

Course: Word

Overview

Using a computer to create, edit, and print documents. Of all computer applications, word processing is the most common. To perform word processing, you need a computer, a special program called a word processor, and a printer. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

Besides focusing on how to use Word and its different features, teachers also need to understand the writing process. In their handout are the different stages of the writing process. Storyboards and evaluations are also included that need to be pointed out.

Terms

- **insert text:** Allows you to insert text anywhere in the document.
- **delete text:** Allows you to erase characters, words, lines, or pages as easily as you can cross them out on paper.
- **cut** and **paste** : Allows you to remove (cut) a section of text from one place in a document and insert (paste) it somewhere else.
- **copy** : Allows you to duplicate a section of text.
- **page size and margins** : Allows you to define various page sizes and margins, and the word processor will automatically readjust the text so that it fits.
- **search and replace** : Allows you to direct the word processor to search for a particular word or phrase. You can also direct the word processor to replace one group of characters with another everywhere that the first group appears.
- **word wrap** : The word processor automatically moves to the next line when you have filled one line with text, and it will readjust text if you change the margins.
- **print:** Allows you to send a document to a printer to get hardcopy.
- **file management:** Many word processors contain file management capabilities that allow you to create, delete, move, and search for files.
- **font specifications:** Allows you to change fonts within a document. For example, you can specify bold, italics, and underlining. Most word processors also let you change the font size and even the typeface.

- **footnotes and cross-references:** Automates the numbering and placement of footnotes and enables you to easily cross-reference other sections of the document.
- **graphics:** Allows you to embed illustrations and graphs into a document. Some word processors let you create the illustrations within the word processor; others let you insert an illustration produced by a different program.
- **headers , footers , and page numbering:** Allows you to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page.
- **layout :** Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs.
- **macros :** A macro is a character or word that represents a series of keystrokes. The keystrokes can represent text or commands. The ability to define macros allows you to save yourself a lot of time by replacing common combinations of keystrokes.
- **merges:** Allows you to merge text from one file into another file. This is particularly useful for generating many files that have the same format but different data. Generating mailing labels is the classic example of using merges.
- **spell checker :** A utility that allows you to check the spelling of words. It will highlight any words that it does not recognize.
- **tables of contents and indexes:** Allows you to automatically create a table of contents and index based on special codes that you insert in the document.
- **thesaurus:** A built-in thesaurus that allows you to search for synonyms without leaving the word processor.
- **windows :** Allows you to edit two or more documents at the same time. Each document appears in a separate window. This is particularly valuable when working on a large project that consists of several different files.
- **WYSIWYG (what you see is what you get):** With WYSIWYG, a document appears on the display screen exactly as it will look when printed.

Instructor Materials:

- Word
- Internet

Participant Handouts:

Elementary:

- Storyboard K-2
- Student Self Assessment - K-2
- Assessment K-2
- Planning Sheet 3-5
- Storyboard 3-5
- Student Self Assessment 3-5
- Assessment 3-5
- Example of Biome finished product
- Biome Venn Diagram
- Cinquain Graphic Organizer
- Biome Weather Chart

Elementary Procedures:

K-2

- Explore a habitat whole group by using trade books, reference CD-ROMs, and other reference material. Include a variety of pictures and videos so young children may obtain a visual image of the habitat.
- Keep a chart of characteristics of the habitat, as well as plants and animals native to that habitat.
- Students will use a storyboard to write and illustrate interesting facts about the habitat. Illustrations should portray animals and plants of the habitat. Stories should be shared with a friend, revised and edited as needed.
- The finished product may be published in Word

Procedures 3 - 5

- In small groups, students will use the Internet to locate information about a habitat of their choice. Use the following web sites:
 - Habitats and Biomes: <http://library.thinkquest.org/11922/habitats/habitats.htm>
 - Biomes of the World: <http://mbgnet.mobot.org/sets/index.htm>
 - Habitats/Landforms: <http://edtech.kennesaw.edu/web/habitats.html>
- Pre-writing - Students should take notes on interesting facts about their habitat using the "Notes on Habitat" worksheet
- Working Draft - Students will use the planning sheet to include information describing the habitat, as well as plants and animals native to that habitat. After

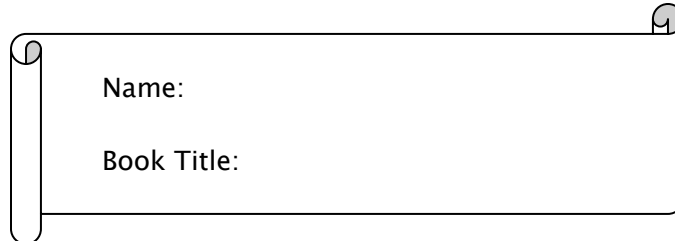
- filling out this sheet, students will write a paragraph on the “Storyboard” about their biome.
- Revising/Editing – Students will exchange their storyboard with other students for corrections and other feedback.
 - After making final corrections, students will publish final document in Word.

Other activities that can be completed:

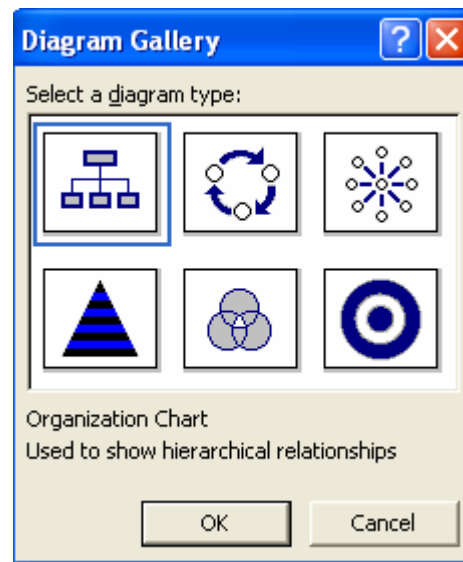
- Have students locate a city that is in the biome they selected. Visit the web site: www.weather.com and find out the current weather conditions in that city compared to where they live now. Have them fill out the weather conditions chart. The results after five days will be graphed in Graph Club.
- Complete a Venn Diagram – Have students pair up with another group of students and complete a Venn Diagram on the two different biomes.
- Create a Cinquain Poem of their biome or an animal or plant in their biome. Use the following worksheet – Cinquain Graphic Organizer for the prewriting and publish in Word using a graphic in the background.

Additional Projects

- Words can easily be added inside drawing objects and AutoShapes. Within Microsoft Word, students can combine illustrations with creative writing, add descriptions to geometric shapes, create holiday decorations, and so much more



- Create various diagrams using Word's new Diagram Gallery. Click on Insert, Diagram and choose one.



- Use templates already created by Microsoft using their General Templates. Click on File, New. On the right select General Templates.
- Select any of the pre-made templates and fill in with your own information.

New from template

 [General Templates...](#)

