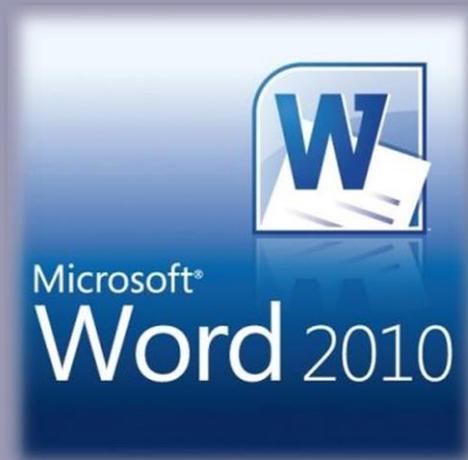


Computer Applications

Word Processing





Word Processing

- Create – edit – save – print document
- **Create**
 - Single and multiple-page documents
 - Title page – Contents – Body – Reference
- **Edit**
 - Decide margins – header/footer – page numbers
 - Center title – align text – line spacing – page break
 - Format bulleted/numbered lists – use Spell check
- **Save**
 - Flash drive – hard drive – cloud service
 - Word.docx – PDF file – plain text

Online Curriculum

Webclass.org web-based handouts and resources

Home **Computer Apps** Keyboarding iPad Basics Digital Storytelling Podcasting Webinars

Why online handouts

Education and training via the internet are growing rapidly. Easy accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. These PDF handouts can be accessed any time and from anywhere using any type of Internet connection.

The Adobe PDF format is used for all online handouts, permitting fast download time plus accessibility on both Windows and MAC platforms when using [Adobe Reader](#). Many portable media devices also permit PDF downloads, especially the Apple iPad.

PDF Online Handouts

PDF Handouts

- Comic Life**
Download within EPISD
Download from Plasq
- Diacritical Marks**
- EasyTech**
- Eduphoria login**
Quick Start
Teacher Guide
- Excel 2007**
- iPad Apps by Content Area**
Language Arts
Math
Science
Social Studies
Special Learning Needs
- iPad Basics**

Webclass provides

1. Workshop handouts available anytime, anywhere using any mobile device permitting PDF downloads.

Online Curriculum

Computer Apps

Word Processing - Presentation - Spreadsheet

Computer Apps Keyboarding Keyboarding Overview Submit homework Tech App TEKS Webclass

Computer Applications

Computer application software is emphasized during six weeks 3-5 focusing on production skills. The **big 3** computer application software packages are word processing, presentation, and spreadsheet.

Microsoft Office 2013 is used for learning production skills in Word, PowerPoint, and Excel. Google Docs is accessed during six weeks 6 for an online collaborative experience in word processing and spreadsheet.

Word Processing

These basic skills are learned/reviewed each year for [Microsoft Word](#):

- Open, create, and save a document using flash or HD drive
- Select, change, and set margins including headers and footers
- Format/edit text in terms of font size, type, color plus Spell Check
- Share document with class using *Microsoft* OneDrive and Google Drive

Presentation

These skills are learned/reviewed each year for [Microsoft PowerPoint](#):

- Open, create, and save a 3-slide presentation using flash or HD drive
- Select and change text box size using original or template design
- Format/edit text in terms of font size, type, and color
- Share presentation with class using *Microsoft* OneDrive or Google Drive

Microsoft Word

- Grade 6
- Grade 7
- Grade 8



Microsoft PowerPoint

- Grade 6
- Grade 7
- Grade 8

Microsoft Excel

- Grade 6
- Grade 7
- Grade 8

Google Docs

- Document
- Presentation
- Spreadsheet

Online Handouts

Computer Apps

Word Processing - Presentation - Spreadsheet

Computer Apps Keyboarding Keyboarding Overview Submit homework Tech App TEKS Webclass

