**Word Processing for Beginners**

Word processing is a skill that all students will need during their time in school and possibly in jobs in their future. These instructions will walk you through some steps that you can use to teach beginning students how to use Microsoft Word in Office 365.

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| Steps – How to Open, Save and use Font Controls  |
| 1 | Teach students how to go into **Office 365** and navigate to **OneDrive**. |  |
| 2 | Teach students how to create a folder in OneDrive:* Click on **New** at the top
* Click on **Folder**
* Name the folder -Language Arts or Word…
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| 3 | Teach students to open a Word document inside of their new folder:* Click on the folder to open it
* Once it is open, click on New at the top
* Then click on Word Document
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| 4 | Show students how to change the name of the document:* Click on the word “Document” at the top left
* Under File Name – teach students to use Backspace to erase the word and then type a new name for it (ex. Typing, practice, the child’s first name…)
* Then press **Enter**
 |  |
| 5 | Teach students how to type their name in Word using the **Shift** key to make the first letter capital. |  |
| 6 | Teach students how to click and drag to highlight their name and then show them **Bold***, Italics* and Underline. |  |
| 7 | Show students how to change the font types and the size. |  |
| 8 | Teach students how to change font colour and highlight. Make sure that you show them how to turn the highlighter off (click on it again and click No Colour). |  |
| 9 | Show students how to use the Backspace, Delete, Space Bar and Enter keys. |  |
| 10 | Show students how to change the alignment of their name. |  |
| 11 | **Now you can do a little project.** Here are some ideas:* Have students make their name look really cool using what you have taught them.
* If you would like to have more controls to decorate their names, teach them to open the document in the Desktop version (click on Editing at the top and then Open in Desktop App)

* In the desktop app students can make fun borders-encourage them to explore all the controls in the area called Font

\*Note: when you are online the document will autosave. When you go to the desktop version from being online it will Autosave as well.  |
| Steps – Copy, Paste, Text Wrapping, and Graphics |
| 1 | Use could the **Mystery Message Word Processing** lesson to review the previous lesson and teach some Keyboard shortcuts. | https://bit.ly/3aeJF5o |
| 2 | Teach student an easy way to get pictures for their projects:* Click on **Insert** at the top
* Click on **Picture(s)**
* Click on **Stock images** to get a page of pictures that are in word (also stickers) or **Online Pictures/Bing Pictures** to get online ones
* Type in the object you are looking for
* Click on the picture that you would like and then click on **Insert** at the bottom

\*NOTE: Encourage students to use the Creative Commons Only pictures as these are authorized by the owner for public use. Students should eventually learn to Cite their pictures. |  |
| 3 | Teach students to make the words wrap around the text:* There are two ways to access the text wrapping:
1. Click on **Picture Format/Picture** at the top then find **Wrap Text** or
2. Right click on the border around the picture and click on **Wrap Text**
* Choose how you would like the text to go around the picture.
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| 4 | This also works for shapes. Shapes are only available in the desktop version. Show students how to put shapes into their documents:* Click on **Insert** at the top
* Click on **Shapes**
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| 5 | For even more control over your text, you can use a **Text Box**. This can only be done in the desktop version. To use a text box:* Click on **Insert then** **Text Box**. You can choose a fancy sidebar or a regular text box
* Start typing in your text box
* You can move it anywhere on the screen
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 Tip…

If you like, add an implementation tip here.