> Macro-Enabled Template |            |           |

# Unit 1 Work with Documents Associate Practice Exercises

| Assessment Details  | Answer Key   | File Name |
|---|--|-----------|
| 1) Create a new document based on the Festive party flyer.<br>2) Save your document to the Starter Files folder as a PDF.<br>3) Close the document without existing Word.<br>4) Open the Festive party flyer.PDF in Word. | 1) File tab > New > under suggested searches: choose Flyers<br>2) File tab > Save As > Save as file type drop-down arrow > PDF (*.pdf)<br>3) File tab > Close<br>4) File tab > Open > navigate the Starter Files folder<br>5) Select Festive party flyer.PDF |           |

# Unit 1 Work with Documents Associate

## Practice Questions

1) Fill in the blanks with the correct words.

All documents are based on a **template (correct)** which determines **basic formatting (correct)** for the document.

- Template
- Files
- Basic Formatting

2) You can only open documents from a cloud location.

- True
- **False (correct)**

3) When you save a file for the first time, the Save as view displays in Backstage.

- **True (correct)**
- False

4) Which file type extension is used when templates are saved in Office 2019?

- a) **.dotx (correct)**
- b) .docx
- c) .dot
- d) .doct

5) What does PDF refer to?

- a) **Portable Document Format (correct)**
- b) Portable Document File
- c) Personal Default File
- d) Portable Default Format

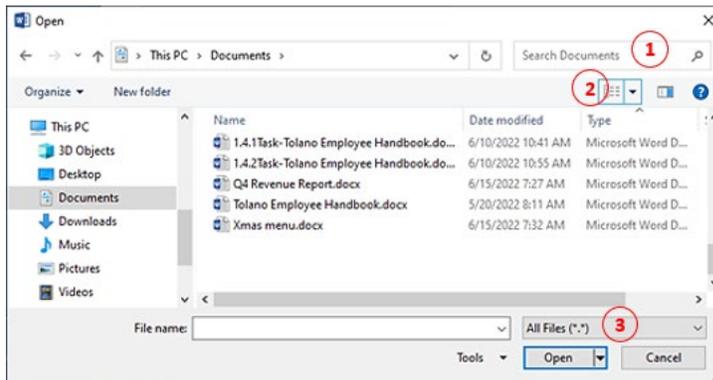
6) You can convert a PDF file into a Word format but you may also need to edit the file, especially if there are a number of pictures in the PDF file.

- **True (correct)**
- False

7) Which file type is associated with Word 2007 and later?

- a) **.docx (correct)**
- b) .doc
- c) .dotx
- d) .dot

- 8) By default, Microsoft displays a list of Word documents in the Open dialog box. Review the following image and select the number that represents the option you would use to view other file types.



- a) 1 Search field
- b) 2 View button
- c) **3 All Files button (correct)**

A group of diverse students in a classroom are sitting at desks, focused on their laptops. The scene is brightly lit, likely from large windows in the background. The students are of various ethnicities and are dressed in casual attire. The focus is on the students in the foreground, with others slightly blurred in the background.

Microsoft Word

The Microsoft Word logo, consisting of the letters 'Mw' in a white, sans-serif font, centered within a blue rounded square.

Mw

# Work with Documents

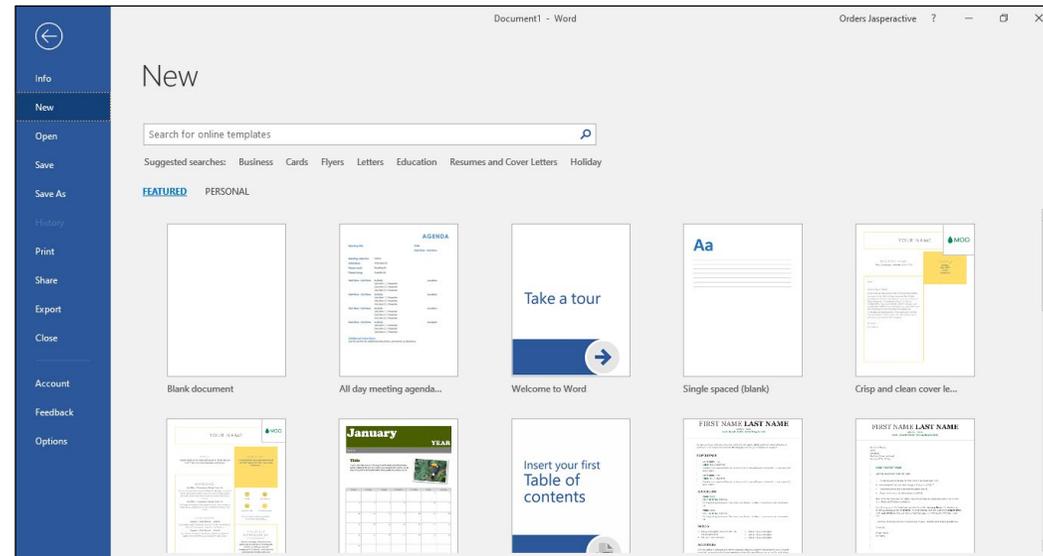
Unit 1: Getting Started

# New Documents

- Word opens Backstage to create or open documents
- Select **Blank document** for a new file
- Use **File > New > Blank document** within an open file

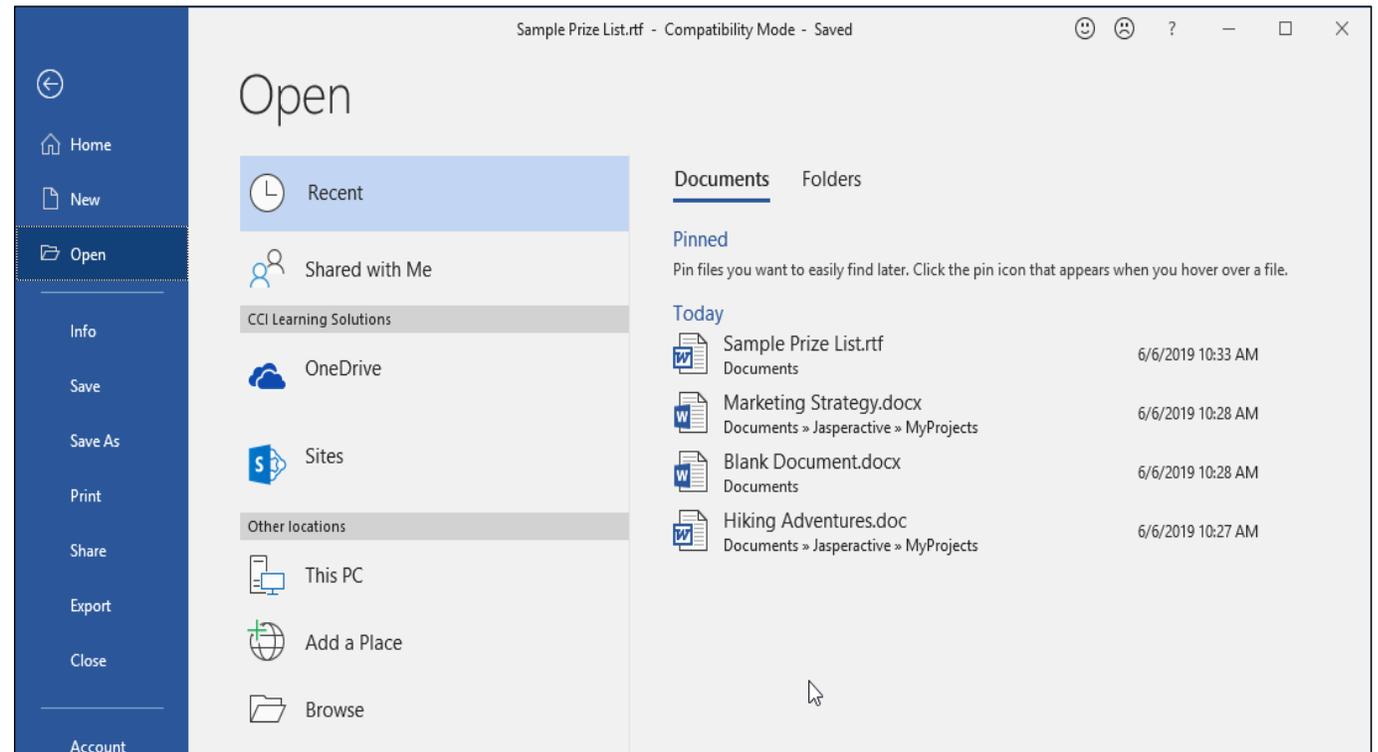
# Document Templates

- Templates define document formatting, styles, and layout
- Select or search for templates in **File** > **New**, with preview and pin options



# Open Documents

- On the **File** tab > **Open**
- On the **File** tab > **Open** > **Browse**



# Save Documents

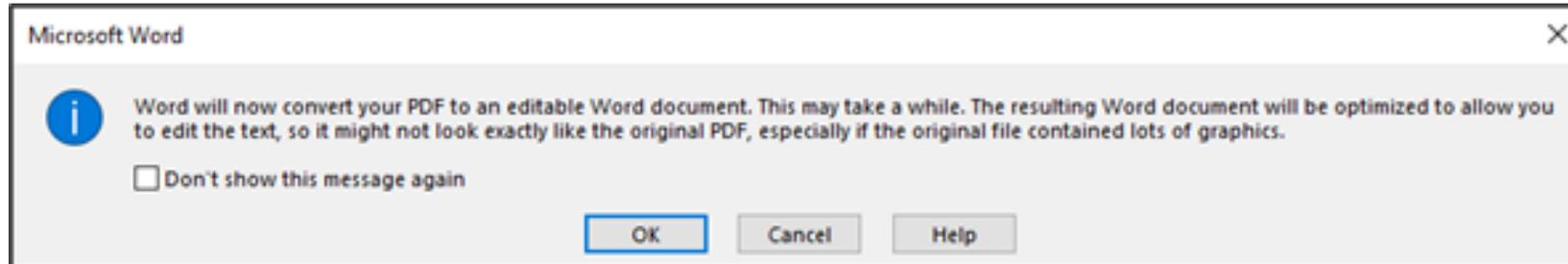
- Organize files by naming, saving locations, file types, and properties
- Use **File > Save** or **Quick Access Toolbar > Save** to update or **File > Save As**
- Save frequently to prevent data loss; Word prompts when unsaved changes are detected

# Save PDFs

- Save documents as PDFs to preserve layout and restrict editing
- Use **File** > **Save As** > File type: **PDF**
- The PDF opens in the default viewer installed on the system

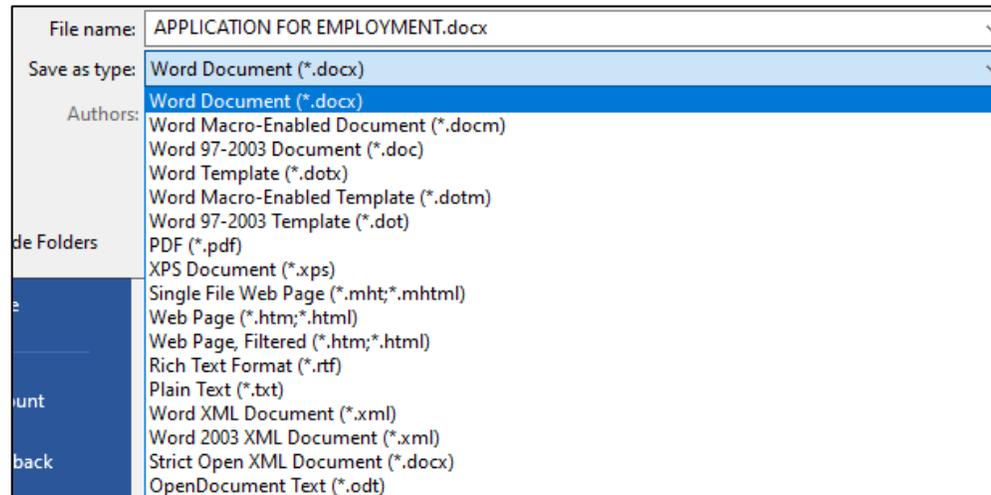
# Convert PDFs to Word Documents

- Open a PDF file as if a Word document
- Word displays a message indicating the PDF file will be converted to Word format