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Microsoft Word

- Grade 6
- Grade 7
- Grade 8

Microsoft PowerPoint

- Grade 6
- Grade 7
- Grade 8

Microsoft Excel

- Grade 6
- Grade 7
- Grade 8

Google Docs

- Document
- Presentation
- Spreadsheet



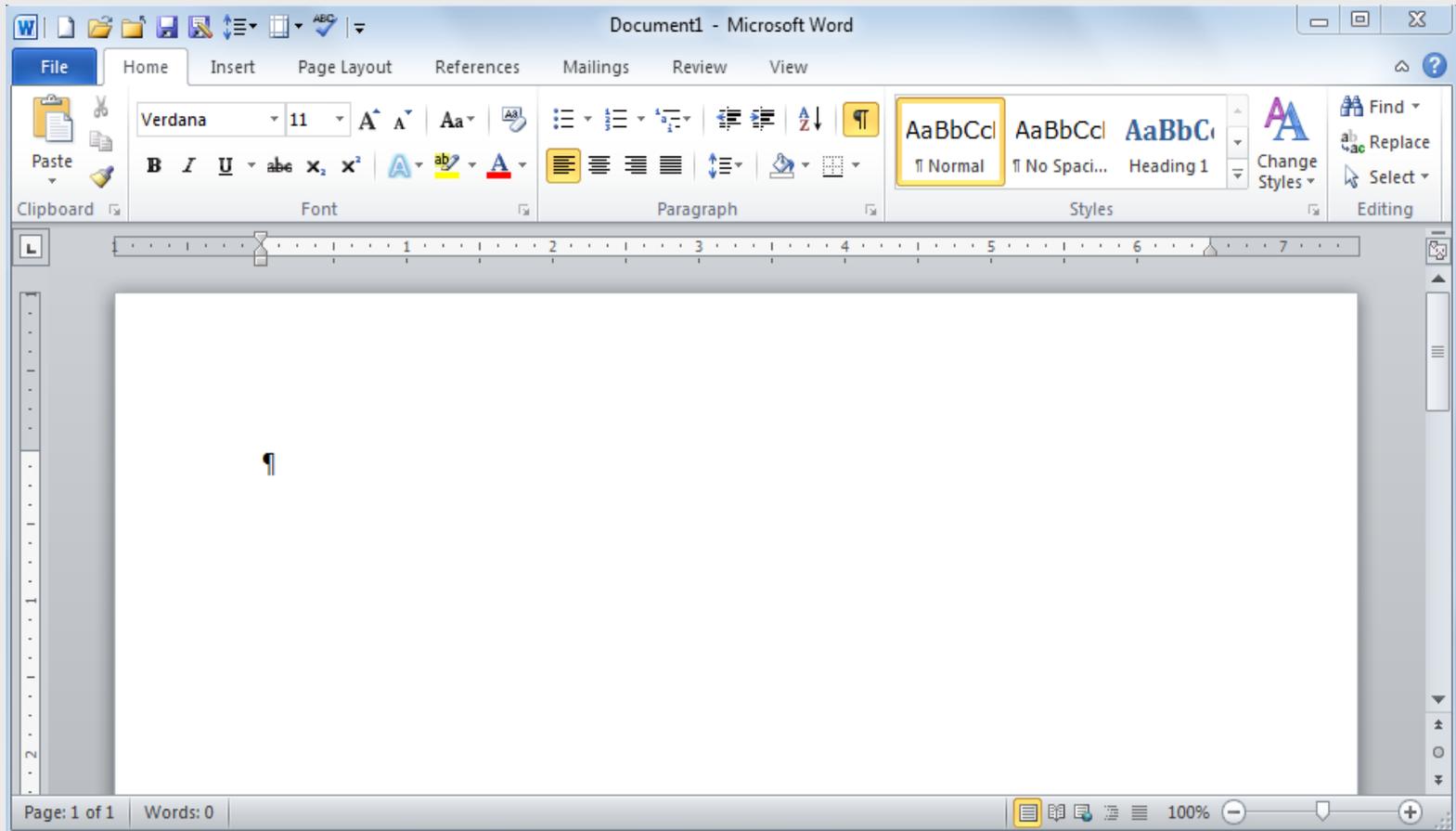
Computer Applications

Word Processing

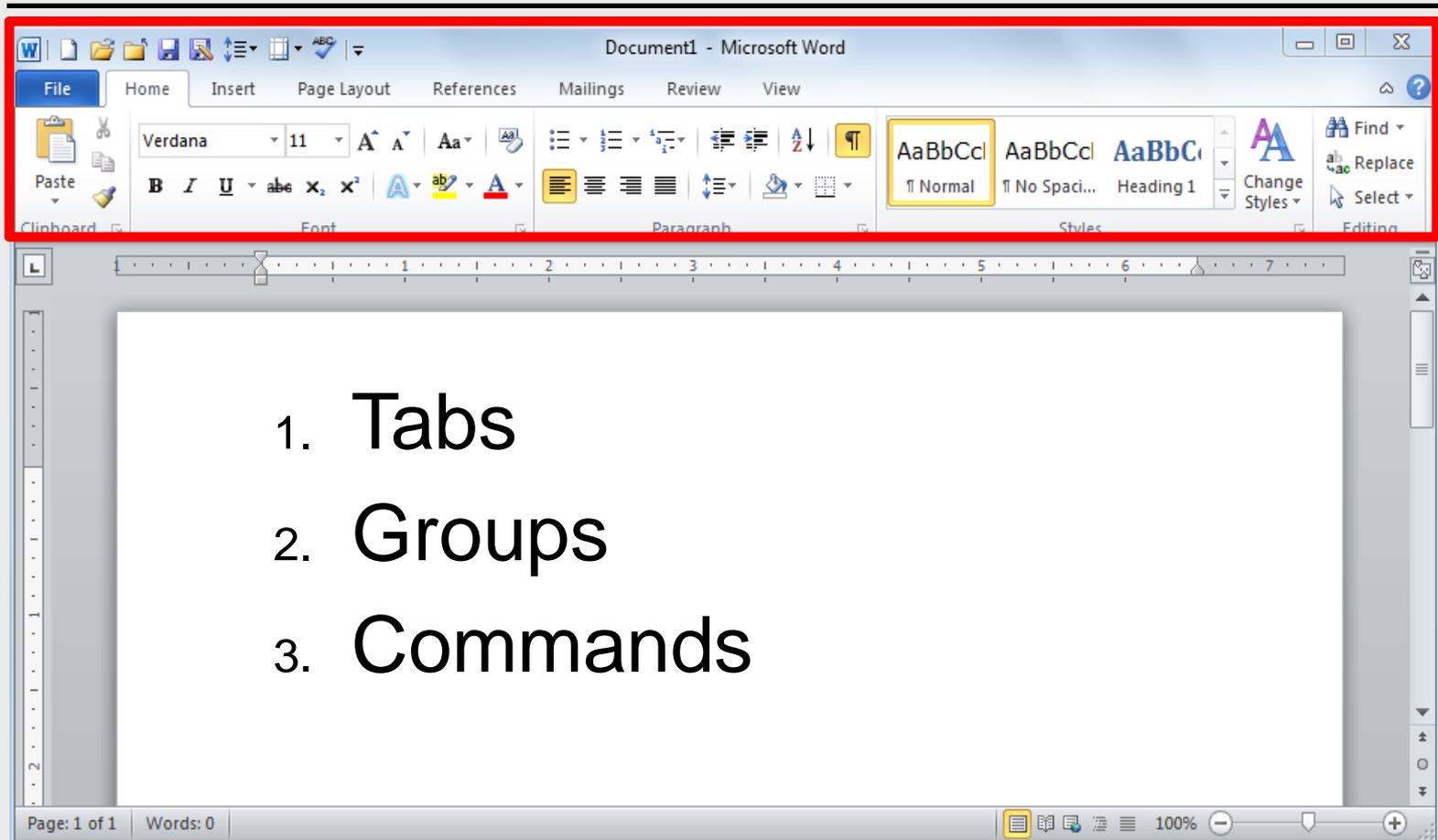


Open Word

- **Start Menu – select *Microsoft Word***

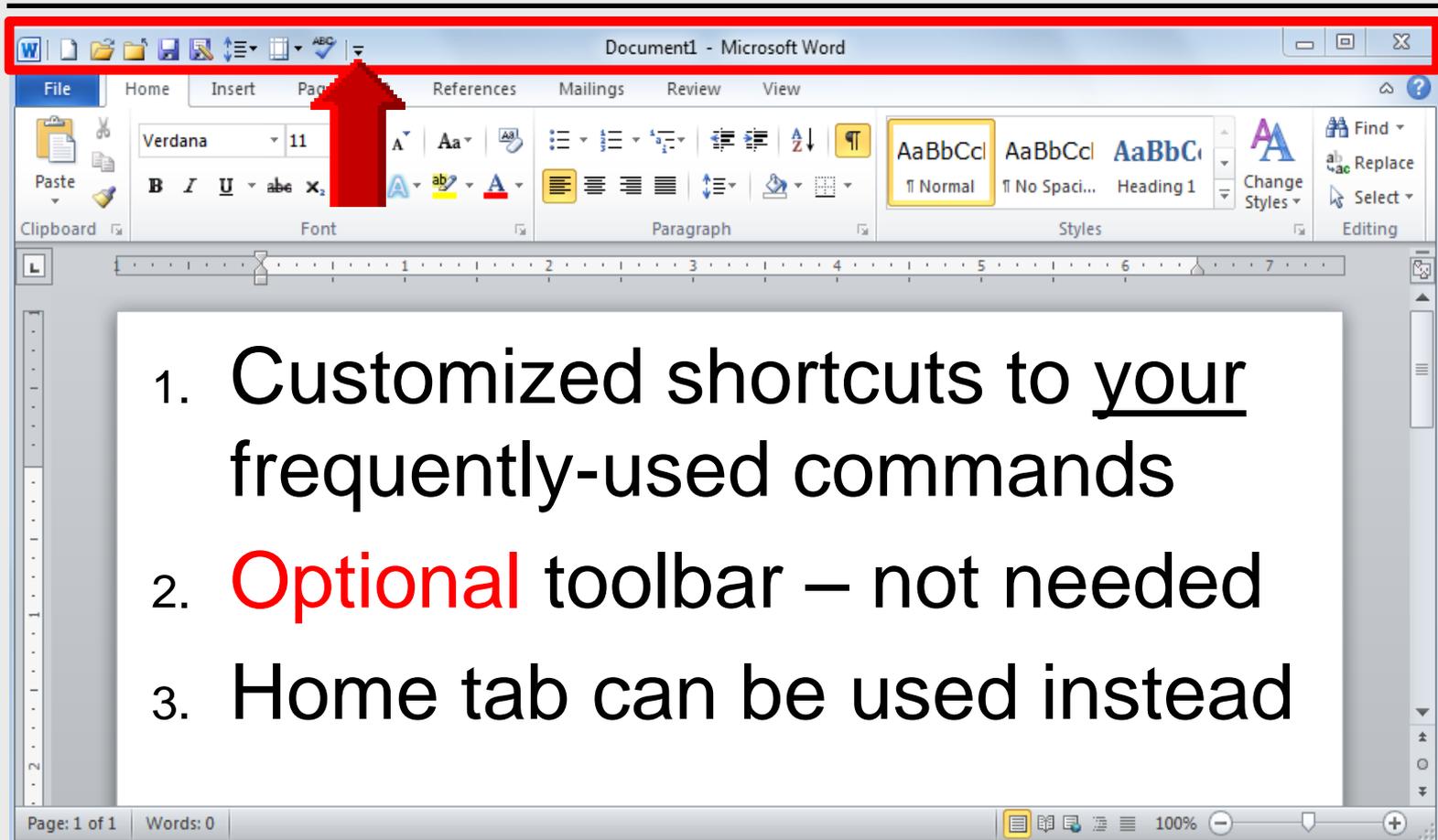


Ribbon



1. Tabs
2. Groups
3. Commands

Quick Access Toolbar

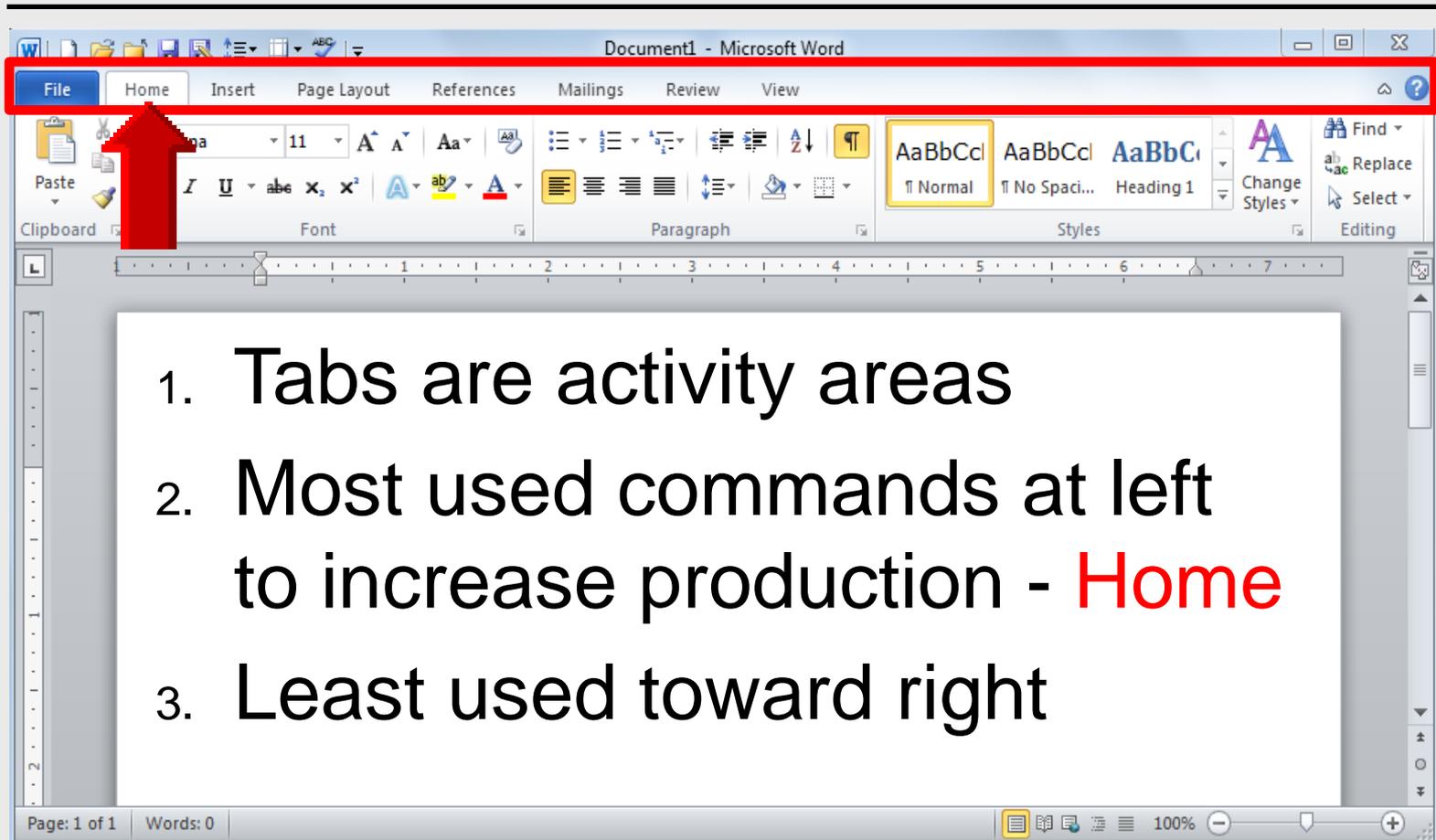


The screenshot shows the Microsoft Word 2010 interface. The title bar at the top reads "Document1 - Microsoft Word". Below the title bar is the Quick Access Toolbar, which is highlighted with a red border. It contains three icons: Save, Undo, and Redo. A red arrow points to the Save icon. The ribbon below the toolbar shows the "File" tab selected, with sub-tabs for Home, Insert, Paragraph, References, Mailings, Review, and View. The Home tab is active, showing Font, Paragraph, and Styles groups. The main document area contains a list of three items:

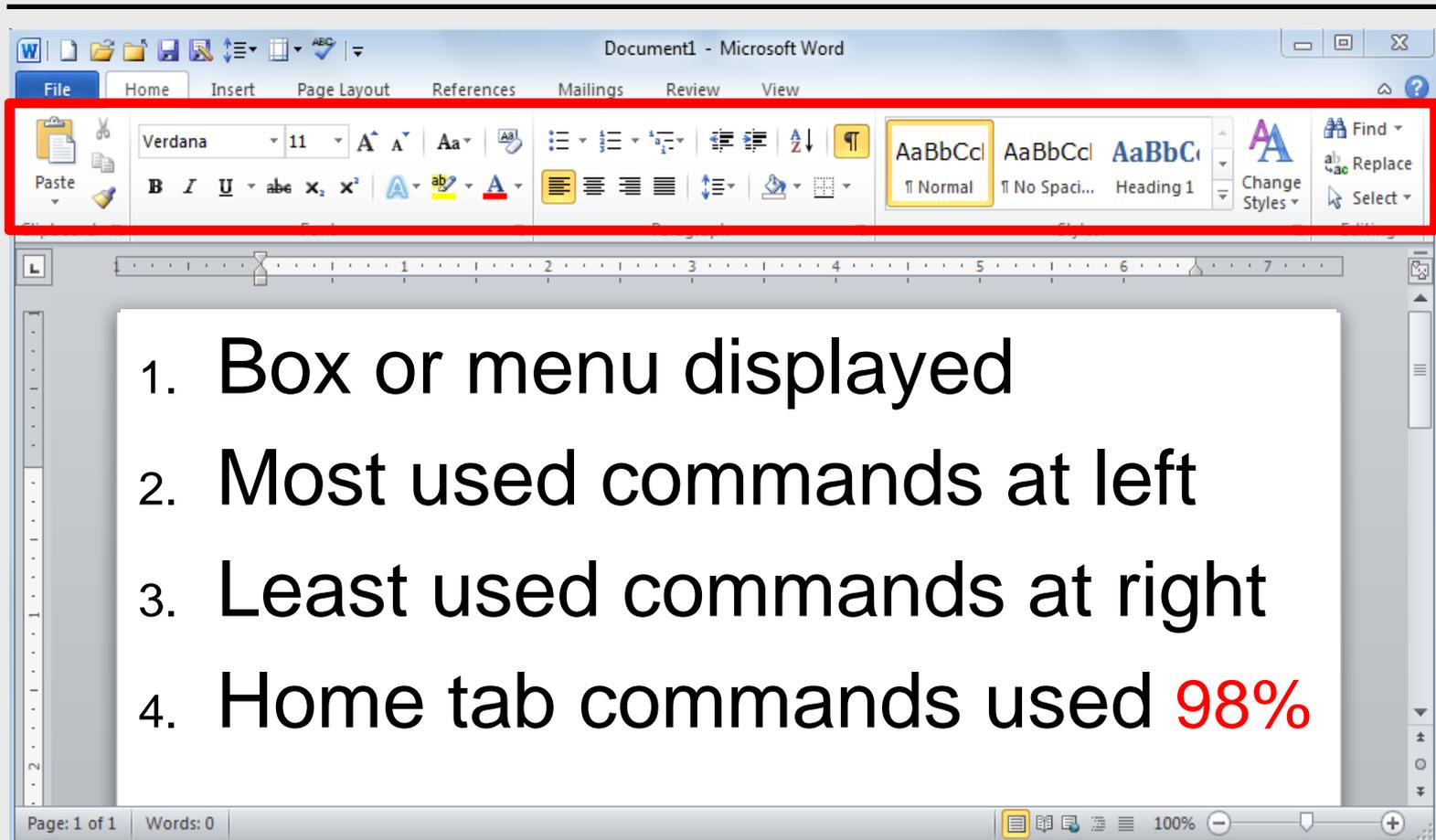
1. Customized shortcuts to your frequently-used commands
2. **Optional** toolbar – not needed
3. Home tab can be used instead

The status bar at the bottom shows "Page: 1 of 1" and "Words: 0".

