

Word 101 – Mystery Message

The below phrase can be entered into the student’s word document by the student typing it, copy and pasting it from the website or using *speech to text (dictate)* to dictate it. If typing, model the typing of it, discussing the **proper spacing**, and the use of the **Shift Key** for capitalizing (not Caps Lock).

As you model, students will be typing the same on their computer. You may want to increase your font size to a size large enough for the class to see as you demonstrate.

The process of learning to type may seem hard at first. With practice, it will get easier. Take my word for it.

Once the above has been entered, have the students change the font size to size “18”. Then, follow the step-by-step directions below to word process and reveal the “Mystery Message”. This lesson is designed to be teacher directed.

Students will learn:

- to select text (highlight)
- replace text
- delete, cut and paste
- copy and paste

Show students that when you Cut, Copy, and Paste, you can access these functions from the menu bar, from buttons, or from keyboard short cuts.

1. Select **‘The p’**. *
2. Type capital **‘P’** and it will replace selected text.

**See note.*

Process of learning to type may seem hard at first. With practice, it will get easier. Take my word for it.

3. Select **'of learn'** and **delete**. Include the space before the word 'of'. *If your program will not let you select just this text, delete from the 'n' in 'learn' back to the 's' in 'process'.*
Type **'ing'** at the end of Process.

Processing to type may seem hard at first. With practice, it will get easier. Take my word for it.

4. Select **'to type may seem'**.
5. Type **'is'** to replace selected text.

Processing is hard at first. With practice, it will get easier. Take my word for it.

6. Select **'hard'**.
7. Type **'easy'** to replace selected text.

Processing is easy at first. With practice, it will get easier. Take my word for it.

8. Select **'at first. With practice, it will get easier. Take my '**.
Include the space after 'my'.
9. **Delete**.

Processing is easy word for it.

10. Select **'for it.'**
11. **Delete**.

Processing is easy word

12. Select **'word'**.
13. **Cut**.
14. **Paste to beginning of sentence.** *You may need to add a space after 'word'.*

word Processing is easy

15. Select **'w'**.

16. Type capital 'W'.

Word Processing is easy

18. Select 'Word Processing is easy!'

19. Copy.

20. Click after the exclamation point and space twice.

21. Paste.

Word Processing is easy! Word Processing is easy!

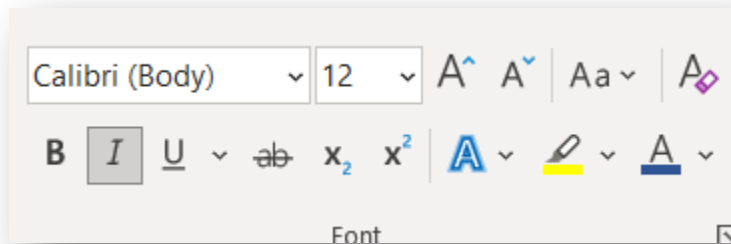
22. Select 'easy'.

23. Type 'cool' to replace selected text.

Word Processing is easy! Word Processing is cool!

Congratulations! The Mystery Message has now been revealed!

If time permits, you may demonstrate and have students practice **changing fonts** and font size, the **font style** (bold, italics, and underline) and font colour.



**Note: When demonstrating the skill of deleting/replacing text, you may want to show/discuss that there is more than one way to do this. For instance, you can click at the end of the section you want to delete and hit the delete key for each character you want to delete. By selecting and typing over (without hitting delete) we show the students the quickest method using the fewest keystrokes.*

You may also want to show the 'Undo' command and how to use it when you accidentally delete the wrong thing. Explain that the undo command only 'fixes' the last thing they typed.