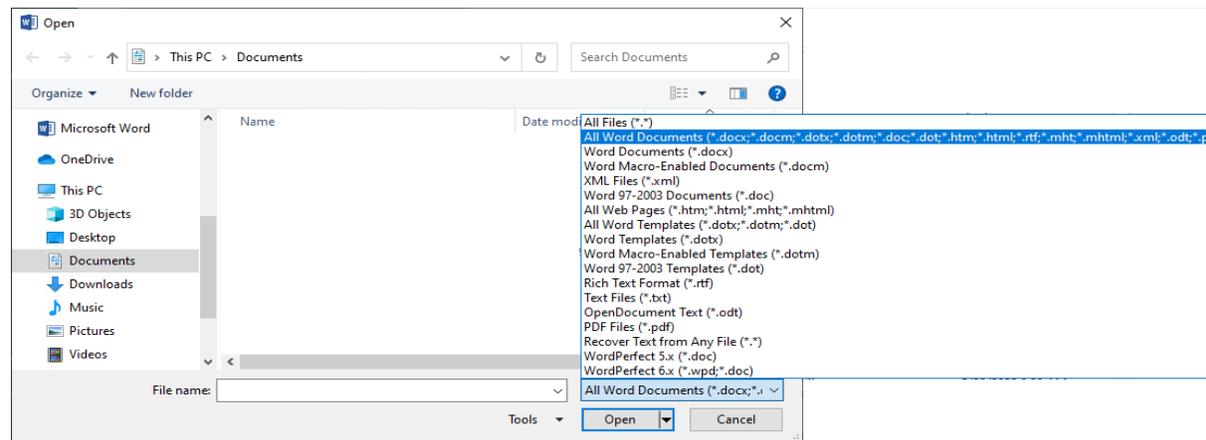
# Word File Types

- Word defaults to .docx, but other formats include .doc, .docm, .dot, .dotx, and .dotm
- Save in a different format via **File > Save As > File type** drop-down



# Identify Extensions

- Word supports multiple file formats for compatibility with other programs
- On **File** tab > **Open** > **Browse** > **All Word Documents**



# Unit 1 Work with Documents Associate Study Guide Complete

| Topic                                 | Explanation  |
|---------------------------------------|--|
| <b>New Documents</b>                  |  |
| New Documents                         | Backstage screen so you can choose to create a new document by selecting a Blank document.   |
| New Document                          | <b>File</b> tab > <b>New</b> > <b>Blank document</b> .   |
| <b>Document Templates</b>             |  |
| Document Templates                    | A <b>template</b> determines the basic formatting for a document.  |
| Templates Contain                     | Document settings such as fonts, styles, page layout, special formatting, shortcut keys, macros, and menus.  |
| Word Documents                        | All Word documents are based on a template.  |
| Pre-designed Templates                | If you are unsure how to lay out a particular type of document, such as an invitation, meeting agenda, or a business memo. You can select a template design in the <b>New</b> window.                  |
| Create a Document                     | When you choose a selection in the list, the template appears as a preview in a new window where you can verify you want this document type by selecting <b>Create</b> .                               |
| Pin a Template                        | You can also select the ( <b>Pin this item to the list</b> ) button to "pin" or position this template near the top of the list for quick access.  |
| <b>Open Documents</b>                 |  |
| Open Recent or Pinned Documents       | On the <b>File</b> tab > <b>Open</b> .   |
| Browse Folders to Open a Document     | <b>File</b> tab > <b>Open</b> > <b>Browse</b> to select the file using the Open dialog box.  |
| <b>Save Documents</b>                 |  |
| Organize your Files                   | File organization includes how you name the file, where you save it, which specific file type you will assign, and whether you want to add or change the properties of the file to help find it later. |
| Save Documents                        | On the <b>File</b> tab > <b>Save</b> .   |
| Save an Existing Document             | <b>File</b> tab > <b>Save As</b> .   |
| Save As Locations                     | The first panel in the Save As page displays the available locations for saving your document (these locations are associated with your account).  |
| File Name and Type                    | The second panel provides options regarding the file name and file type. It will also display a list of commonly accessed folders such as Documents or Pictures.                                       |
| <b>Save PDFs</b>                      |  |
| Portable Document Format (PDF)        | A file format used to maintain the design layout and format of a file for distribution to others and restrict the editing of file contents.  |
| Save a Document as a PDF              | <b>File</b> tab > <b>Save As</b> > <b>File type</b> drop-down arrow > <b>PDF (*.pdf)</b>   |
| <b>Convert PDFs to Word Documents</b> |  |

|                                 |   |
|---------------------------------|---|
| Open PDF in Word                | When you use Microsoft Word to open a PDF as if it were a Word document, it will convert the PDF into an editable Word document.  |
| Convert PDFs to Word Documents  | Once you select <b>OK</b> , the PDF document opens as a Word document, and you can edit it as if it had been a Word document originally.                                    |
| <b>Word File Types</b>          |   |
| Default Word Document Extension | By default, Word automatically assigns a .docx extension to the end of the file name.   |
| .doc                            | Word document prior to 2007.  |
| .docx                           | Word document 2007 or later.  |
| .docm                           | Macro-Enabled Document.   |
| .dot                            | Template prior to 2007.   |
| .dotx                           | Template 2007 or later.   |
| .dotm                           | Macro-Enabled Template.   |
| <b>Identify Extensions</b>      |   |
| PDF (.pdf)                      | Portable Document Format (PDF) is a file format developed by Adobe that allows you to view documents (with formatting and images) in a web browser or other programs.       |
| XPS Document (.xps)             | XML Paper Specification the file owner controls who can open the file. Recipients who have not been granted rights cannot view the XPS file.                                |
| Rich Text Format (.rtf)         | A text file that preserves font and paragraph formatting and can include embedded images.   |
| Plain Text (.txt)               | A text file that can be read by any program on any operating system. This format does not include formatting of any kind, nor does it include images.                       |
| Search for Files                | On the <b>File</b> tab > <b>Open</b> > <b>Browse</b> .  |
| Save Files                      | <b>File</b> tab > <b>Save As</b> > <b>File type drop-down arrow</b> > <b>(the field below the File name field)</b> to display the drop-down menu of available file formats. |

# Unit 1 Work with Documents Associate Study Guide Fill-In Explanation

| Topic                                 | Explanation |
|---------------------------------------|-------------|
| <b>New Documents</b>                  |             |
| New Documents                         |             |
| New Document                          |             |
| <b>Document Templates</b>             |             |
| Document Templates                    |             |
| Templates Contain                     |             |
| Word Documents                        |             |
| Pre-designed Templates                |             |
| Create a Document                     |             |
| Pin a Template                        |             |
| <b>Open Documents</b>                 |             |
| Open Recent or Pinned Documents       |             |
| Browse Folders to Open a Document     |             |
| <b>Save Documents</b>                 |             |
| Organize your Files                   |             |
| Save Documents                        |             |
| Save an Existing Document             |             |
| Save As Locations                     |             |
| File Name and Type                    |             |
| <b>Save PDFs</b>                      |             |
| Portable Document Format (PDF)        |             |
| Save a Document as a PDF              |             |
| <b>Convert PDFs to Word Documents</b> |             |
| Open PDF in Word                      |             |
| Convert PDFs to Word Documents        |             |
| <b>Word File Types</b>                |             |
| Default Word Document Extension       |             |
| .doc                                  |             |

|                            |  |
|----------------------------|--|
| .docx                      |  |
| .docm                      |  |
| .dot                       |  |
| .dotx                      |  |
| .dotm                      |  |
| <b>Identify Extensions</b> |  |
| PDF (.pdf)                 |  |
| XPS Document (.xps)        |  |
| Rich Text Format (.rtf)    |  |
| Plain Text (.txt)          |  |
| Search for Files           |  |
| Save Files                 |  |

# Unit 1 Work with Documents Associate

## Study Guide Fill-In Topic

| Topic                                 | Explanation  |
|---------------------------------------|--|
| <b>New Documents</b>                  |  |
|                                       | Backstage screen so you can choose to create a new document by selecting a Blank document.   |
|                                       | <b>File</b> tab > <b>New</b> > <b>Blank document</b> .   |
| <b>Document Templates</b>             |  |
|                                       | A <b>template</b> determines the basic formatting for a document.  |
|                                       | Document settings such as fonts, styles, page layout, special formatting, shortcut keys, macros, and menus.  |
|                                       | All Word documents are based on a template.  |
|                                       | If you are unsure how to lay out a particular type of document, such as an invitation, meeting agenda, or a business memo. You can select a template design in the <b>New</b> window.                  |
|                                       | When you choose a selection in the list, the template appears as a preview in a new window where you can verify you want this document type by selecting <b>Create</b> .                               |
|                                       | You can also select the ( <b>Pin this item to the list</b> ) button to "pin" or position this template near the top of the list for quick access.  |
| <b>Open Documents</b>                 |  |
|                                       | On the <b>File</b> tab > <b>Open</b> .   |
|                                       | <b>File</b> tab > <b>Open</b> > <b>Browse</b> to select the file using the Open dialog box.  |
| <b>Save Documents</b>                 |  |
|                                       | File organization includes how you name the file, where you save it, which specific file type you will assign, and whether you want to add or change the properties of the file to help find it later. |
|                                       | On the <b>File</b> tab > <b>Save</b> .   |
|                                       | <b>File</b> tab > <b>Save As</b> .   |
|                                       | The first panel in the Save As page displays the available locations for saving your document (these locations are associated with your account).  |
|                                       | The second panel provides options regarding the file name and file type. It will also display a list of commonly accessed folders such as Documents or Pictures.                                       |
| <b>Save PDFs</b>                      |  |
|                                       | A file format used to maintain the design layout and format of a file for distribution to others and restrict the editing of file contents.  |
|                                       | <b>File</b> tab > <b>Save As</b> > <b>File type</b> drop-down arrow > <b>PDF (*.pdf)</b>   |
| <b>Convert PDFs to Word Documents</b> |  |

|                            |   |
|----------------------------|---|
|                            | When you use Microsoft Word to open a PDF as if it were a Word document, it will convert the PDF into an editable Word document.  |
|                            | Once you select <b>OK</b> , the PDF document opens as a Word document, and you can edit it as if it had been a Word document originally.                                    |
| <b>Word File Types</b>     |   |
|                            | By default, Word automatically assigns a .docx extension to the end of the file name.   |
|                            | Word document prior to 2007.  |
|                            | Word document 2007 or later.  |
|                            | Macro-Enabled Document.   |
|                            | Template prior to 2007.   |
|                            | Template 2007 or later.   |
|                            | Macro-Enabled Template.   |
| <b>Identify Extensions</b> |   |
|                            | Portable Document Format (PDF) is a file format developed by Adobe that allows you to view documents (with formatting and images) in a web browser or other programs.       |
|                            | XML Paper Specification the file owner controls who can open the file. Recipients who have not been granted rights cannot view the XPS file.                                |
|                            | A text file that preserves font and paragraph formatting and can include embedded images.   |
|                            | A text file that can be read by any program on any operating system. This format does not include formatting of any kind, nor does it include images.                       |
|                            | On the <b>File</b> tab > <b>Open</b> > <b>Browse</b> .  |
|                            | <b>File</b> tab > <b>Save As</b> > <b>File type drop-down arrow</b> > <b>(the field below the File name field)</b> to display the drop-down menu of available file formats. |

# Unit 1 Associate Create Project

The Create project is designed to allow the application and demonstration of new knowledge, skills, and personal creativity to produce a project-based result while integrating rubric requirements using a checklist.

**Tip:** While working on your project, remember to save your progress regularly. This will allow you to come back to it later. To continue working, open the document, then launch the platform using the Add-in whenever you're ready.

Begin your project by:

1. Create a new document using a brochure or flyer template
2. Save the document on your computer
3. If needed, open the document
4. Launch XED

## Choose from one of the projects below:

- Create a Personal Biography: Use a Word template to write a short personal biography about yourself. Include your name, background, interests, and a fun fact about you.
- Design a Simple Event Flyer: Create a flyer for a school event, club meeting, or family gathering using a Word template. Add a title, date, time, location, and a short description of the event.
- Write a Short Letter: Create a short letter to a friend, family member, or fictional character. Use proper letter formatting, paragraph spacing, and an appropriate closing.
- Your Own Project Proposal: Propose a project idea of your choice to your instructor for approval. The goal is to develop a creative and feasible project idea that aligns with the course objectives and your interests.

Complete a document using the following as a guide/checklist.