Tabs



Commands



The screenshot shows the Microsoft Word interface with the Home tab selected. A red rectangular box highlights the ribbon area, which contains various text formatting and editing commands. The ribbon includes options for font face (Verdana), size (11), bold (B), italic (I), underline (U), text color, background color, bullet points, numbered lists, indentation, paragraph alignment, styles (Normal, No Spacing, Heading 1), and search functions (Find, Replace, Select).

1. Box or menu displayed
2. Most used commands at left
3. Least used commands at right
4. Home tab commands used **98%**

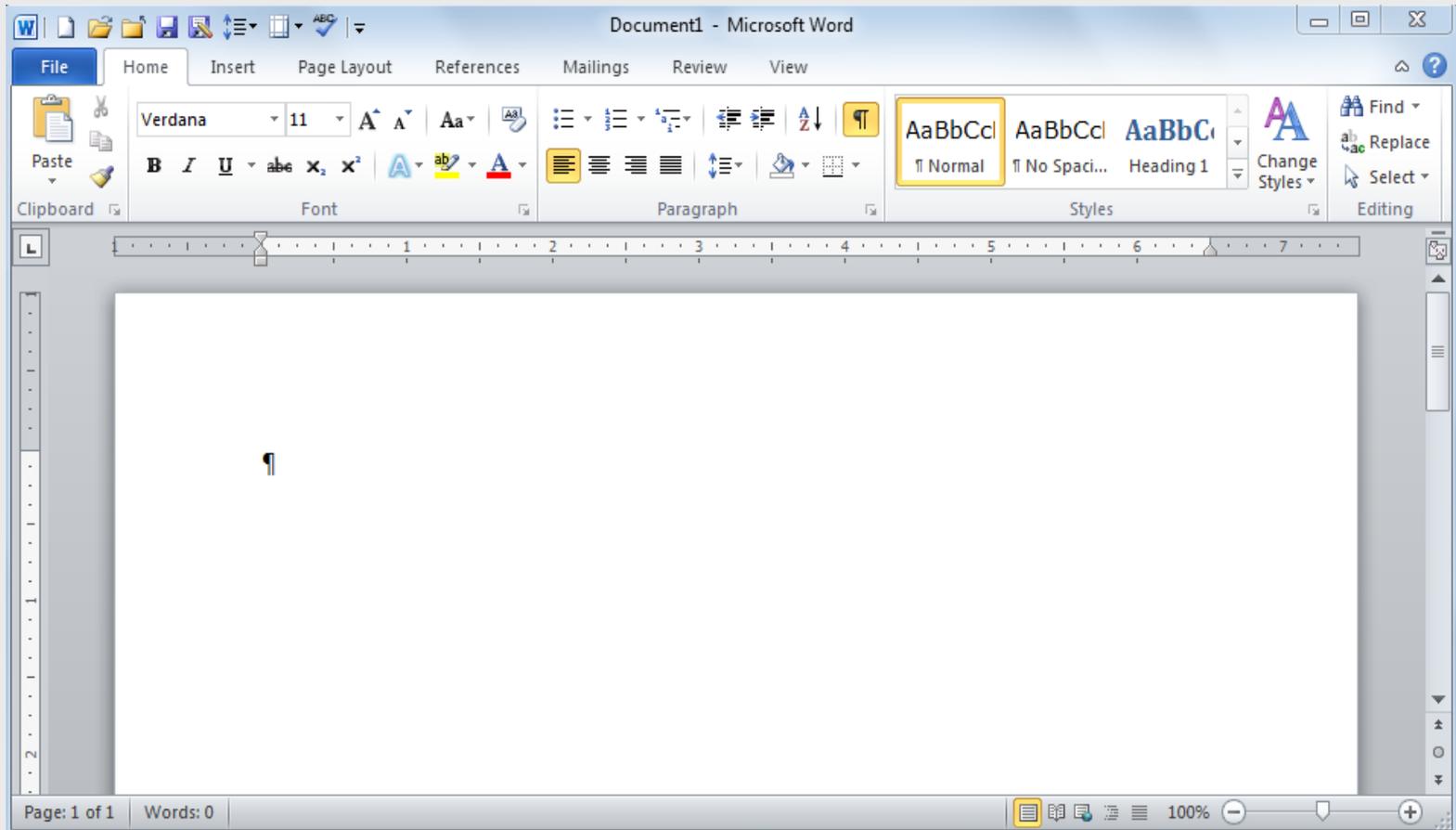
Computer Applications

Quick Access Toolbar

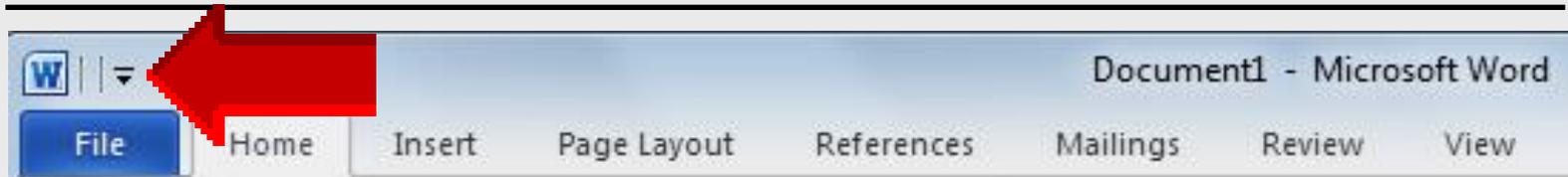


Open Word

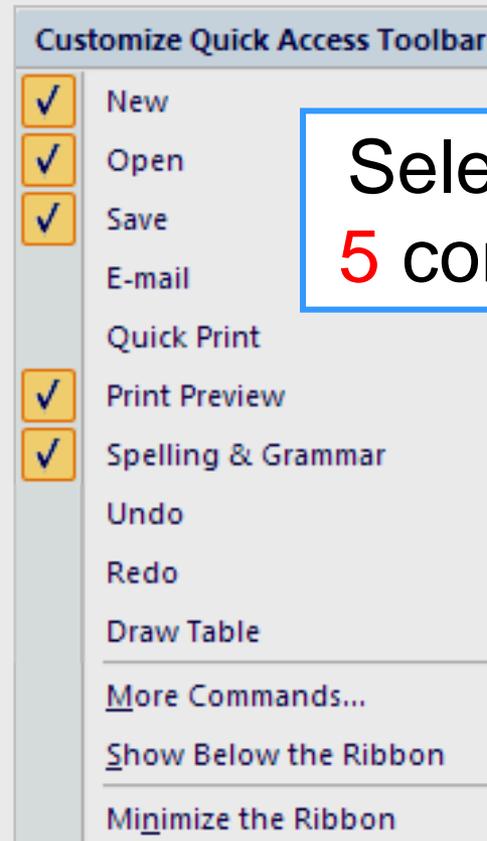
- **Start Menu – select *Microsoft Word***



Quick Access Toolbar



Left-click on
small arrow



Select these
5 commands

Quick Access Toolbar



The image shows a screenshot of the Microsoft Word interface. At the top, the title bar reads "Document1 - Microsoft Word". Below it is the ribbon with tabs for "File", "Home", "Insert", "Page Layout", "References", "Mailings", "Review", and "View". A red arrow points to the "File" tab. Below the ribbon, the "Customize Quick Access Toolbar" dialog box is open, listing various commands with checkboxes. The checked commands are "New", "Open", "Save", "Print Preview", and "Spelling & Grammar". Other commands listed include "E-mail", "Quick Print", "Undo", "Redo", and "Draw Table". A blue-bordered box with a red arrow points to the "More Commands" text at the bottom of the dialog box. Below the dialog box, there is a button labeled "Minimize the Ribbon".

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View

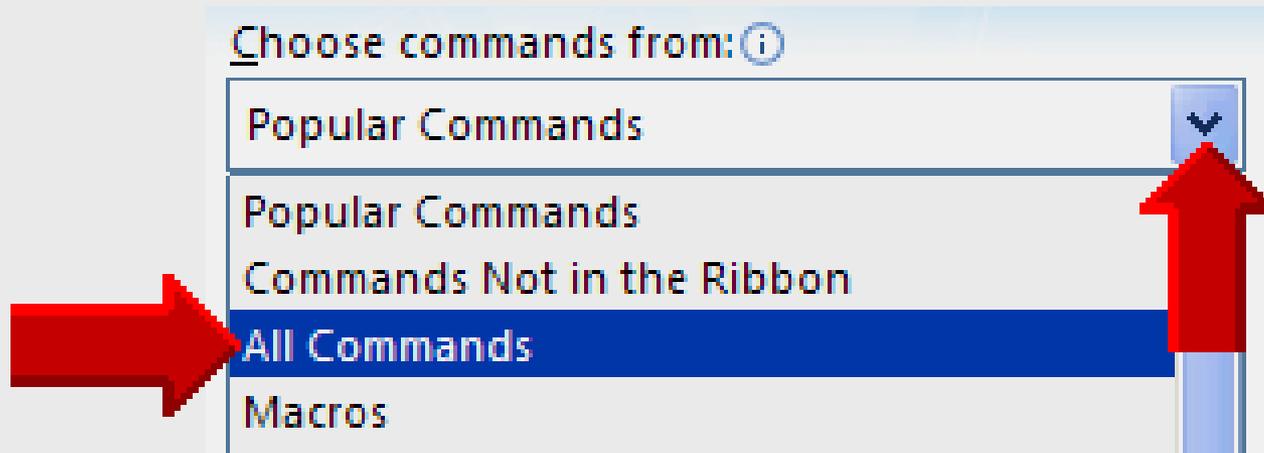
Customize Quick Access Toolbar

- New
- Open
- Save
- E-mail
- Quick Print
- Print Preview
- Spelling & Grammar
- Undo
- Redo
- Draw Table

More Commands

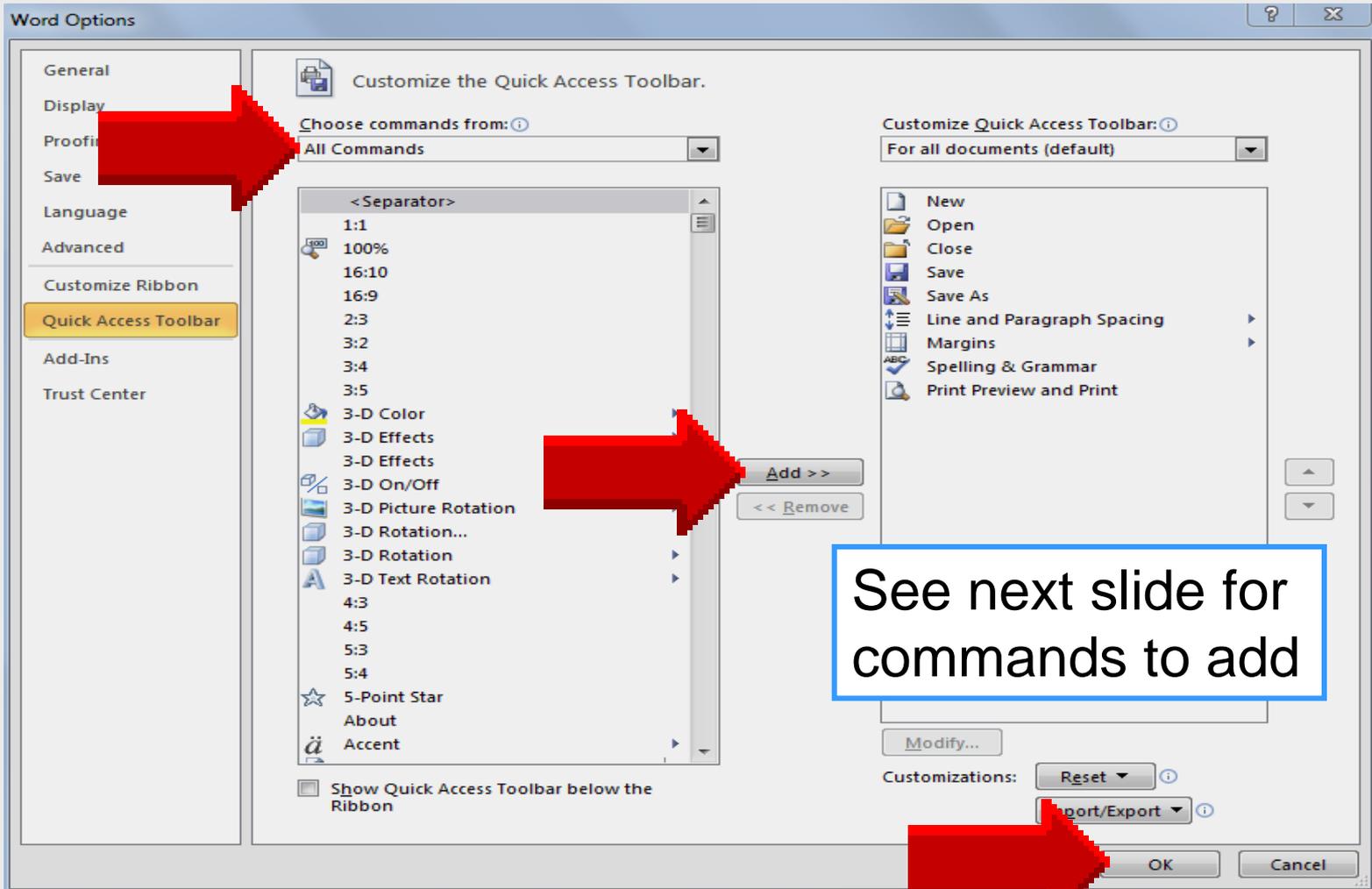
Minimize the Ribbon

Quick Access Toolbar



Use pull-down menu
Select **All Commands**

Quick Access Toolbar



Quick Access Toolbar



New

Open

Save

Print Preview

Spelling



Close

Save As

Line spacing

Margins

Print — File Print

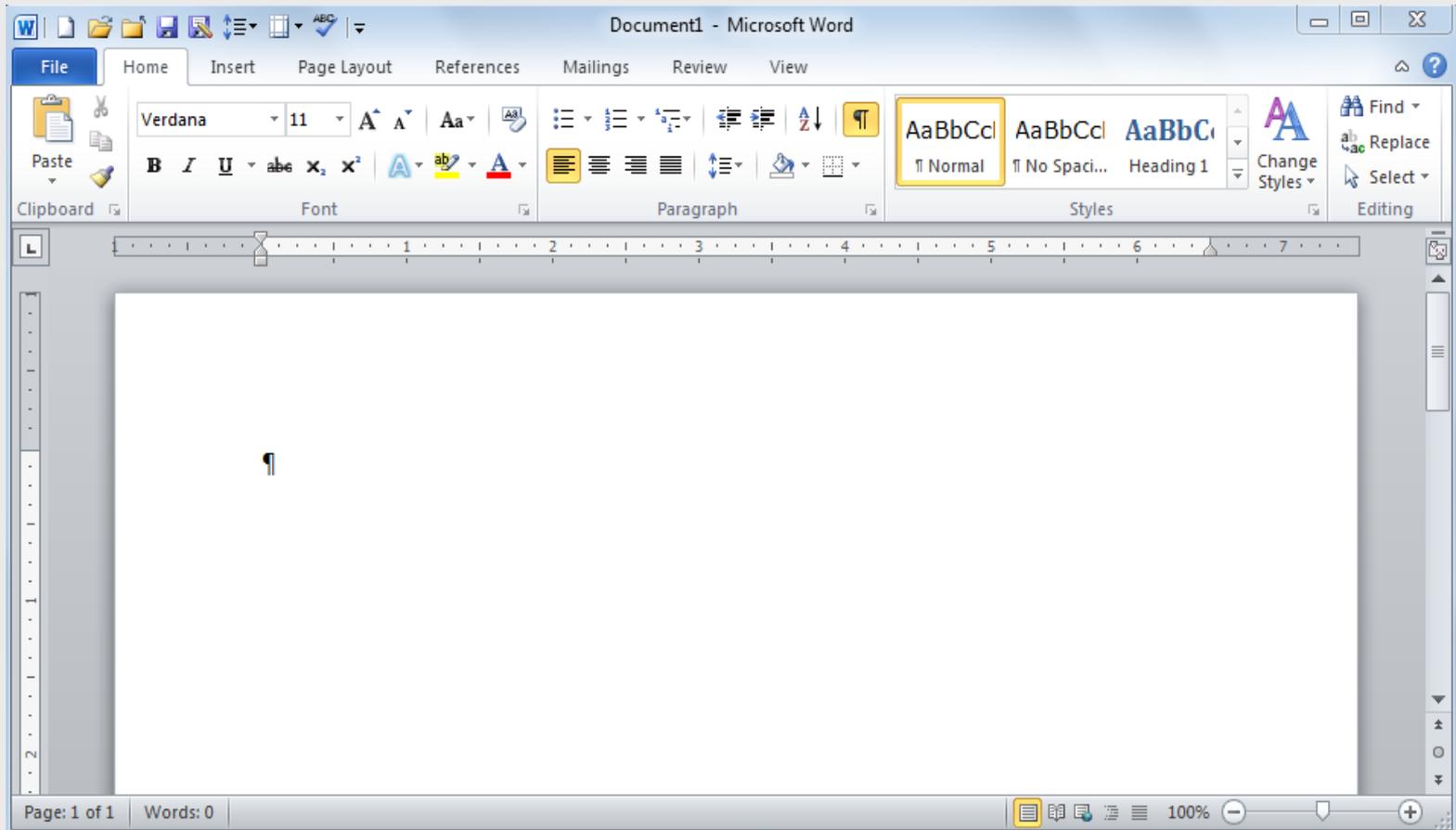
Computer Applications

Open Document

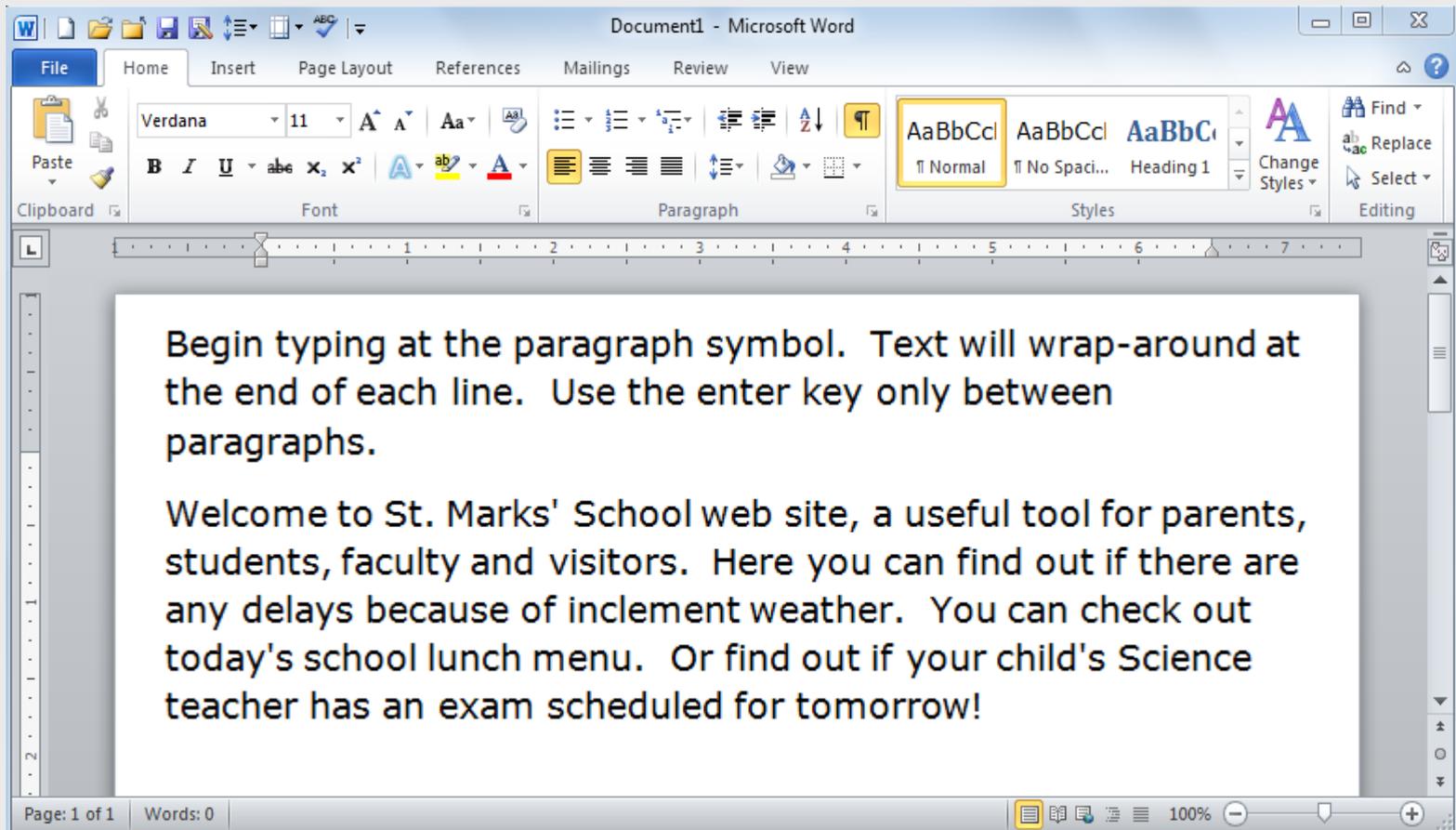


Open Word

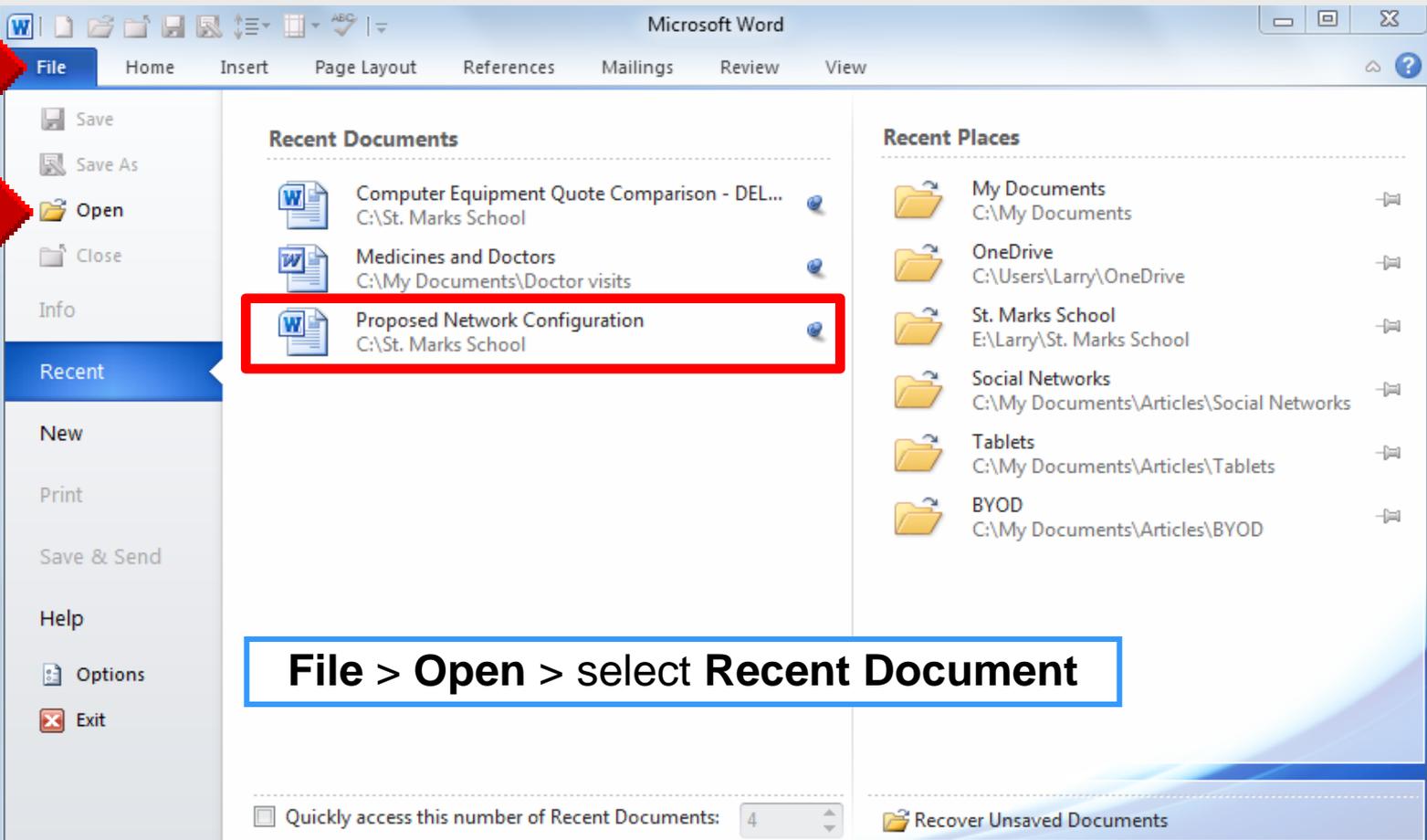
- **Start Menu – select *Microsoft Word***



New Document



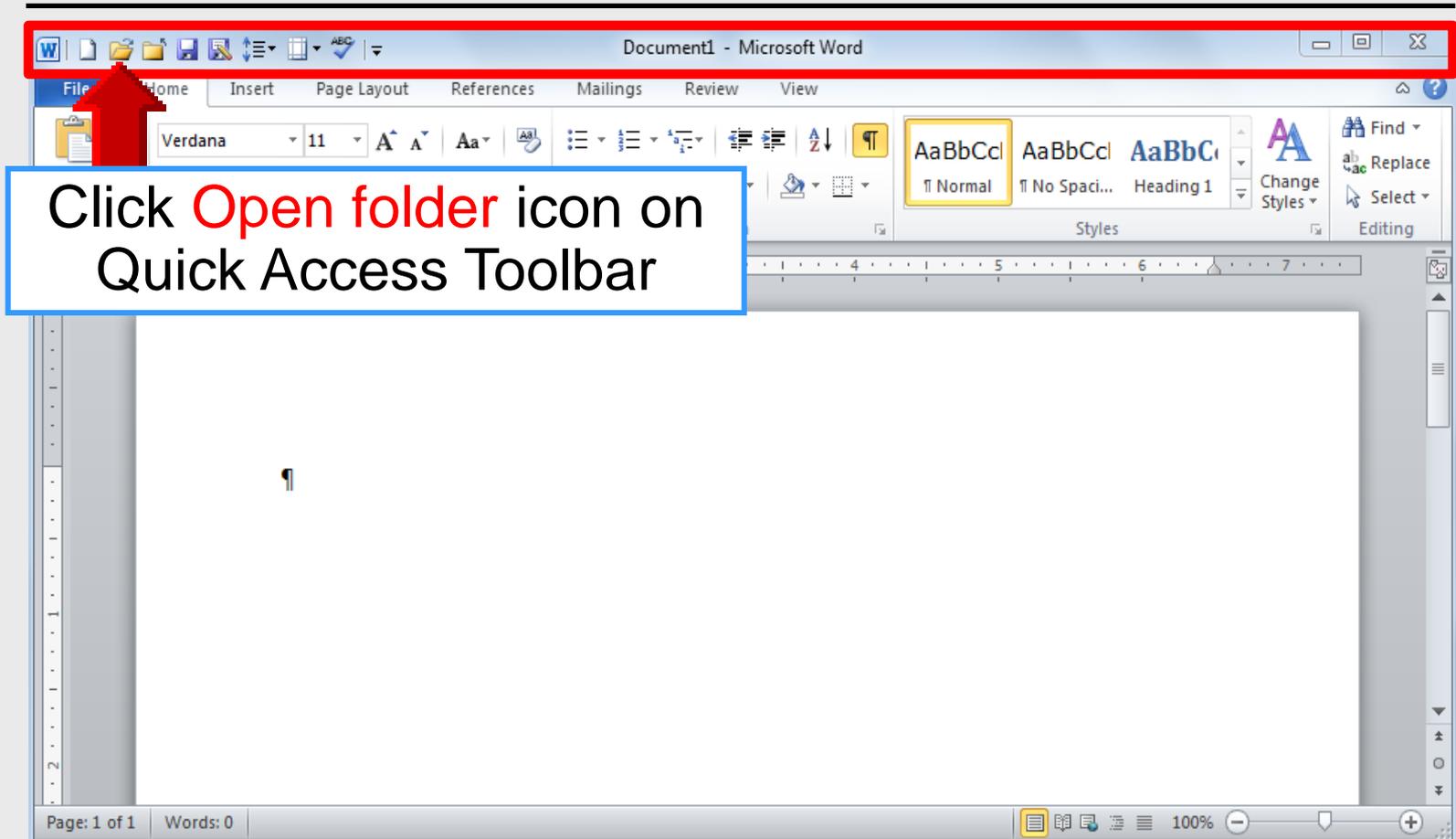
Open Previous Document



The screenshot shows the Microsoft Word interface. The 'File' tab is selected in the ribbon, and the 'File' menu is open. Two red arrows point to the 'File' tab and the 'Open' option in the menu. The 'Recent Documents' list is visible, with the document 'Proposed Network Configuration' highlighted by a red box. A blue box at the bottom of the window contains the text 'File > Open > select Recent Document'.