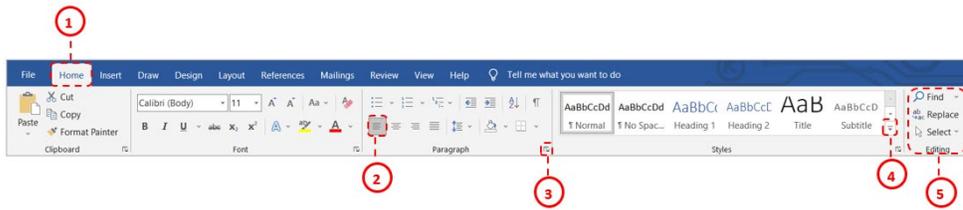
- Use the gridlines and rulers to align images and text
- Use the Show/Hide to remove unneeded breaks
- Change the view of the document to ensure you have the desired design
- Update the document properties to include a document title and your name as the author
- Inspect the document to ensure there is no hidden text or comments
- Check the document's accessibility and resolve any issues
- Save the document as a PDF

# Unit 1 Associate Objective Assessment

- 1) You have been tasked with creating an article to be published in an online monthly newsletter. The article needs to have no more than 500 words and at least two photos. They have also asked if you can provide a ready-to-publish professional document. Which software program would you use to create this article?
  - a) **Microsoft Word (correct)**
  - b) Microsoft Publisher
  - c) Microsoft PowerPoint
  - d) Adobe InDesign
  
- 2) A friend has asked you to help them identify some basic terms on the Word Interface so they can understand the screen. Match the correct term to the description.
  - a) Quick Access Toolbar
  - b) Title Bar
  - c) Tell Me
  - d) Status Bar

**Quick Access Toolbar (correct)** Frequently used buttons on a toolbar  
**Title bar (correct)** March Sales Figures report name  
**Tell me (correct)** On screen help field  
**Status Bar (correct)** Spelling error icon location
  
- 3) A simple purpose for Backstage is that options in this view are related to things you can do with the entire file itself.
  - **True (correct)**
  - False
  
- 4) To help a friend who is struggling with learning the new features of Word, which option would you direct them to read and reinforce skills on the screen?
  - a) **ScreenTips (correct)**
  - b) Tell Me
  - c) File tab
  - d) Status Bar
  
- 5) Word provides a number of tools you can use to complete tasks. Which of the following tools would you use for frequently used actions?
  - a) **Quick Access Toolbar (correct)**
  - b) Ribbon Tabs
  - c) File Tab
  - d) Tell Me

- 6) To demonstrate your understanding of how a Ribbon tab can be set up, review the following image and then match the number to the image with its description.



- a) Active Ribbon tab
- b) Active command
- c) Dialog box launcher button
- d) More button for a gallery
- e) Group of similar commands

- 1 (correct)** Active Ribbon tab
- 2 (correct)** Active command
- 3 (correct)** Dialog box launcher button
- 4 (correct)** More button for a gallery
- 5 (correct)** Group of similar commands

- 7) One way to learn where commands can be found is to associate them with specific types of tasks. Review the following descriptions and then match the words to the Ribbon tab name that best suits the description.

- a) Home
- b) Insert
- c) Review
- d) References
- e) Layout
- f) Design

- Home (correct)** Commonly used commands such as copy and paste.
- Insert (correct)** Insert anything other than text.
- Review (correct)** Check and proof the document before distributing
- References (correct)** Insert research sources or links for a report.
- Layout (correct)** Set up options for how the page will appear.
- Design (correct)** Apply elements to change the page's overall appearance.

- 8) When you launch Word, the Backstage view appears. What can you do next? (Select all that apply)

- a) **Create a new blank file (correct)**
- b) Open an existing file (correct)
- c) Save an existing file
- d) Save a new blank file
- e) Print the new blank file

- 9) Many people use the PDF format to share files. Identify which of the following options are benefits of using the PDF format. (Select all that apply)

- a) **Maintains the design layout and format for distribution. (correct)**
- b) **Restricts others from editing the file. (correct)**
- c) **Makes the file smaller to use as a link for downloading. (correct)**
- d) PDF files can be read in any program for easy reviewing.
- e) PDF files are always saved as read-only.

- 10) You receive a PDF file of the inventory list at the warehouse. The inventory items appear to have been set up as columns. Why might you want to convert this file into a Word document versus an Excel spreadsheet file?
- The PDF can be opened and converted directly within Word. (correct)**
  - You need to convert the PDF file to a text file before you can open it in Excel.
  - Word will automatically convert the file into a table format.
  - Excel will convert the file into a database format.

- 11) Fill in the blanks with the correct words.

Word automatically assigns a **.docx (correct)** extension to the end of the file name. If you need the file to open in a previous version, you should save the file using **.doc (correct)** extension. The **.doc (correct)** extension can also be opened by other word processing programs without needing any formatting edits. The easiest file format to open in an application with the **.txt (correct)** extension but it does not include any formatting.

- .docx
- .doc
- .doc
- .txt

- 12) It is important to check for any accessibility issues before you share documents with others on a global basis. This is crucial when posting online documents with audio or visual elements. How does Alt text help with addressing the accessibility issues? (Select all that apply)
- Alt Text provides a description for an object that cannot be identified with a text reader. (correct)**
  - Alt Text checks to ensure the text is valid for any translation of the document text.
  - Alt Text checks that a list of figures is available for all images or objects in the document.
  - Alt Text is saved with an image file so this file can be used in any online document.

- 13) Knowing that objects in documents are compatible with higher versions of Word, why is it important you run the Compatibility Checker before sharing a Word 2019 document with a friend who has Word 2007 installed?

- Some objects such as SmartArt diagrams are not compatible with previous versions of Word. (correct)**
- Running the Compatibility Checker tells you how much the file will be reduced in size to match Word 2007 requirements.
- Computing devices with Word 2007 generally do have enough RAM memory installed to show a document with lots of pictures.
- This is not a concern as newer versions of Windows address compatibility issues.

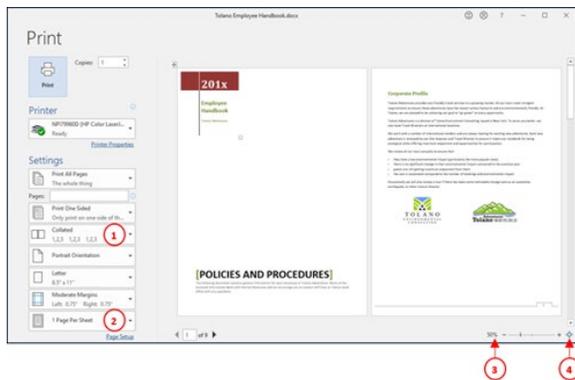
- 14) Fill in the blanks with the correct words.

When you save documents to a **cloud (correct)** location, you will see different **versions (correct)** of the file appear in a list.

This can be helpful if you **collaborate (correct)** with others on the same file and you want to **review (correct)** the changes made to the file yesterday.

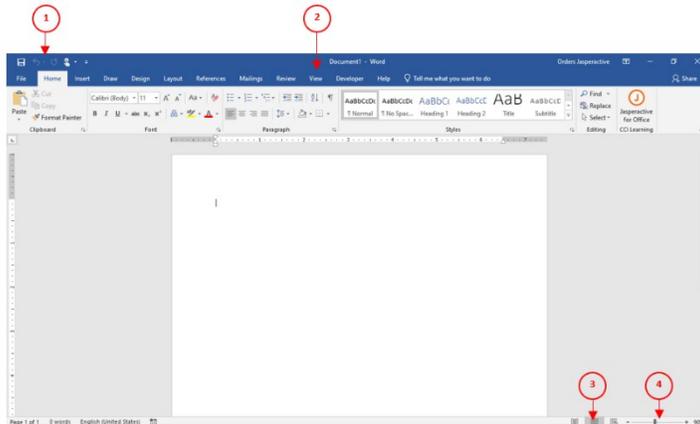
- collaborate
- versions
- cloud
- review

- 15) You can preview your document at any time to view how it will print. In this view, you can adjust the size of the page(s) in the document. Review the following image and then select the number for the feature that enables you to zoom into a single page.



- a) 1  
b) 2  
c) 3  
d) **4 (correct)**
- 16) Just as you are ready to print the final version of the promotional sheet, a friend tells you some last minute changes are needed. This includes customizing the margins, changing the orientation, and possibly adding columns to the bottom portion of the document. Which option would you use to make these changes?
- a) Print parameters in the Preview view of Backstage  
b) **Select Page Setup in the print parameters and made changes using the options in the Layout tab (correct)**
- 17) You have been working on an agenda for next month's staff meeting. Now that you are done, you need to share it with your friends. Which is the best method to share the file? (select all that apply)
- a) **Send the file via email to everyone. (correct)**  
b) Save it to your OneDrive Personal location.  
c) **Send an invite to your friends with a link to the online file (correct)**  
d) Save the file to a central Teams location.
- 18) You are working on a project at home and currently do not have access to your files on the school network (Internet is active but the school network is down for maintenance). Which is the best option to send the work you've done on the project to your team members?
- a) **Send the file via email as an attachment. (correct)**  
b) Save the file to USB that can be shared between your team members.  
c) Go to the public library where you can send the file to the school network.  
d) Ask the team to come to your home to get a printout.

- 19) There are a number of ways you can change the view of the document contents. Review the following image and select the number that identifies the View buttons.



- a) 1  
b) 2  
c) **3 (correct)**  
d) 4
- 20) Knowing that you can change the view as required, review the following terms and descriptions and match the terms to correctly identify when you would use this view.
- a) Read Mode  
b) Print Layout  
c) Web Layout  
d) Outline  
e) Draft
- Read Mode (correct)** Read the document as if it were a book.  
**Print Layout (correct)** Show all items in the document as if this were a printout.  
**Web Layout (correct)** Show the page as if viewing it on a web browser.  
**Outline (correct)** Create a table of contents to show the flow of the topics in the document.  
**Draft (correct)** Focus on entering the text content in the document.
- 21) Depending on the document, you may need to zoom in or out of areas in a document to see more or less detail. Why would using the Zoom Level button to change the zoom be faster to return to 100%?
- a) **The Zoom dialog box appears where you can then 100% and then OK. (correct)**  
b) This button automatically returns to 100% when selected.  
c) You need only to double-click this button to return to 100%.  
d) It automatically returns you to the last percentage used for the zoom.
- 22) Showing the formatting characters on the screen can be beneficial when editing the text. Review the following points and select those which could be included as a benefit. (select all that apply)
- a) **You can quickly delete extra tab characters that affect the alignment of text. (correct)**  
b) **You can quickly identify if there are extra blank lines you don't need in the file. (correct)**  
c) You can identify where the alignment of text was changed.  
d) You can see if you need to add more spacing or images in the document.

- 23) You want to create a diagram that shows the process for a sales strategy and want to display gridlines to help align the text boxes. Which Ribbon tab will you find the Gridlines feature?
- a) **View (correct)**
  - b) Insert
  - c) Draw
  - d) Design
- 24) There are requirements you need to consider before sharing your files to an online storage location such as OneDrive. Review the following items and select the appropriate response for each of the items.
- a) **Have a Microsoft account. (correct)**
  - b) **Access to a valid OneDrive business or school location. (correct)**
  - c) **Invite others to view or edit the file. (correct)**
  - d) Must use Edge as the web browser.
  - e) File must be 100Kb in size or smaller.

# Word Unit 1 Associate Key Terms

| Term                         | Definition   |
|------------------------------|--|
| <b>.docx</b>                 | The file type associated with Microsoft Word 2007 and later and is automatically assigned to the end of a file name.   |
| <b>Accessibility Checker</b> | A feature you can use to ensure that a document can be accessed globally on various devices for users with accessibility issues, such as visual or audio impairment.   |
| <b>Backstage</b>             | The view that appears when you select the File tab. It provides commands that deal with the entire file.   |
| <b>Compatibility Checker</b> | A feature you can use to ensure that a document can be opened in older versions of Word or in a different format that may be required for another program.   |
| <b>Contextual Tabs</b>       | A hidden tab or menu that appears when objects, such as text, images, or other elements are selected.  |
| <b>Dialog Box Launcher</b>   | The button at the lower right of a Ribbon group that displays a dialog box or pane with more options for specific features.  |
| <b>Document Inspector</b>    | A feature you can use to check a document for items you may not want others to view if you share the document, such as personal information.   |
| <b>File Formats</b>          | The standard way that information is encoded in an electronic file. The file format is indicated by the file name extension.   |
| <b>Go To Feature</b>         | A quick method of jumping to a specific page.  |
| <b>Gridlines</b>             | A feature to help align items on a page such as images and shapes.   |
| <b>Navigation Pane</b>       | When active, a pane appears on the screen to help you search for text and displays the results by headings, pages, or a list of the results in the document.   |
| <b>Page Orientation</b>      | The direction of the paper for text flow. Portrait uses the length of the paper vertically. Landscape uses the length of the paper horizontally.   |
| <b>PDF</b>                   | A file format used to maintain the design layout and format of a file for distribution to others, restrict the editing of file contents, or to make a file smaller so it can be set up as a link on a website for downloading. |
| <b>Quick Access Toolbar</b>  | Contains popular commands such as Save, Undo, and Redo. This toolbar can be customized for those commands you use frequently.  |
| <b>Ribbon</b>                | A collection of tabs located directly below the title bar, which provides quick access to commands required to complete a task.  |
| <b>Ribbon Groups</b>         | The groupings on each ribbon tab containing commands for specific tasks.   |
| <b>Ribbon Tabs</b>           | A collection of command buttons organized into logical groups that relate to a type of activity.   |
| <b>Save</b>                  | The command used to store a document.  |
| <b>Save As</b>               | The command used to save an existing document with a new name or to a different location.  |
| <b>ScreenTip</b>             | A feature in which a small pop-up window appears when a mouse pointer hovers over an icon or button. The pop-up window will provide details that explain the icon's or button's function.                                      |

|                     |  |
|---------------------|--|
| <b>Template</b>     | Pre-designed document that can be used to create a specific type of document. Setting up a template enables documents to have a consistent look. |
| <b>View Options</b> | Different ways of being able to view the document, usually to assist in working with the text, page layout, web layout, an outline, or reading.  |
| <b>Zoom</b>         | A feature that enables you to enlarge or decrease your view of the document.   |

# Unit 1: Unplugged Activities

## Instructor Guide

### Instructions

Below are a variety of offline activities to choose from to support learning in the unit. Choose activities to enhance learning in the classroom.