File > Open > select Recent Document

Open Previous Document



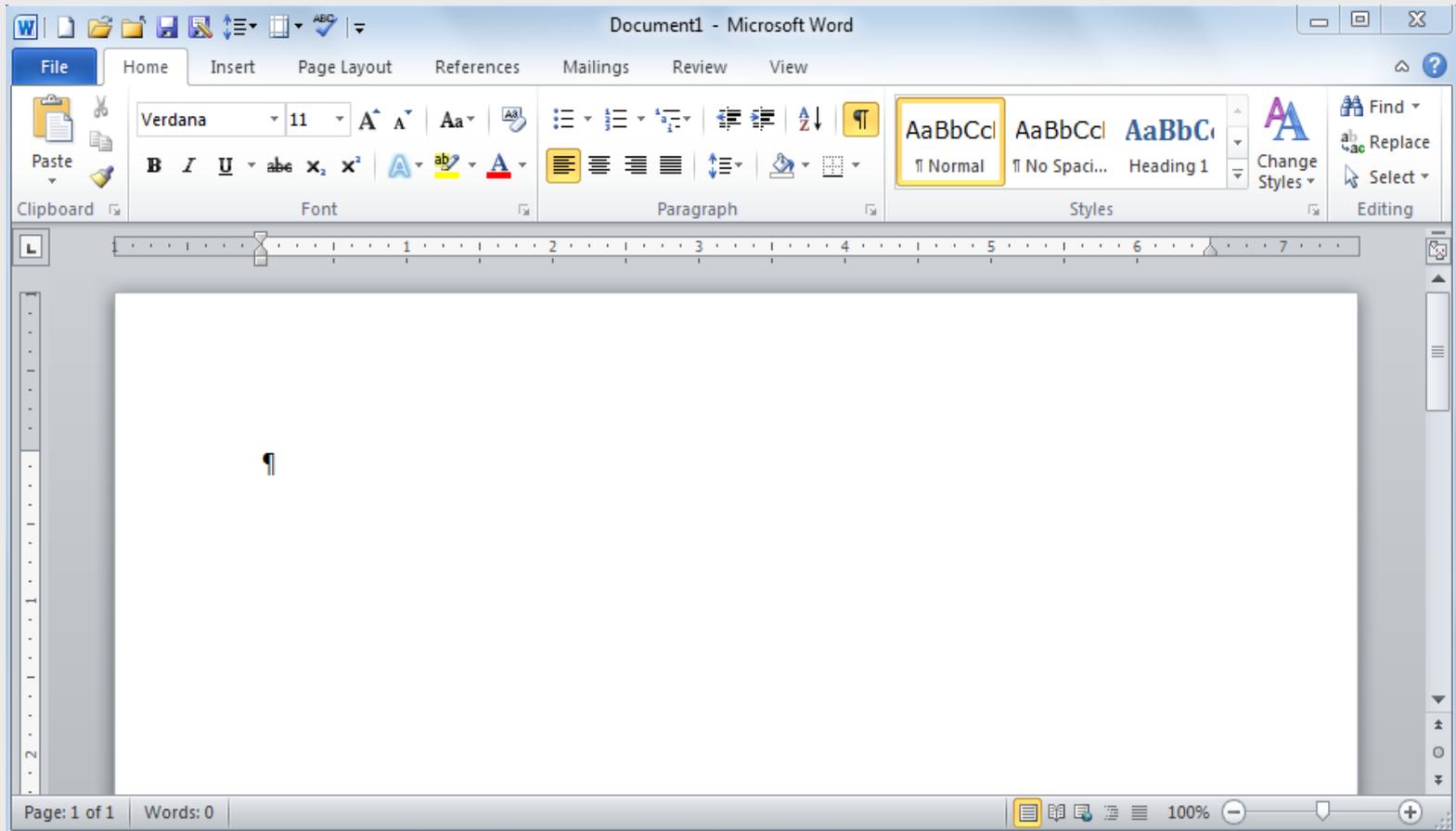
Computer Applications

Edit Document

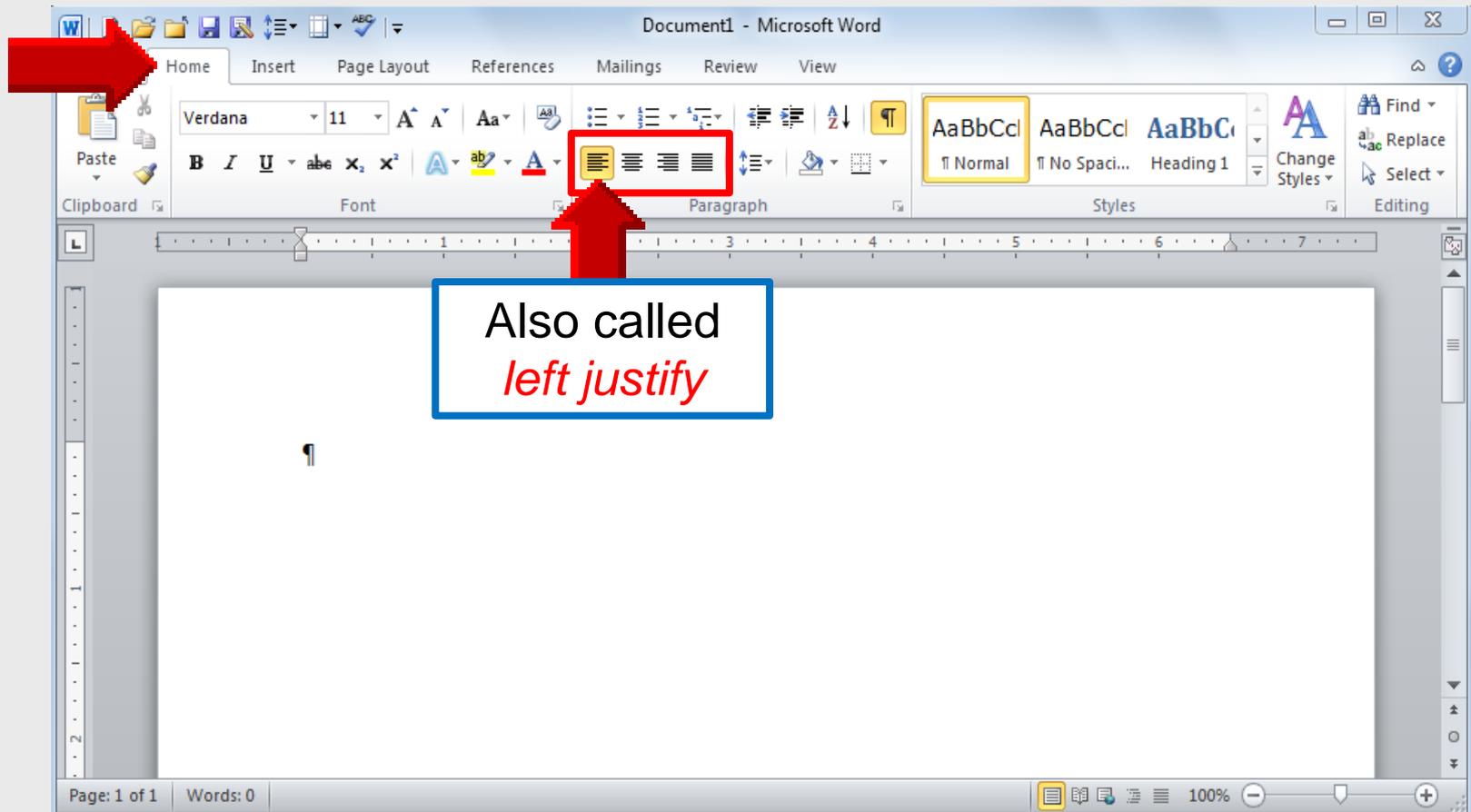


Open Word

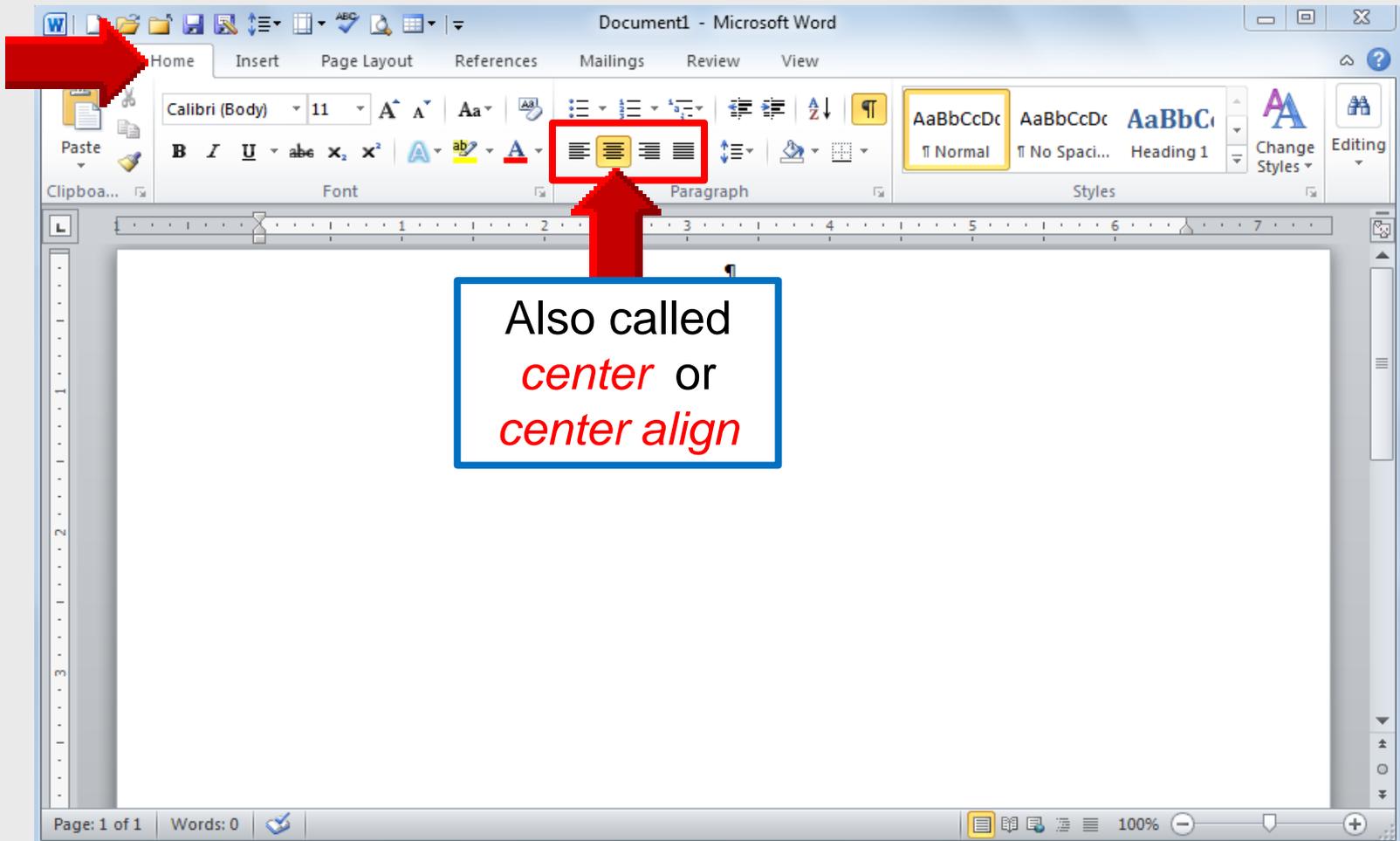
- **Start Menu – select *Microsoft Word***