#### Activity 1: Word Search

**With Words** - Use this word search to reinforce the key terms in the unit. An answer key is provided.

**With Clues** - Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

#### Activity 2: Crossword Puzzle

Solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit. A solution key is provided.

#### Activity 3: Multiple Choice Speed Game

This game can be played as a class or small groups. This is a timed game where learners have 15 seconds to choose the correct answer. Learners receive one point for each answer they get correct and total the amount at the end to see who has the most points. Alternatively, you can have no points system. There are many options to adapt this game to your individual class.

#### Activity 4: Label Diagram

Print the Word image and have learners label the various features. This can be done as a class, small groups, pairs or individually. You can also make this a timed activity or a competition between teams for more interactive experience. An answer key is provided.

#### Activity 5: Template Project

Learners will have learned about the many Word Template options provided to users. Using this as inspiration for their project, learners will create a handmade template such as a recipe card, song, poem, invitation, newsletter etc. Encourage learners to think outside the box and not just copy a version from Word. Rubric included.

# Unit 1: Unplugged Activity

## Activity 1: Word Search

**With Words** - Use this word search to reinforce the key terms in the unit. An answer key is provided.

**With Clues** – Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

# Unit 1 Word Search with Words

Complete the following word search by finding and circling all the words in the box below the puzzle. Words can be in any direction.



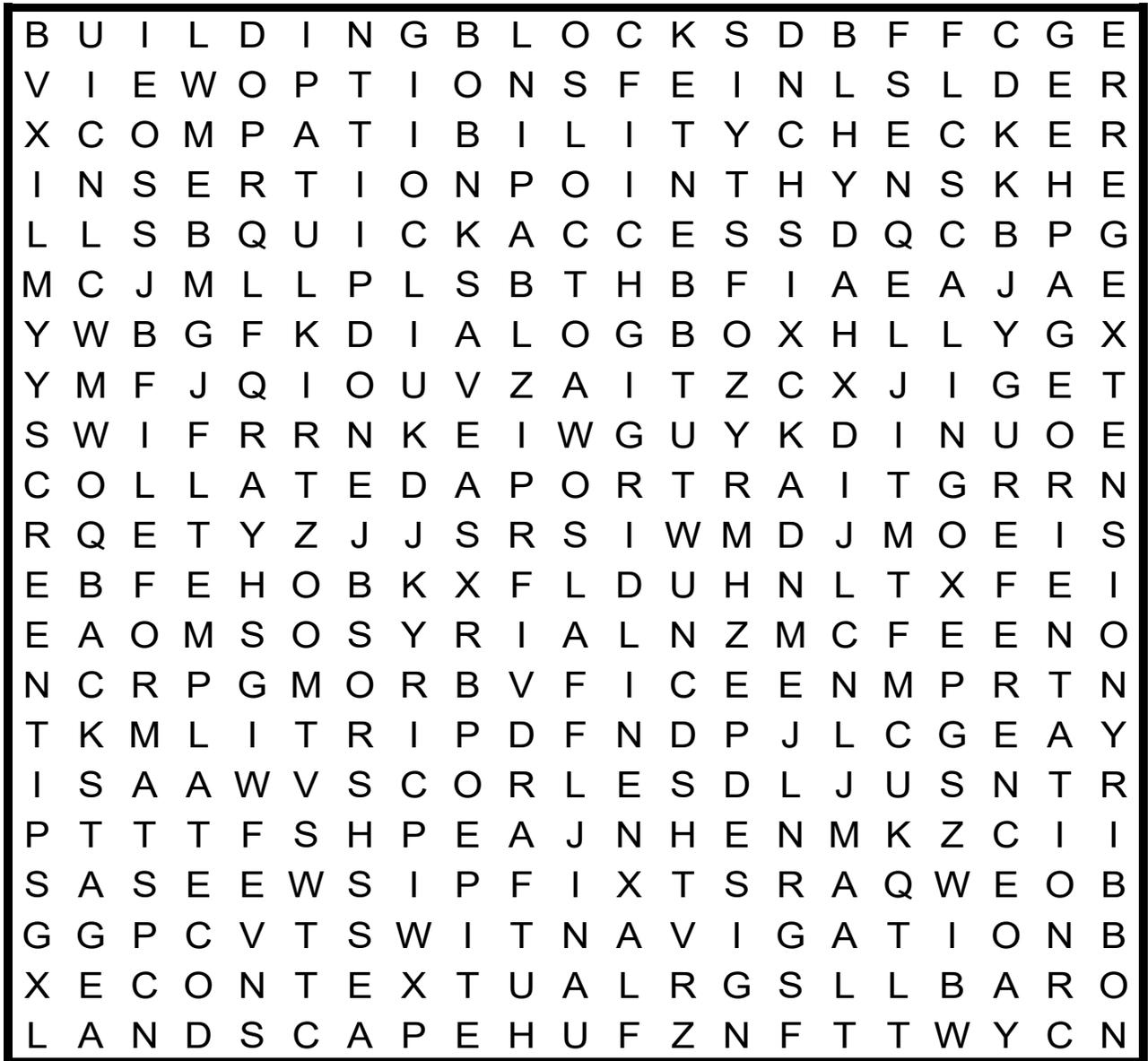
- |                      |             |                 |             |             |
|----------------------|-------------|-----------------|-------------|-------------|
| ACCESSIBILITYCHECKER | DESIGN      | INSERTIONPOINT  | QUICKACCESS | TEMPLATE    |
| BACKSTAGE            | DIALOGBOX   | INSPECTOR       | REFERENCE   | VIEWOPTIONS |
| BAR                  | DRAFT       | LANDSCAPE       | RIBBON      | ZOOM        |
| BUILDINGBLOCKS       | EXTENSION   | NAVIGATION      | SAVEAS      |             |
| COLLATED             | FILEFORMATS | PAGEORIENTATION | SCALING     |             |
| COMPATIBILITYCHECKER | FIND        | PDF             | SCREENTIPS  |             |
| CONTEXTUAL           | GRIDLINE    | PORTRAIT        | TELLME      |             |

# Unit 1 Word Search Solution Key

(B) U I L D I N G B L O C K S) D B F F C G E  
 (V) I E W O P T I O N S) F E I N L S L D E R) (R)  
 X (C) O M P A T I B I L I T Y C H E C K E R) (R)  
 (I) N S E R T I O N P O I N T) H Y N S) K H E  
 L L S B (Q) U I C K A C C E S S) D Q C B (P) G  
 M C J M L L P L (S) B T H B F I A E A J A (E)  
 Y W B G (F) K (D) I A L O G B O X) H L L Y G X  
 Y M (F) J Q I O U V Z A I T Z C X J I G E T  
 (S) W I F R R N K E I W (G) U Y K D I N U O E  
 (C) O L L A T E (D) A (P) O R T R A I T) (G) (R) R N  
 R Q E (T) Y (Z) J J (S) R S I W M D J M O E I S  
 E (B) F E H O B K X F L D U H N L T X F E I  
 E A O M S O S Y R I A L N Z M C F (E) E N O  
 N C R P G (M) O R B V F I C E E N M P R T (N)  
 T K M L I T R I (P) (D) (F) N D P J L C G E A Y  
 I S A A W V S C O R L (E) S (D) L J U S N T (R)  
 P T T T F S H P E A J N H E N M K Z C I I  
 (S) A (S) (E) E W S I P F (L) X (T) S R A Q W (E) O B  
 G G P C V T S W I T (N) A V I G A T I O N (N) B  
 X (E) (C) O N T E X T U A L) R G S L L (B) A (R) O  
 (L) (A) N D S C A P (E) H U F Z (N) F T T W Y C (N)

# Unit 1 Word Search with Clues

Complete the following word search by finding and circling the words that fit the clues below. Words can be in any direction.



# Unit 1 Word Search Clues

|  | CLUE   |
|--|--|
|  | A collection of tabs located directly below the title bar, which provides quick access to commands required to complete a task.  |
|  | A feature in which a small pop-up window appears when a mouse pointer hovers over an icon or button.   |
|  | A feature that enables you to enlarge or decrease your view of the document.   |
|  | A feature that enables you to locate specified text within a document.   |
|  | A feature that is helpful to align items on the page such as images or shapes.   |
|  | A feature that specifies how multiple copies of the document will be printed.  |
|  | A feature you can use to check a document for items you may not want others to view if you share the document, such as personal information.   |
|  | A feature you can use to ensure that a document can be accessed globally on various devices for users with accessibility issues, such as visual or audio impairment.   |
|  | A feature you can use to ensure that a document can be opened in older versions of Word or in a different format that may be required for another program.   |
|  | A file format used to maintain the design layout and format of a file for distribution to others, restrict the editing of file contents, or to make a file smaller so it can be set up as a link on a website for downloading. |
|  | A hidden tab or menu that appears when objects, such as text, images, or other elements are selected.  |
|  | An option where you can enter keywords about a particular type of task and view information on how to complete that task.  |
|  | Appropriate for most typing, editing, and formatting tasks.  |
|  | Different ways of being able to observe the document to assist in working with the text, page layout, web layout, an outline, or reading.  |
|  | May be up to four characters and describes the type of file (.docx for Word documents).  |
|  | Pre-designed and customized blocks of text or elements inserted into a document such as text, logos, tables, or images.  |
|  | Pre-designed document that can be used to create a specific type of document.  |
|  | Select how many pages of the document will print on a sheet of paper.  |
|  | The button at the lower right of a Ribbon group that displays a box or pane with more options for specific features.   |
|  | The command used to save an existing document with a new name or to a different location.  |
|  | The direction of the paper for text flow.  |
|  | The flashing bar on the screen that indicates your current position in the document.   |
|  | The page orientation that uses the length of the paper horizontally.   |
|  | The page orientation that uses the length of the paper vertically.   |
|  | The standard way that information is encoded in an electronic file and is indicated by the file name extension.  |
|  | The view that appears when you select the File tab.  |
|  | This tab draws a vertical line in each line of text at the tab stop.   |
|  | This tab enables the user to enter document sources and citations, create a table of contents, add an index, etc.  |
|  | This tab enables the user to format themes, backgrounds, color schemes, page borders, etc.   |
|  | This toolbar contains popular commands such as Save, Undo, and Redo.   |
|  | When active, a pane appears on the screen to help you search for text and displays the results by headings, pages, or a list of the results in the document.   |