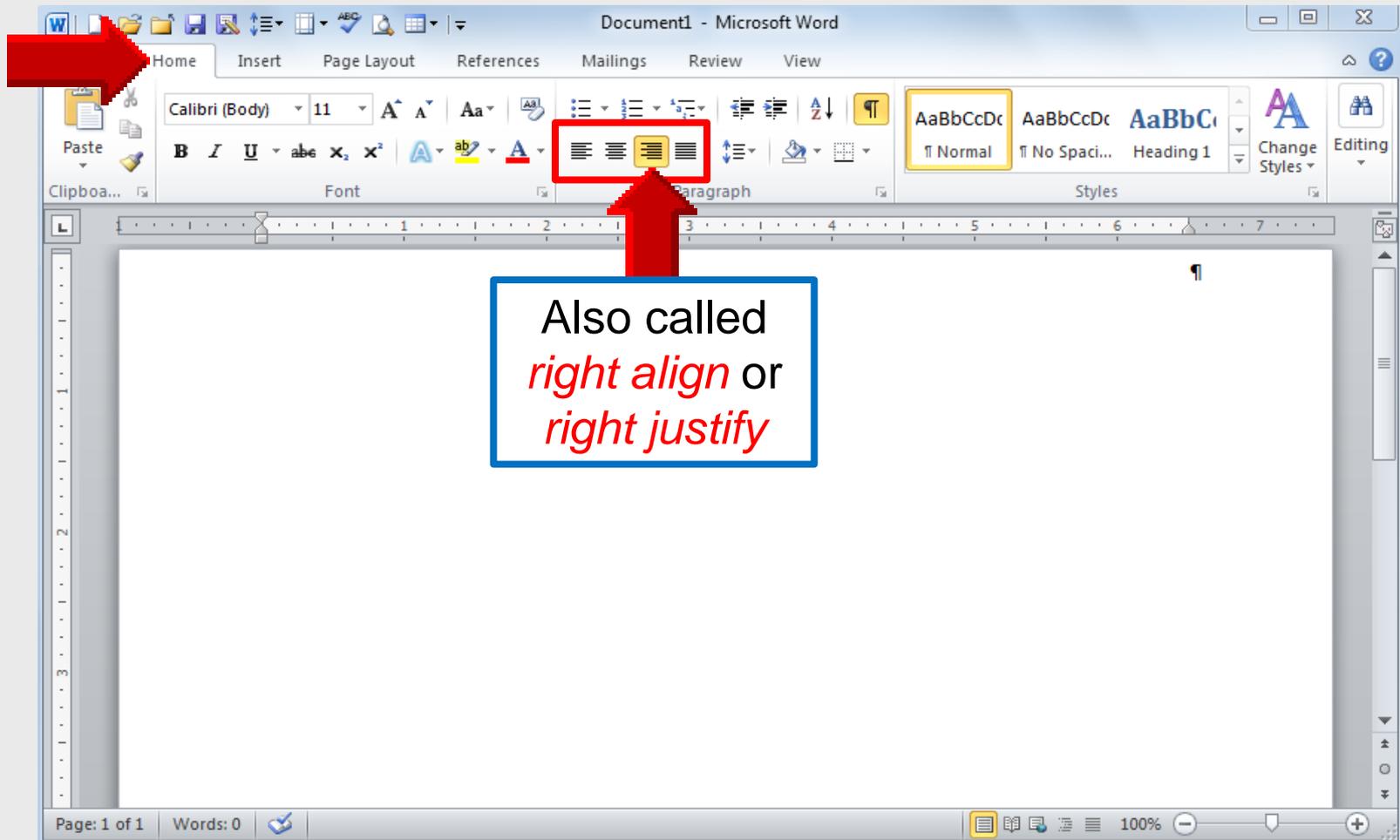
Align Text Left



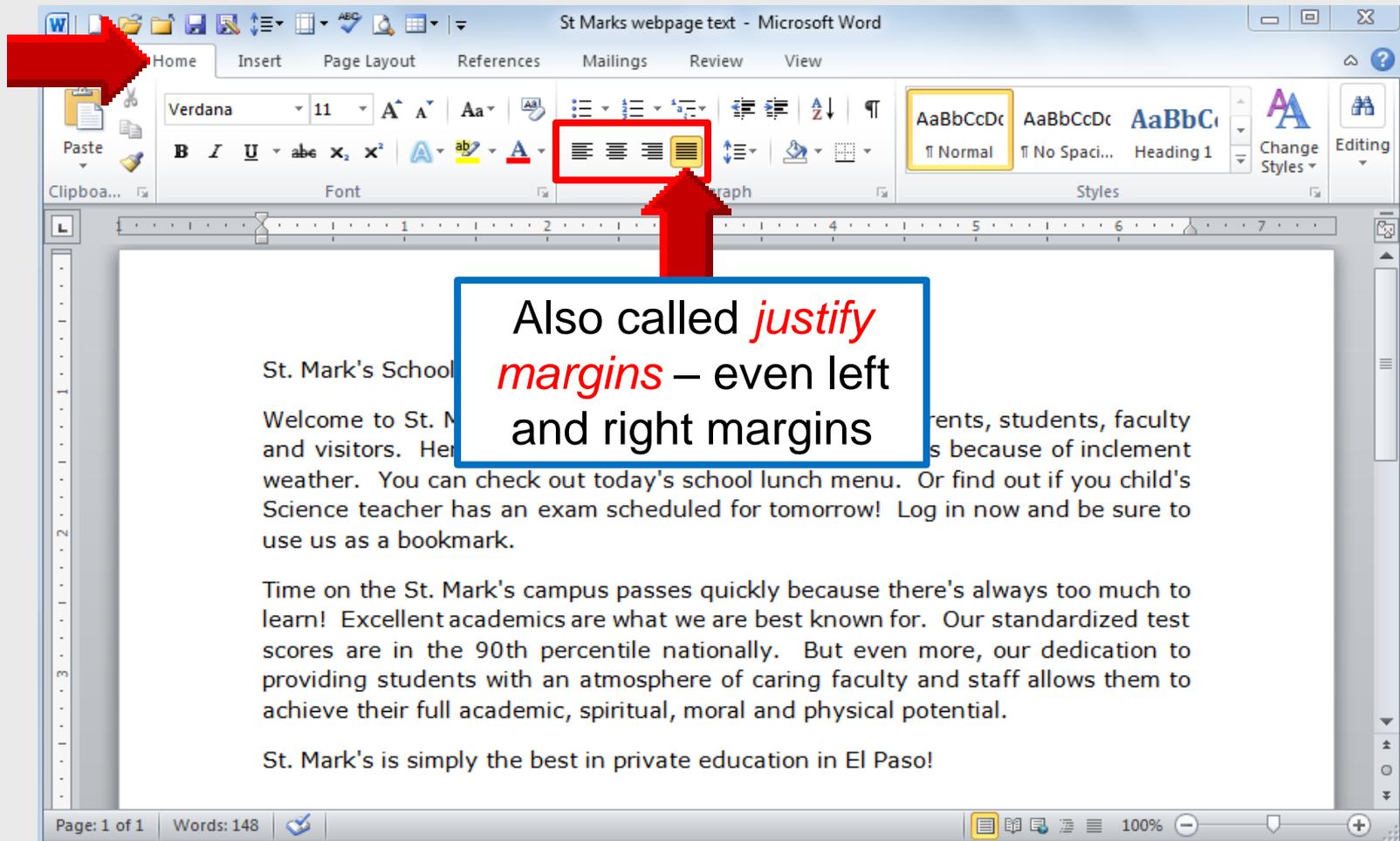
Align Text Center



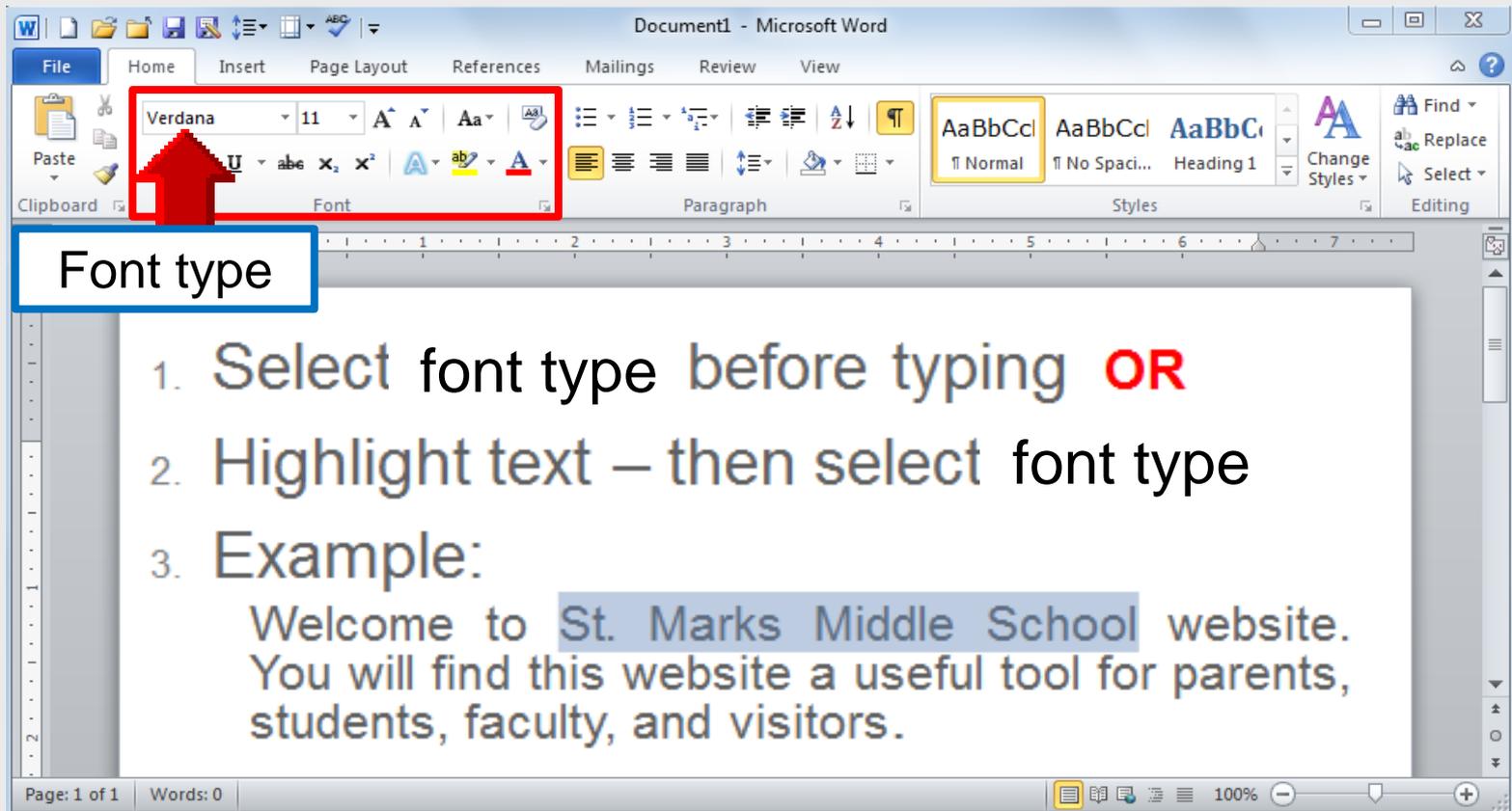
Align Text Right



Align Text Justified



Font Type



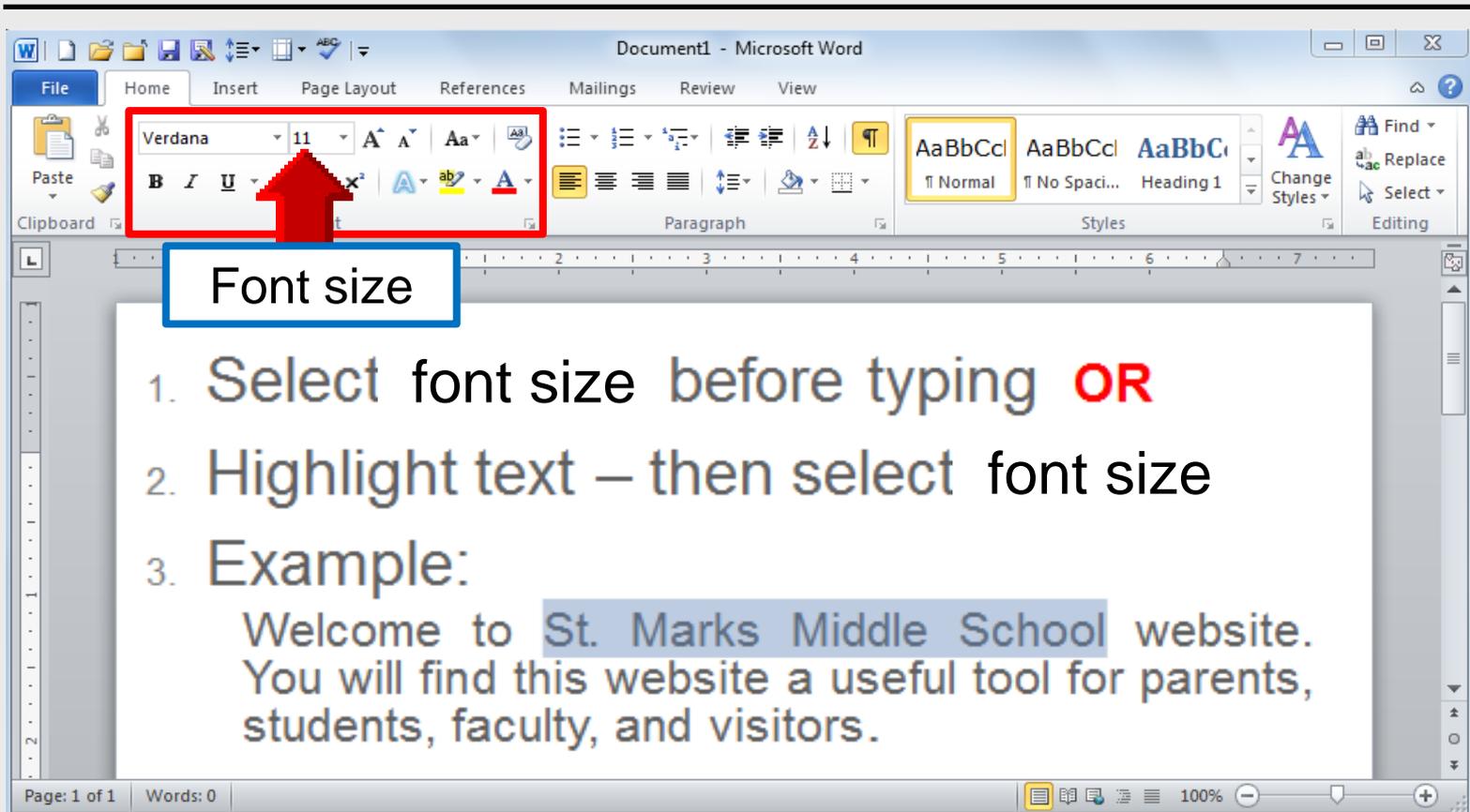
The screenshot shows the Microsoft Word interface. The 'Font' ribbon is active, and the font dropdown menu is set to 'Verdana'. A red box highlights the font dropdown and the size dropdown (set to 11). A red arrow points to the font dropdown. The document content includes a list of instructions and an example of text with a highlighted portion.

Font type

1. Select font type before typing **OR**
2. Highlight text – then select font type
3. Example:
Welcome to **St. Marks Middle School** website.
You will find this website a useful tool for parents, students, faculty, and visitors.

Best choices are **Arial – Calibri – Verdana**
Default – Calibri

Font Size



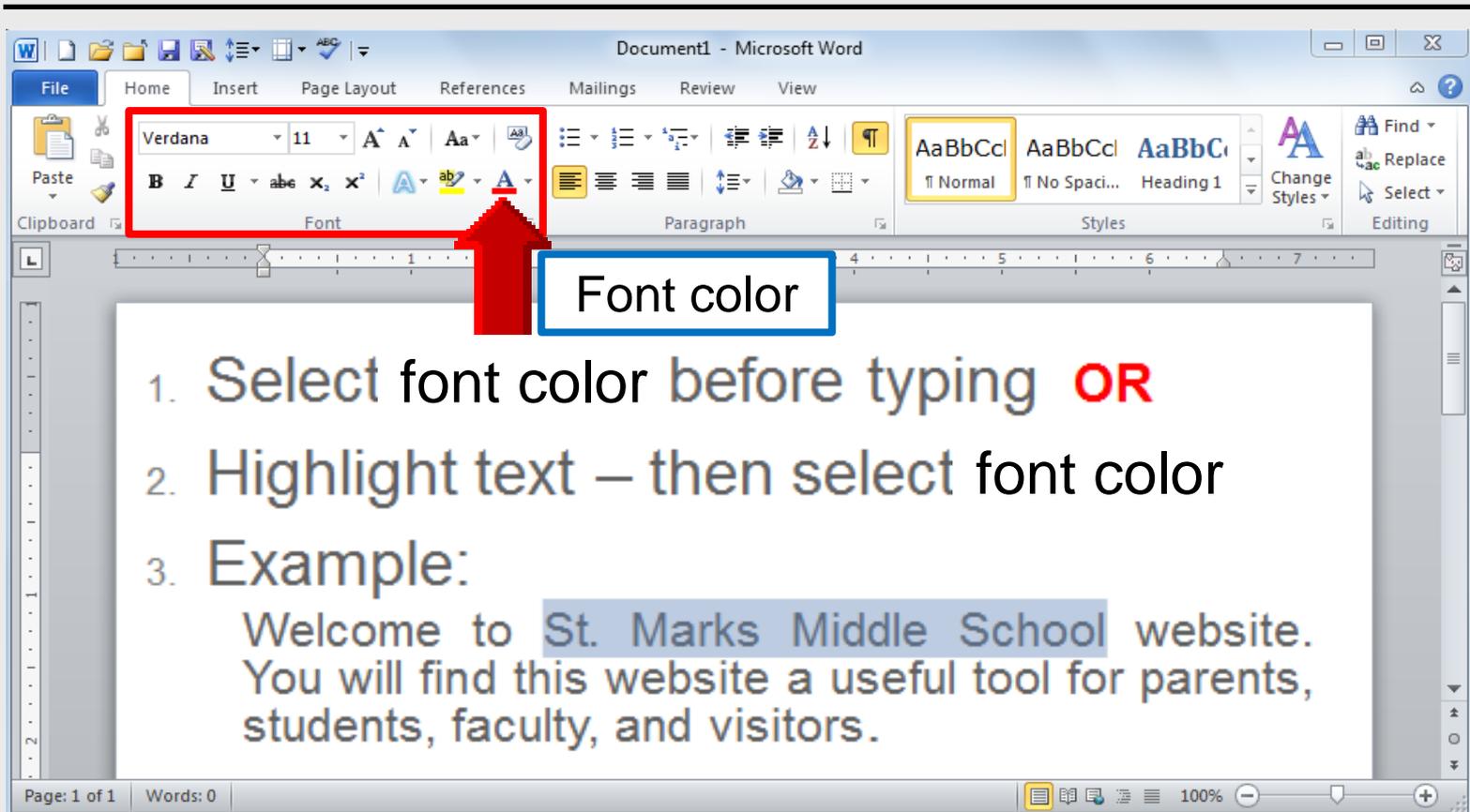