# Word Search with Clues Answer Key

| ANSWER KEY                   | CLUE   |
|------------------------------|--|
| <b>RIBBON</b>                | A collection of tabs located directly below the title bar, which provides quick access to commands required to complete a task.  |
| <b>SCREENTIPS</b>            | A feature in which a small pop-up window appears when a mouse pointer hovers over an icon or button.   |
| <b>ZOOM</b>                  | A feature that enables you to enlarge or decrease your view of the document.   |
| <b>FIND</b>                  | A feature that enables you to locate specified text within a document.   |
| <b>GRIDLINE</b>              | A feature that is helpful to align items on the page such as images or shapes.   |
| <b>COLLATED</b>              | A feature that specifies how multiple copies of the document will be printed.  |
| <b>INSPECTOR</b>             | A feature you can use to check a document for items you may not want others to view if you share the document, such as personal information.   |
| <b>ACCESSIBILITY CHECKER</b> | A feature you can use to ensure that a document can be accessed globally on various devices for users with accessibility issues, such as visual or audio impairment.   |
| <b>COMPATIBILITY CHECKER</b> | A feature you can use to ensure that a document can be opened in older versions of Word or in a different format that may be required for another program.   |
| <b>PDF</b>                   | A file format used to maintain the design layout and format of a file for distribution to others, restrict the editing of file contents, or to make a file smaller so it can be set up as a link on a website for downloading. |
| <b>CONTEXTUAL</b>            | A hidden tab or menu that appears when objects, such as text, images, or other elements are selected.  |
| <b>TELLME</b>                | An option where you can enter keywords about a particular type of task and view information on how to complete that task.  |
| <b>DRAFT</b>                 | Appropriate for most typing, editing, and formatting tasks.  |
| <b>VIEW OPTIONS</b>          | Different ways of being able to observe the document to assist in working with the text, page layout, web layout, an outline, or reading.  |
| <b>EXTENSION</b>             | May be up to four characters and describes the type of file (.docx for Word documents).  |
| <b>BUILDING BLOCKS</b>       | Pre-designed and customized blocks of text or elements inserted into a document such as text, logos, tables, or images.  |
| <b>TEMPLATE</b>              | Pre-designed document that can be used to create a specific type of document.  |
| <b>SCALING</b>               | Select how many pages of the document will print on a sheet of paper.  |
| <b>DIALOGBOX</b>             | The button at the lower right of a Ribbon group that displays a box or pane with more options for specific features.   |
| <b>SAVEAS</b>                | The command used to save an existing document with a new name or to a different location.  |
| <b>PAGE ORIENTATION</b>      | The direction of the paper for text flow.  |
| <b>INSERTION POINT</b>       | The flashing bar on the screen that indicates your current position in the document.   |
| <b>LANDSCAPE</b>             | The page orientation that uses the length of the paper horizontally.   |
| <b>PORTRAIT</b>              | The page orientation that uses the length of the paper vertically.   |
| <b>FILE FORMATS</b>          | The standard way that information is encoded in an electronic file and is indicated by the file name extension.  |
| <b>BACKSTAGE</b>             | The view that appears when you select the File tab.  |
| <b>BAR</b>                   | This tab draws a vertical line in each line of text at the tab stop.   |
| <b>REFERENCE</b>             | This tab enables the user to enter document sources and citations, create a table of contents, add an index, etc.  |
| <b>DESIGN</b>                | This tab enables the user to format themes, backgrounds, color schemes, page borders, etc.   |
| <b>QUICK ACCESS</b>          | This toolbar contains popular commands such as Save, Undo, and Redo.   |
| <b>NAVIGATION</b>            | When active, a pane appears on the screen to help you search for text and displays the results by headings, pages, or a list of the results in the document.   |

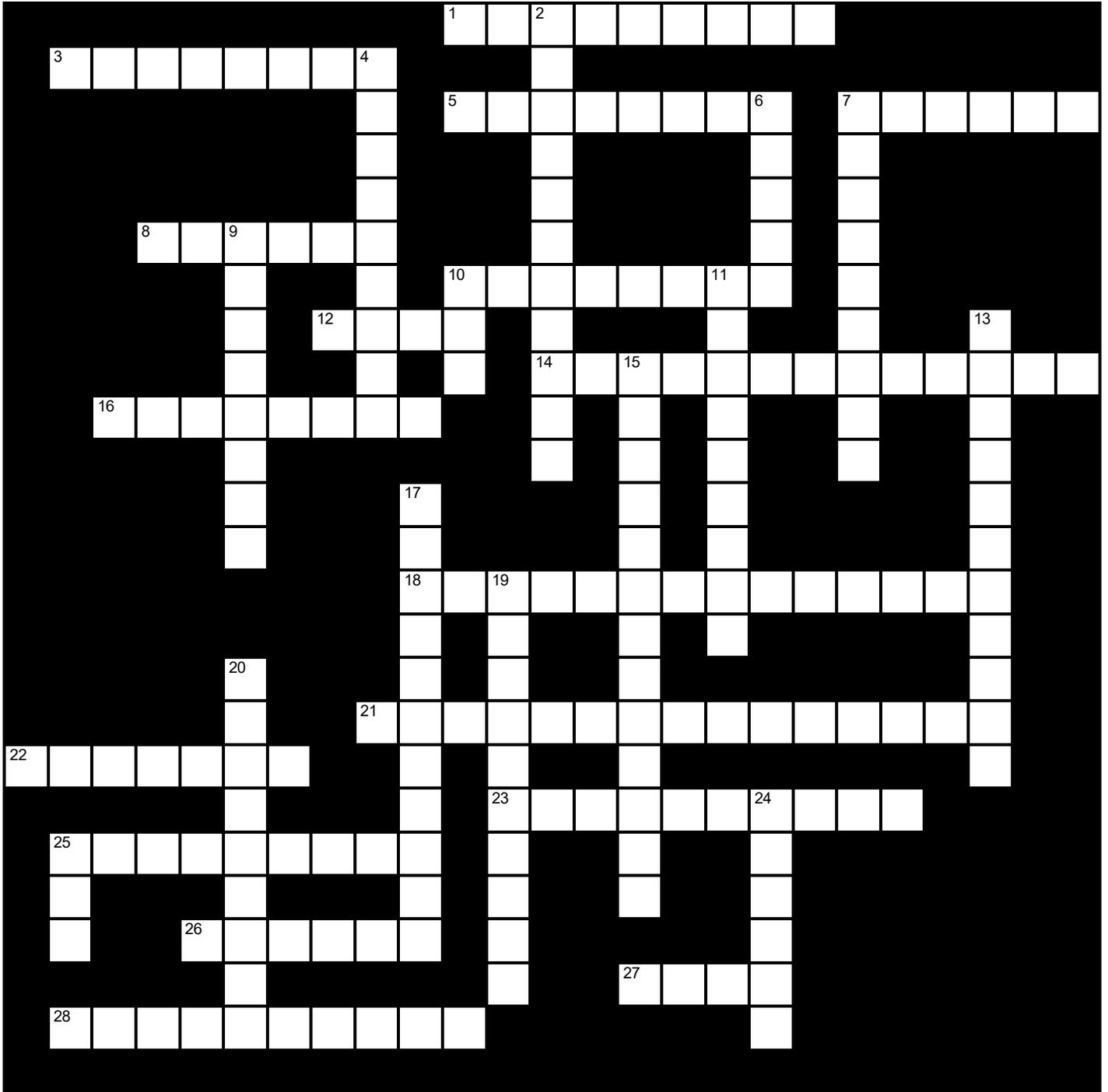
# Unit 1: Unplugged Activity

## Activity 2: Crossword Puzzle

Solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit. An answer key is provided.

# Unit 1 Crossword Puzzle

Use the clues to solve the crossword puzzle.



# Unit 1 Crossword Clues

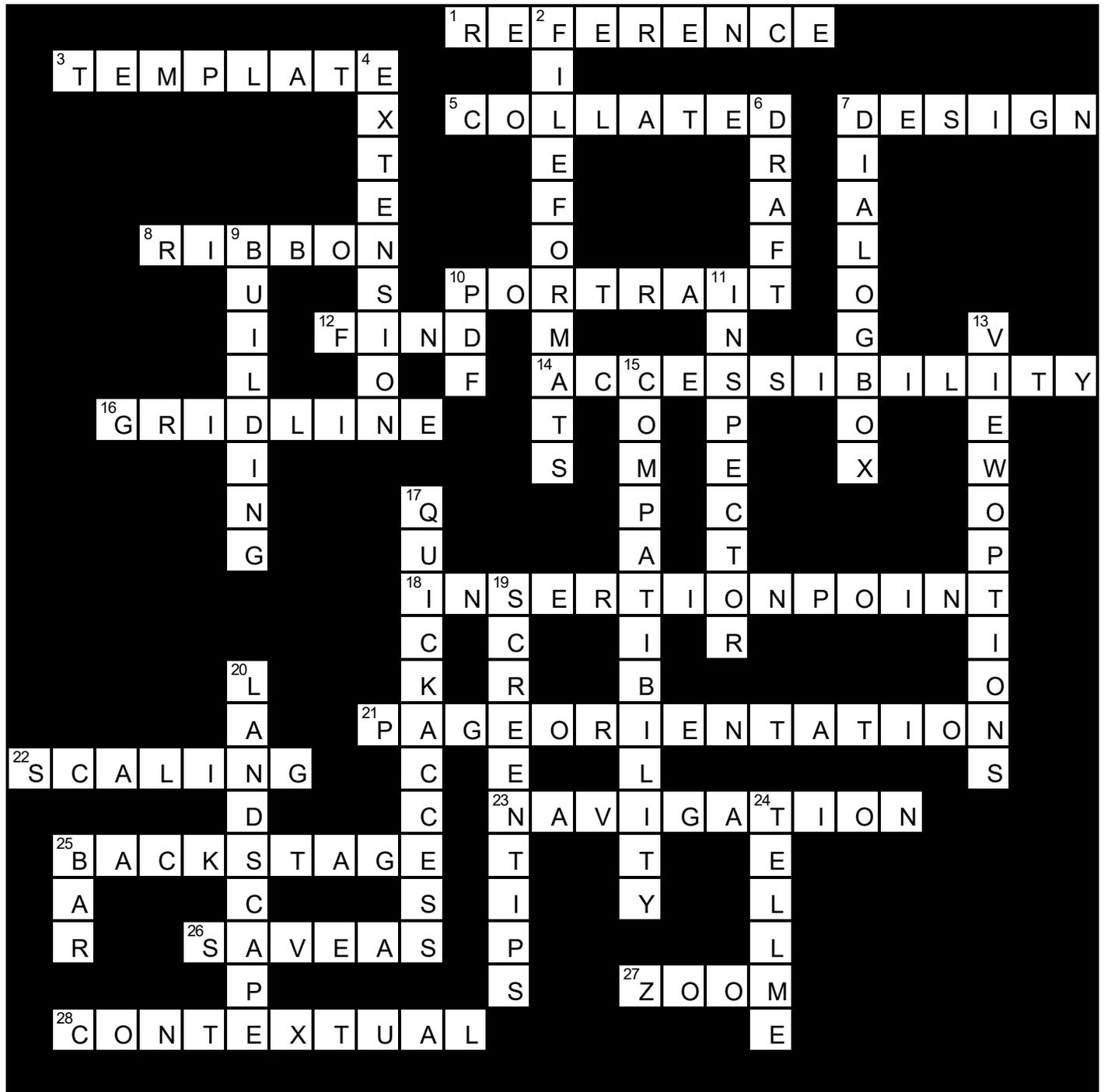
## Across

- 1 This tab enables the user to enter document sources and citations, create a table of contents, add an index, etc. (9)
- 3 Pre-designed document that can be used to create a specific type of document. (8)
- 5 A feature that specifies how multiple copies of the document will be printed. (8)
- 7 This tab enables the user to format themes, backgrounds, color schemes, page borders, etc. in a document. (6)
- 8 A collection of tabs located directly below the title bar, which provides quick access to commands required to complete a task. (6)
- 10 The page orientation that uses the length of the paper vertically. (8)
- 12 A feature that enables you to locate specified text within a document. (4)
- 14 A checking feature you can use to ensure a document can be accessed globally on various devices for users with visual or audio impairment. (13)
- 16 A feature that is helpful to align items on the page such as images or shapes. (8)
- 18 The flashing bar on the screen that indicates your current position in the document. (14)
- 21 The direction of the paper for text flow. (15)
- 22 Select how many pages of the document will print on a sheet of paper. (7)
- 23 When active, a pane appears on the screen to help you search for text and displays the results by headings, pages, or a list of the results in the document. (10)
- 25 The view that appears when you select the File tab. (9)
- 26 The command used to save an existing document with a new name or to a different location. (6)
- 27 A feature that enables you to enlarge or decrease your view of the document. (4)
- 28 A hidden tab or menu that appears when objects, such as text, images, or other elements are selected. (10)

## Down

- 2 The standard way that information is encoded in an electronic file and is indicated by the file name extension. (11)
- 4 May be up to four characters and usually describes the type of file (for example, .docx for Word documents). (9)
- 6 Appropriate for most typing, editing, and formatting tasks. (5)
- 7 The button at the lower right of a Ribbon group that displays a box or pane with more options for specific features. (9)
- 9 Pre-designed and customized blocks of text or elements inserted into a document such as text, logos, tables, or images. (8)
- 10 A file format used to maintain the design layout and format of a file for distribution to others, restrict the editing of file contents, or to make a file smaller so it can be set up as a link on a website for downloading. (3)
- 11 A feature you can use to check a document for items you may not want others to view if you share the document, such as personal information. (9)
- 13 Different ways of being able to observe the document to assist in working with the text, page layout, web layout, an outline, or reading. (11)
- 15 A checking feature you can use to ensure a document can be opened in older versions of Word or in a different format that may be required for another program. (13)
- 17 This toolbar contains popular commands such as Save, Undo, and Redo. (11)
- 19 A feature in which a small pop-up window appears when a mouse pointer hovers over an icon or button. (10)
- 20 The page orientation that uses the length of the paper horizontally. (9)
- 24 An option where you can enter keywords about a particular type of task and view information on how to complete that task. (6)
- 25 This tab draws a vertical line in each line of text at the tab stop. (3)

# Unit 1 Crossword Puzzle Answer Key



# Unit 1: Unplugged Activity

## Activity 3: Multiple Choice Speed Game

This game can be played as a class or small groups. This is a timed game where learners have 15 seconds to choose the correct answer. Learners receive one point for each answer they get correct. Total the amount at the end of the game to see who has the most points. Alternatively, you can have a no points system. There are many options to adapt this game to your individual class. A timing device will be needed.

### **Instructor Led Option**

- Display one at a time the definitions/questions and multiple-choice answers to the class using a smartboard or projector.
- Learners can answer the multiple-choice answer (A, B, C, D), by writing on a personal dry erase board, calling out the answer or any other method of your choice.
- Reveal the correct answer after 15 seconds.

### **Learner Led Option**

- Print off definitions/questions and multiple-choice answers. Fold in half if you prefer.
- Place learners into small groups, assign one learner to be the game host and read the definitions and answers.
- The remaining learners play the game.
- Learners can answer the multiple-choice answer (A, B, C, D), by writing on a personal dry erase board, calling out the answer or any other method of your choice.
- The game host reveals the correct answer after 15 seconds.

# Unit 1 Multiple Choice Speed Game

| Multiple Choice   | Definition/Question   |
|---|---|
| <p><b>A) Accessibility Checker</b><br/> <b>B) Compatibility Checker</b><br/> <b>C) Compatible Checker</b><br/> <b>D) Accessible Checker</b></p> | <p>A feature you can use to ensure that a document can be accessed globally on various devices for users with accessibility issues, such as visual or audio impairment.</p> |
| <p><b>A) Portrait</b><br/> <b>B) Backstage</b><br/> <b>C) Landscape</b><br/> <b>D) Frontstage</b></p>   | <p>The view that appears when you select the File tab. It provides commands that deal with the entire file.</p>   |
| <p><b>A) Design</b><br/> <b>B) Custom</b><br/> <b>C) Building</b><br/> <b>D) Text</b></p>   | <p>Pre-designed and customized blocks of text or elements inserted into a document such as text, logos, tables, or images.</p>  |
| <p><b>A) Compatibility Checker</b><br/> <b>B) Accessibility Checker</b><br/> <b>C) Format Checker</b><br/> <b>D) Document Checker</b></p>       | <p>A feature you can use to ensure that a document can be opened in older versions of Word or in a different format that may be required for another program.</p>           |
| <p><b>A) Menu Tabs</b><br/> <b>B) Contextual Tabs</b><br/> <b>C) Image Tabs</b><br/> <b>D) Document Tabs</b></p>                                | <p>A hidden tab or menu that appears when objects, such as text, images, or other elements are selected.</p>  |
| <p><b>A) Toolbar Launcher</b><br/> <b>B) Pane Button</b><br/> <b>C) Dialog Box Launcher</b><br/> <b>D) References Button</b></p>                | <p>The button at the lower right of a Ribbon group that displays a box or pane with more options for specific features.</p>   |
| <p><b>A) Document Properties</b><br/> <b>B) Privacy Properties</b><br/> <b>C) Privacy Inspector</b></p>   | <p>A feature you can use to check a document for items you may not want others to view if you share the document, such as personal information.</p>                         |

|   |  |
|---|--|
| <b>D) Document Inspector</b>  |  |
| <b>A) .xlxs</b><br><b>B) .rtf</b><br><b>C) .docx</b><br><b>D) .pub</b>  | Which of the following is <b>not</b> a file extension used for Word documents?   |
| <b>A) Portable Document Format</b><br><b>B) File Format</b><br><b>C) Plain Text Format</b><br><b>D) Word Format</b>               | The standard way that information is encoded in an electronic file and is indicated by the file name extension.  |
| <b>A) Help</b><br><b>B) Home</b><br><b>C) Find</b><br><b>D) View</b>  | A feature that enables you to find specified text within a document.   |
| <b>A) Search</b><br><b>B) Display</b><br><b>C) Review</b><br><b>D) Navigation</b>   | When active, a pane appears on the screen to help you search for text and displays the results by headings, pages, or a list of the results in the document.   |
| <b>A) Page Orientation</b><br><b>B) Portrait Orientation</b><br><b>C) Landscape Orientation</b><br><b>D) Collated Orientation</b> | The direction of the paper for text flow.  |
| <b>A) .pub</b><br><b>B) .pdf</b><br><b>C) .txt</b><br><b>D) .rtf</b>  | A file format used to maintain the design layout and format of a file for distribution to others, restrict the editing of file contents, or to make a file smaller so it can be set up as a link on a website for downloading. |
| <b>A) Ribbon</b><br><b>B) Title</b><br><b>C) Quick Access</b><br><b>D) Status</b>   | This toolbar contains popular commands such as Save, Undo, and Redo and can be customized for those commands you use frequently.   |

|  |  |
|--|--|
| <p><b>A) Developer</b><br/> <b>B) Layout</b><br/> <b>C) Reference</b><br/> <b>D) Ribbon</b></p>  | <p>A collection of tabs located directly below the title bar, which provides quick access to commands required to complete a task.</p> |
| <p><b>A) Design</b><br/> <b>B) Draw</b><br/> <b>C) Layout</b><br/> <b>D) Review</b></p>          | <p>This tab enables the user to format themes, backgrounds, color schemes, page borders, etc. in a document.</p>                       |
| <p><b>A) Developer</b><br/> <b>B) References</b><br/> <b>C) Layout</b><br/> <b>D) Review</b></p> | <p>This tab enables the user to enter document sources and citations, create a table of contents, add an index, etc.</p>               |
| <p><b>A) What's New</b><br/> <b>B) Search</b><br/> <b>C) Tell Me</b><br/> <b>D) Toolbar</b></p>  | <p>An option where you can enter keywords about a particular type of task and view information on how to complete that task.</p>       |
| <p><b>A) Store</b><br/> <b>B) Save</b><br/> <b>C) Save As</b><br/> <b>D) Store</b></p>           | <p>The command used to save an existing document with a new name or to a different location.</p>                                       |
| <p><b>A) Template</b><br/> <b>B) Icon</b><br/> <b>C) Gridline</b><br/> <b>D) ScreenTip</b></p>   | <p>A feature in which a small pop-up window appears when a mouse pointer hovers over an icon or button.</p>                            |
| <p><b>A) Document</b><br/> <b>B) Template</b><br/> <b>C) Table</b><br/> <b>D) Title Bar</b></p>  | <p>Pre-designed document that can be used to create a specific type of document.</p>   |

|   |  |
|---|--|
| <p><b>A) Review</b><br/> <b>B) View</b><br/> <b>C) Layout</b><br/> <b>D) References</b></p>           | <p>This tab enables users to proofread, add or remove comments, track changes, Read Aloud, check accessibility, etc.</p> |
| <p><b>A) Zoom</b><br/> <b>B) Maximize</b><br/> <b>C) Minimize</b><br/> <b>D) Slider</b></p>           | <p>A feature that enables you to enlarge or decrease your view of the document.</p>                                      |
| <p><b>A) Outline</b><br/> <b>B) Draft</b><br/> <b>C) Print Layout</b><br/> <b>D) Read Mode</b></p>    | <p>Appropriate for most typing, editing, and formatting tasks.</p>   |
| <p><b>A) Center</b><br/> <b>B) Bar</b><br/> <b>C) Decimal</b><br/> <b>D) Left</b></p>                 | <p>This tab draws a vertical line in each line of text at the tab stop.</p>  |
| <p><b>A) Print</b><br/> <b>B) Collated</b><br/> <b>C) Scaling</b><br/> <b>D) Page Setup</b></p>       | <p>This feature determines how many pages of the document will print on a sheet of paper.</p>                            |
| <p><b>A) Gridline</b><br/> <b>B) Navigation</b><br/> <b>C) Ruler</b><br/> <b>D) Toolbar</b></p>       | <p>This feature is helpful when you want to align items on the page such as images or shapes.</p>                        |
| <p><b>A) CTRL+DOWN</b><br/> <b>B) CTRL+PGDN</b><br/> <b>C) CTRL+END</b><br/> <b>D) CTRL+RIGHT</b></p> | <p>The keyboard shortcut to move to the next page in a document.</p>   |
| <p><b>A) Print</b><br/> <b>B) Collated</b></p>  | <p>This feature specifies how multiple copies of the document will be printed.</p>                                       |

|                      |  |
|----------------------|--|
| <b>C) Scaling</b>    |  |
| <b>D) Page Setup</b> |  |

# Multiple Choice Speed Game Answer Key

| Multiple Choice   | Definition/Question   |
|---|---|
| <p><b>A) Accessibility Checker</b><br/> <b>B) Compatibility Checker</b><br/> <b>C) Compatible Checker</b><br/> <b>D) Accessible Checker</b></p> | <p>A feature you can use to ensure that a document can be accessed globally on various devices for users with accessibility issues, such as visual or audio impairment.</p> |
| <p><b>A) Portrait</b><br/> <b>B) Backstage</b><br/> <b>C) Landscape</b><br/> <b>D) Frontstage</b></p>   | <p>The view that appears when you select the File tab. It provides commands that deal with the entire file.</p>   |
| <p><b>A) Design</b><br/> <b>B) Custom</b><br/> <b>C) Building</b><br/> <b>D) Text</b></p>   | <p>Pre-designed and customized blocks of text or elements inserted into a document such as text, logos, tables, or images.</p>  |
| <p><b>A) Compatibility Checker</b><br/> <b>B) Accessibility Checker</b><br/> <b>C) Format Checker</b><br/> <b>D) Document Checker</b></p>       | <p>A feature you can use to ensure that a document can be opened in older versions of Word or in a different format that may be required for another program.</p>           |
| <p><b>A) Menu Tabs</b><br/> <b>B) Contextual Tabs</b><br/> <b>C) Image Tabs</b><br/> <b>D) Document Tabs</b></p>                                | <p>A hidden tab or menu that appears when objects, such as text, images, or other elements are selected.</p>  |
| <p><b>A) Toolbar Launcher</b><br/> <b>B) Pane Button</b><br/> <b>C) Dialog Box Launcher</b><br/> <b>D) References Button</b></p>                | <p>The button at the lower right of a Ribbon group that displays a box or pane with more options for specific features.</p>   |
| <p><b>A) Document Properties</b><br/> <b>B) Privacy Properties</b><br/> <b>C) Privacy Inspector</b></p>   | <p>A feature you can use to check a document for items you may not want others to view if you share the document, such as personal information.</p>                         |

|   |  |
|---|--|
| <b>D) Document Inspector</b>  |  |
| <b>A) .xlsx</b><br><b>B) .rtf</b><br><b>C) .docx</b><br><b>D) .pub</b>  | Which of the following is <b>not</b> a file extension used for Word documents?   |
| <b>A) Portable Document Format</b><br><b>B) File Format</b><br><b>C) Plain Text Format</b><br><b>D) Word Format</b>               | The standard way that information is encoded in an electronic file and is indicated by the file name extension.  |
| <b>A) Help</b><br><b>B) Home</b><br><b>C) Find</b><br><b>D) View</b>  | A feature that enables you to find specified text within a document.   |
| <b>A) Search</b><br><b>B) Display</b><br><b>C) Review</b><br><b>D) Navigation</b>   | When active, a pane appears on the screen to help you search for text and displays the results by headings, pages, or a list of the results in the document.   |
| <b>A) Page Orientation</b><br><b>B) Portrait Orientation</b><br><b>C) Landscape Orientation</b><br><b>D) Collated Orientation</b> | The direction of the paper for text flow.  |
| <b>A) .pub</b><br><b>B) .pdf</b><br><b>C) .txt</b><br><b>D) .rtf</b>  | A file format used to maintain the design layout and format of a file for distribution to others, restrict the editing of file contents, or to make a file smaller so it can be set up as a link on a website for downloading. |
| <b>A) Ribbon</b><br><b>B) Title</b><br><b>C) Quick Access</b><br><b>D) Status</b>   | This toolbar contains popular commands such as Save, Undo, and Redo and can be customized for those commands you use frequently.   |

|  |  |
|--|--|
| <p><b>A) Developer</b><br/> <b>B) Layout</b><br/> <b>C) Reference</b><br/> <b>D) Ribbon</b></p>  | <p>A collection of tabs located directly below the title bar, which provides quick access to commands required to complete a task.</p> |
| <p><b>A) Design</b><br/> <b>B) Draw</b><br/> <b>C) Layout</b><br/> <b>D) Review</b></p>          | <p>This tab enables the user to format themes, backgrounds, color schemes, page borders, etc. in a document.</p>                       |
| <p><b>A) Developer</b><br/> <b>B) References</b><br/> <b>C) Layout</b><br/> <b>D) Review</b></p> | <p>This tab enables the user to enter document sources and citations, create a table of contents, add an index, etc.</p>               |
| <p><b>A) What's New</b><br/> <b>B) Search</b><br/> <b>C) Tell Me</b><br/> <b>D) Toolbar</b></p>  | <p>An option where you can enter keywords about a particular type of task and view information on how to complete that task.</p>       |
| <p><b>A) Store</b><br/> <b>B) Save</b><br/> <b>C) Save As</b><br/> <b>D) Store</b></p>           | <p>The command used to save an existing document with a new name or to a different location.</p>                                       |
| <p><b>A) Template</b><br/> <b>B) Icon</b><br/> <b>C) Gridline</b><br/> <b>D) ScreenTip</b></p>   | <p>A feature in which a small pop-up window appears when a mouse pointer hovers over an icon or button.</p>                            |
| <p><b>A) Document</b><br/> <b>B) Template</b><br/> <b>C) Table</b><br/> <b>D) Title Bar</b></p>  | <p>Pre-designed document that can be used to create a specific type of document.</p>   |

|   |  |
|---|--|
| <p><b>A) Review</b></p> <p><b>B) View</b></p> <p><b>C) Layout</b></p> <p><b>D) References</b></p>           | <p>This tab enables users to proofread, add or remove comments, track changes, Read Aloud, check accessibility, etc.</p> |
| <p><b>A) Zoom</b></p> <p><b>B) Maximize</b></p> <p><b>C) Minimize</b></p> <p><b>D) Slider</b></p>           | <p>A feature that enables you to enlarge or decrease your view of the document.</p>                                      |
| <p><b>A) Outline</b></p> <p><b>B) Draft</b></p> <p><b>C) Print Layout</b></p> <p><b>D) Read Mode</b></p>    | <p>Appropriate for most typing, editing, and formatting tasks.</p>   |
| <p><b>A) Center</b></p> <p><b>B) Bar</b></p> <p><b>C) Decimal</b></p> <p><b>D) Left</b></p>                 | <p>This tab draws a vertical line in each line of text at the tab stop.</p>  |
| <p><b>A) Print</b></p> <p><b>B) Collated</b></p> <p><b>C) Scaling</b></p> <p><b>D) Page Setup</b></p>       | <p>This feature determines how many pages of the document will print on a sheet of paper.</p>                            |
| <p><b>A) Gridline</b></p> <p><b>B) Navigation</b></p> <p><b>C) Ruler</b></p> <p><b>D) Toolbar</b></p>       | <p>This feature is helpful when you want to align items on the page such as images or shapes.</p>                        |
| <p><b>A) CTRL+DOWN</b></p> <p><b>B) CTRL+PGDN</b></p> <p><b>C) CTRL+END</b></p> <p><b>D) CTRL+RIGHT</b></p> | <p>The keyboard shortcut to move to the next page in a document.</p>   |
| <p><b>A) Print</b></p> <p><b>B) Collated</b></p>  | <p>This feature specifies how multiple copies of the document will be printed.</p>                                       |

|                      |  |
|----------------------|--|
| <b>C) Scaling</b>    |  |
| <b>D) Page Setup</b> |  |

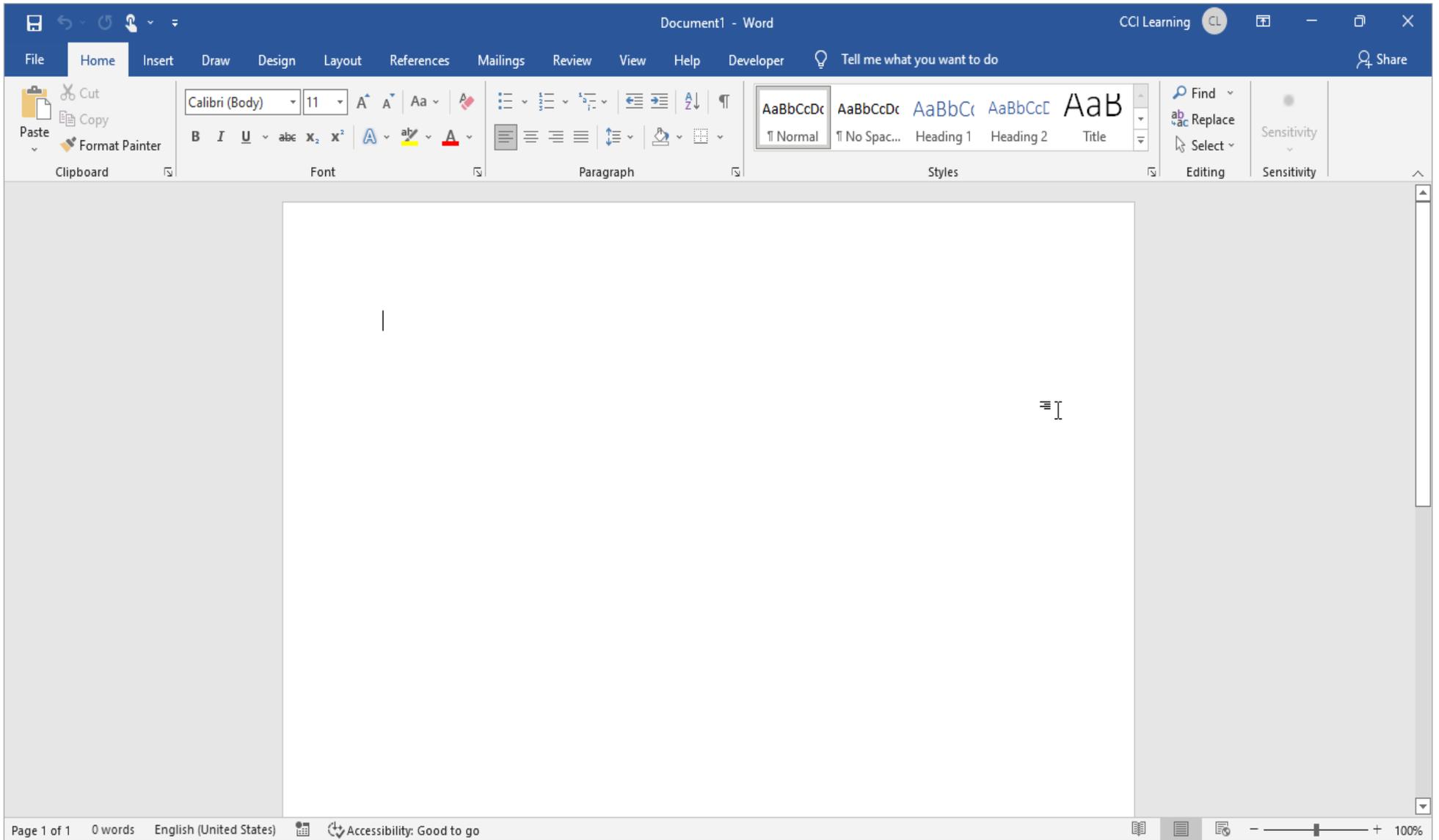
# Unit 1: Unplugged Activity

## Activity 4: Label Diagram

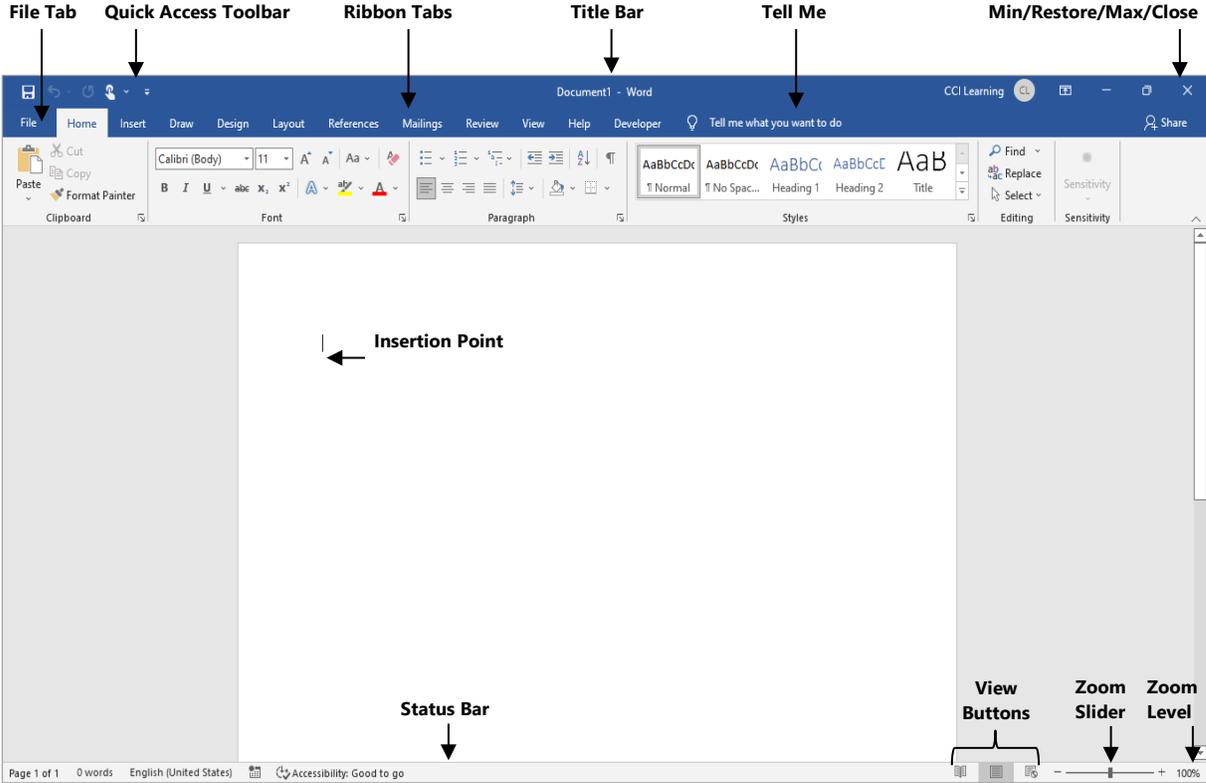
Print the Word image and have learners label the various features. This can be done as a class, small groups, pairs or individually. You can also make this a timed activity or a competition between teams for a more interactive experience. An answer key is provided.

Use the following cards to label the diagram. You can print, cut and label the diagram.

|                                      |   |
|--------------------------------------|---|
| <b>File Tab</b><br>↓                 | <b>Minimize/Maximize/<br/>Restore Down/Close</b><br>↓ |
| <b>Quick Access<br/>Toolbar</b><br>↓ | <b>Insertion Point</b><br>↓                           |
| <b>Ribbon Tabs</b><br>↓              | <b>Status Bar</b><br>↓                                |
| <b>Title Bar</b><br>↓                | <b>View Buttons</b><br>↓                              |
| <b>Tell Me</b><br>↓                  | <b>Zoom Slider</b><br>↓                               |
|                                      | <b>Zoom Level</b><br>↓                                |



# Unit 1 Label Diagram Answer Key



# Unit 1: Unplugged Activity

## Activity 5: Template Project

Learners will have learned about the many Word Template options provided to users. Using this as inspiration for their project, learners will create a handmade “template” such as a recipe card, song, poem, invitation, newsletter etc. Encourage learners to think outside the box, be unique and not just copy a version from Word. This is a one-page submission. Learners should show their learning of Word by using different colors, fonts, images etc. for their project.

If you choose to grade this activity, the following rubric can be used as guide.

| Criteria                             | Excellent   | Good  | Satisfactory   | Needs Improvement  |
|--------------------------------------|---|---|--|--|
|                                      | 4   | 3   | 2  | 1  |
| <b>Creativity</b>                    | Design is unique, detailed, and interesting.  | Design is generally unique, detailed, and interesting.                                    | Design is somewhat unique, detailed, and interesting.  | Design lacks being unique, detailed, or interesting.                               |
| <b>Use of Word Template Features</b> | Excellent understanding and use of Word Template features.                                  | Good understanding and use of Word Template features.                                     | Satisfactory understanding and use of Word Template features.                                      | Minimal understanding and use of Word Template features.                           |
| <b>Understanding of Project</b>      | Excellent understanding of project requirements. Activity followed and work well completed. | Good understanding of project requirements. Activity followed and work mostly completed.  | Satisfactory understanding of project requirements. Activity followed and work somewhat completed. | Lack of understanding of project requirements. Activity not followed or completed. |
| <b>Effort &amp; Production</b>       | Work shows excellent effort, planning. Used class time to the maximum.                      | Work shows good effort and planning. Used class time for work but was sometimes off task. | Work shows satisfactory effort and planning. Class time not used as efficiently as it could be.    | Work shows minimal effort and planning. Class time not used effectively.           |

# Word Associate Course Key Terms

| Term                         | Definition  |
|------------------------------|---|
| <b>.docx</b>                 | The file type associated with Microsoft Word 2007 and later and is automatically assigned to the end of a file name.  |
| <b>3D Models</b>             | Insert a 3D Model object from an online source to add a multidimensional element; you can modify its appearance and position in the document.   |
| <b>Accessibility Checker</b> | A feature you can use to ensure that a document can be accessed globally on various devices for users with accessibility issues, such as visual or audio impairment.  |
| <b>Alternative Text</b>      | Commonly referred to as Alt Text, this is descriptive text added to graphic objects which can be read aloud by screen readers or other text-to-speech tools.  |
| <b>Artistic Effect</b>       | Apply an effect that gives the picture an artistic appearance such as looking at a picture with a block glass effect.   |
| <b>AutoCorrect</b>           | Automatic corrections for spelling errors, incorrect capitalization, and some identified shortcuts. Word automatically corrects small typos or mistakes as text is being entered.   |
| <b>Backstage</b>             | The view that appears when you select the File tab. It provides commands that deal with the entire file.  |
| <b>Bookmark</b>              | Assigns a name to the item or location in the document.   |
| <b>Bulleted List</b>         | A designated list that uses symbols such as bullets to indicate there is no priority set for the list items. The bullet character can be customized, as required.   |
| <b>Character Formatting</b>  | The special stylized variations applied to plain characters to make them stand out from other text. They include bold, italics, underline, and color.   |
| <b>Charts</b>                | A type of diagram that can display trends or patterns in a series of data.  |
| <b>Clipboard</b>             | A feature to temporarily store any cut or copied items such as text or graphics.  |
| <b>Color Options</b>         | Adjust the intensity or saturation of the color in the image.   |
| <b>Columns</b>               | A feature to format document text into "newspaper style".   |
| <b>Combine Documents</b>     | Combine revisions from multiple authors into a single document. To combine multiple documents, combine two documents together first and then combine another document with the new merged document.   |
| <b>Comments</b>              | Appear in the Markup area at the right of the document and are used to provide specific instructions, describe decisions that were made, seek clarification, ask a question or specify any content that needs to be revised or reformatted. |
| <b>Compare Documents</b>     | Compares two versions of a document and displays only what changed between them. This helps to quickly identify the differences. The documents that are being compared are not changed.   |
| <b>Compatibility Checker</b> | A feature you can use to ensure that a document can be opened in older versions of Word or in a different format that may be required for another program.  |

|                                |   |
|--------------------------------|---|
| <b>Compress Pictures</b>       | Reduce the size of the picture by changing its resolution or clarity.   |
| <b>Contextual Tabs</b>         | A hidden tab or menu that appears when objects, such as text, images, or other elements are selected.   |
| <b>Convert a Table</b>         | Convert a table to a tabbed report.   |
| <b>Convert Text to a Table</b> | Convert selected text to a table format.  |
| <b>Copy</b>                    | An editing function used to duplicate designated text, objects or files using the Clipboard.  |
| <b>Correction Options</b>      | Change or correct the brightness or contrast of a picture and sharpen or soften the picture to adjust its clarity.  |
| <b>Cover Page</b>              | Introduces the document with a proper title, a potential image, and provides a brief overview of the information that will be in the document.  |
| <b>Crop Objects</b>            | Cut or remove portions of an object, either from the horizontal, vertical, or fit to a shape.   |
| <b>Cross-Reference</b>         | Links to other parts of the same document. For example, a cross-reference is created to link to a chart or graphic that appears elsewhere in the document. The cross-reference appears as a link that takes the reader to the referenced item.  |
| <b>Cut</b>                     | An editing function used to move designated text, objects, or files to the Clipboard.   |
| <b>Dialog Box Launcher</b>     | The button at the lower right of a Ribbon group that displays a dialog box or pane with more options for specific features.   |
| <b>Document Inspector</b>      | A feature you can use to check a document for items you may not want others to view if you share the document, such as personal information.  |
| <b>Drawing Canvas</b>          | An enclosed area that keeps shapes together within that space.  |
| <b>Effects</b>                 | Stylizations you can add to text. Strikethrough, superscript/subscript, shadow, and small caps are examples of text effects.  |
| <b>Endnotes</b>                | Commonly used to reference a selected item in the document, and generally include information about the author or originator of the item. Endnotes appear at the end of the document or document section.   |
| <b>File Formats</b>            | The standard way that information is encoded in an electronic file. The file format is indicated by the file name extension.  |
| <b>Font</b>                    | Describes the typeface or appearance of characters.   |
| <b>Font Styles</b>             | The typeface variation including normal, bold, italic, bold italic.   |
| <b>Footers</b>                 | Text or graphics that appear at the bottom of a page. Usually contain simple information such as the document title, page number, or author's name; or it can contain sophisticated graphics (such as a company logo or product design).  |
| <b>Footnotes</b>               | Commonly used to reference a selected item in the document, and generally include information about the author or originator of the item. Footnotes usually appear at the bottom of the page but may also be placed directly below the text. Each footnote has a numbered note reference mark, which usually restarts on each page. |

|                                 |   |
|---------------------------------|---|
| <b>Format Painter</b>           | The feature that enables you to copy or paint formatting attributes from one selection of text to another selection or selections of text.  |
| <b>Formulas</b>                 | A calculation set up in a table using basic mathematical operands.  |
| <b>Go To Feature</b>            | A quick method of jumping to a specific page.   |
| <b>Gridlines</b>                | A feature to help align items on a page such as images and shapes.  |
| <b>Group Objects</b>            | Group multiple objects together so the object is treated as one object. Any effects applied to the group affect everything in that group.   |
| <b>Gutter</b>                   | The amount of white space added to the top or side margin if the document is to be bound.   |
| <b>Header Rows</b>              | The first row of a table that repeats at the top of the table on every page where data for the table displays.  |
| <b>Headers</b>                  | Text or graphics that appear at the top of a page. Usually contain simple information such as the document title, page number, or author's name; or it can contain sophisticated graphics (such as a company logo or product design). |
| <b>Icons</b>                    | Scalable vector graphics that visually represent ideas, objects, or actions.  |
| <b>Insert Online Pictures</b>   | Insert a picture from an online location using the Bing search engine which includes pictures designed for use as Creative Commons.   |
| <b>Insert Picture from File</b> | Insert a picture from a location you can access on your computer, such as the local drive, a USB drive, or a network/cloud drive.   |
| <b>Layer Objects</b>            | Arrange objects to create a layer effect.   |
| <b>Leader</b>                   | A Tab option gives the audience a visual guide when reading across the page.  |
| <b>Line Spacing</b>             | The amount of white space between lines of entered text, measured from the baseline of one line of text to the baseline of the next line of text.   |
| <b>Links</b>                    | Give readers instant access to information on a Web Page, in another part of the same document, to an existing document, a new document or to an E-mail Address. The hyperlink can be text or graphics.                               |
| <b>List Style</b>               | Styles that are set up to be applied to list items that include indent positions for the list items. These styles can be customized.  |
| <b>Margin</b>                   | The amount of space between the edge of the paper and the printed text area.  |
| <b>Mini Toolbar</b>             | A small toolbar that appears and contains the most used features from the Font and Paragraph groups.  |
| <b>Multilevel List</b>          | A designated list that displays various levels of items using bullets, numbers, or a combination.   |
| <b>Navigation Pane</b>          | When active, a pane appears on the screen to help you search for text and displays the results by headings, pages, or a list of the results in the document.  |
| <b>Numbered List</b>            | A designated list that uses numbers to indicate a priority for items. This type of list can be customized to use roman numerals or alpha characters instead of numbers.   |
| <b>Orientation</b>              | The printed text layout.  |
| <b>Page Break</b>               | Ends the page wherever you want by inserting the break.   |
| <b>Page Numbers</b>             | Keep track of the number of pages in a document and are inserted into a header or footer.   |

|                             |   |
|-----------------------------|---|
| <b>Page Orientation</b>     | The direction of the paper for text flow. Portrait uses the length of the paper vertically. Landscape uses the length of the paper horizontally.  |
| <b>Paste</b>                | The editing function of placing cut or copied data into a new location.   |
| <b>PDF</b>                  | A file format used to maintain the design layout and format of a file for distribution to others, restrict the editing of file contents, or to make a file smaller so it can be set up as a link on a website for downloading.                    |
| <b>Picture Effects</b>      | Apply effects to the picture such as a glow or shadow.  |
| <b>Picture Styles</b>       | Pre-designed effects that can create a specific mood for the document message.  |
| <b>Position Objects</b>     | Drag the object to another location in the document or set precise measurements for where the object should appear in the document.   |
| <b>Proofing Pane</b>        | Displays detected errors in the context of the sentence in which it appears. The type of error (spelling or grammar) is listed at the top of the pane, and a brief description of why the detected instance was flagged as an error also appears. |
| <b>Quick Access Toolbar</b> | Contains popular commands such as Save, Undo, and Redo. This toolbar can be customized for those commands you use frequently.   |
| <b>Redo</b>                 | A feature that allows you to redo an action.  |
| <b>Resize Objects</b>       | Drag one of the handles around the object to resize the object; or enter specific measurements for a precise size for the object.   |
| <b>Reviewing Pane</b>       | Used to view all the tracked changes in one location, enabling editors to scroll through the pane to review changes or to get an idea of how many changes were made to the document.  |
| <b>Ribbon</b>               | A collection of tabs located directly below the title bar, which provides quick access to commands required to complete a task.   |
| <b>Ribbon Groups</b>        | The groupings on each ribbon tab containing commands for specific tasks.  |
| <b>Ribbon Tabs</b>          | A collection of command buttons organized into logical groups that relate to a type of activity.  |
| <b>Rotate Objects</b>       | Rotate the object by a specific angle or drag the rotation handle to an angle of your choice.   |
| <b>Rows</b>                 | A horizontal bar that includes information related to the items in the table.   |
| <b>Save</b>                 | The command used to store a document.   |
| <b>Save As</b>              | The command used to save an existing document with a new name or to a different location.   |
| <b>Screen Clipping</b>      | Take a capture of a selected portion of the open application window.  |
| <b>Screenshot</b>           | Take a capture of the entire open application window.   |
| <b>ScreenTip</b>            | A feature in which a small pop-up window appears when a mouse pointer hovers over an icon or button. The pop-up window will provide details that explain the icon's or button's function.   |
| <b>Section Break</b>        | Separates a document into sections to which specific formatting can be applied.   |
| <b>Select</b>               | A feature that enables you to highlight data for a future action such as deleting, copying, formatting, converting to a table, etc.   |
| <b>Shapes</b>               | Draw a variety of shapes that can be modified with fills, colors, or effects.   |

|                             |   |
|-----------------------------|---|
| <b>SmartArt</b>             | Create and modify specific types of diagrams such as organization charts, a matrix, or list processes.  |
| <b>SmartArt Text Pane</b>   | Activate this pane in the SmartArt diagram to edit text.  |
| <b>Sort Data</b>            | Sort data in alphabetical or numerical order.   |
| <b>Spelling and Grammar</b> | The spelling portion of the feature checks for incorrect spelling, duplicate words, and incorrect capitalization. The grammar portion of the feature detects sentences with grammatical errors or weak writing style, based on standards set in the options selected for checking spelling and grammar. |
| <b>Split Table</b>          | Used to split a table at a specific location.   |
| <b>Style</b>                | A combination of character and paragraph formatting that you save with a unique style name.   |
| <b>Symbols</b>              | Characters that can be inserted into a document, either as a text character or for a bullet or numbering style.   |
| <b>Tab Stops</b>            | Used to align text at specific points in the document.  |
| <b>Table of Contents</b>    | A list of headings for all sections in a document, organized in the order in which the section appears in the document, complete with the corresponding page numbers and selected formatting.   |
| <b>Table Styles</b>         | Styles set up with formatting options for a table.  |
| <b>Tables</b>               | A grid that combines columns and rows for quick alignment and display of a large amount of data, such as a revenue report, stock price, inventory items, etc.   |
| <b>Template</b>             | Pre-designed document that can be used to create a specific type of document. Setting up a template enables documents to have a consistent look.  |
| <b>Text Box</b>             | Insert a pre-designed text box or draw a text box; used to enter text into directly and to emphasize specific areas of a document.  |
| <b>Text Size</b>            | The height of the characters. As characters get taller, they grow proportionally wider.   |
| <b>Text Wrapping</b>        | Choose various ways to have text wrap around the object in the document.  |
| <b>Theme</b>                | A set of unified design elements, such as colors, fonts, and graphics, which provides a consistent look for all pages in a document.  |
| <b>Track Changes</b>        | Allows editors to see what changes have been made to the document; insertions, deletions, text repositioning, and formatting changes will be recorded.  |
| <b>Transparency</b>         | Set one color in the picture to be transparent.   |
| <b>Undo</b>                 | A feature to reverse an action (for example, deleting, formatting, adding text, or setting tabs).   |
| <b>View Options</b>         | Different ways of being able to view the document, usually to assist in working with the text, page layout, web layout, an outline, or reading.   |
| <b>Watermarks</b>           | Can be text, graphics, shapes, or pictures that appear behind text on every page of the document (unless otherwise formatted).  |
| <b>WordArt</b>              | Use this feature to create text with decorative effects.  |
| <b>Zoom</b>                 | A feature that enables you to enlarge or decrease your view of the document.  |