The screenshot shows the Microsoft Word interface. The font settings are set to Verdana, 11. A red box highlights the font name and size dropdowns, with a red arrow pointing to the size dropdown. A blue box labeled "Font size" is positioned below the dropdowns. The document content includes a list of instructions and an example of highlighted text.

1. Select font size before typing **OR**
2. Highlight text – then select font size
3. Example:
Welcome to **St. Marks Middle School** website.
You will find this website a useful tool for parents, students, faculty, and visitors.

Best choices are sizes **10-11-12**

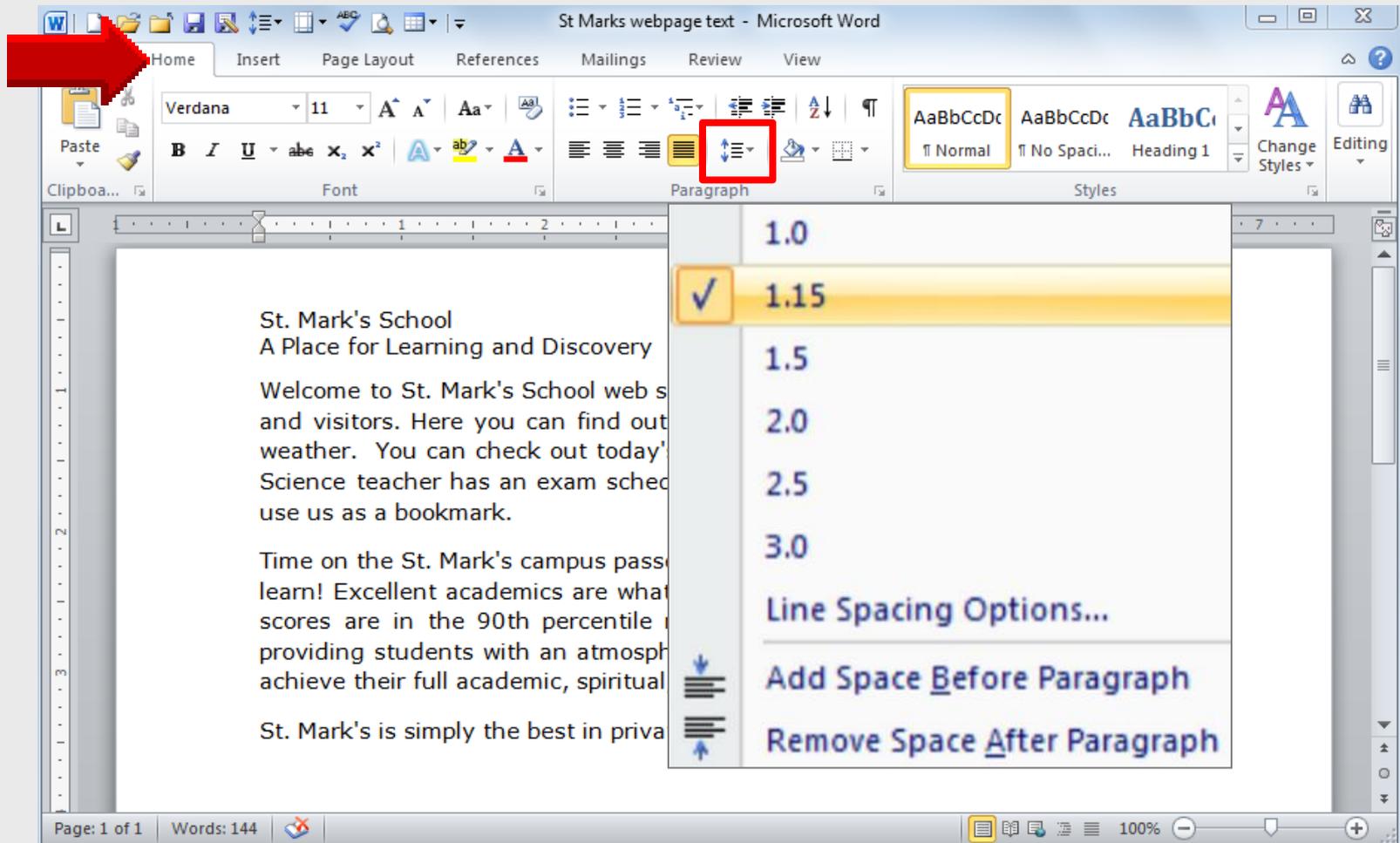
Default – Calibri 12 pt

Font Color



Best choices are **black – gray**
Default – Calibri 12 pt Black

Line – Paragraph Spacing



The screenshot shows the Microsoft Word interface with the Paragraph menu open. A red arrow points to the Paragraph menu icon in the ribbon. The Paragraph menu is open, showing the Line Spacing Options dropdown menu. The 1.15 line spacing option is selected. The text in the document is as follows:

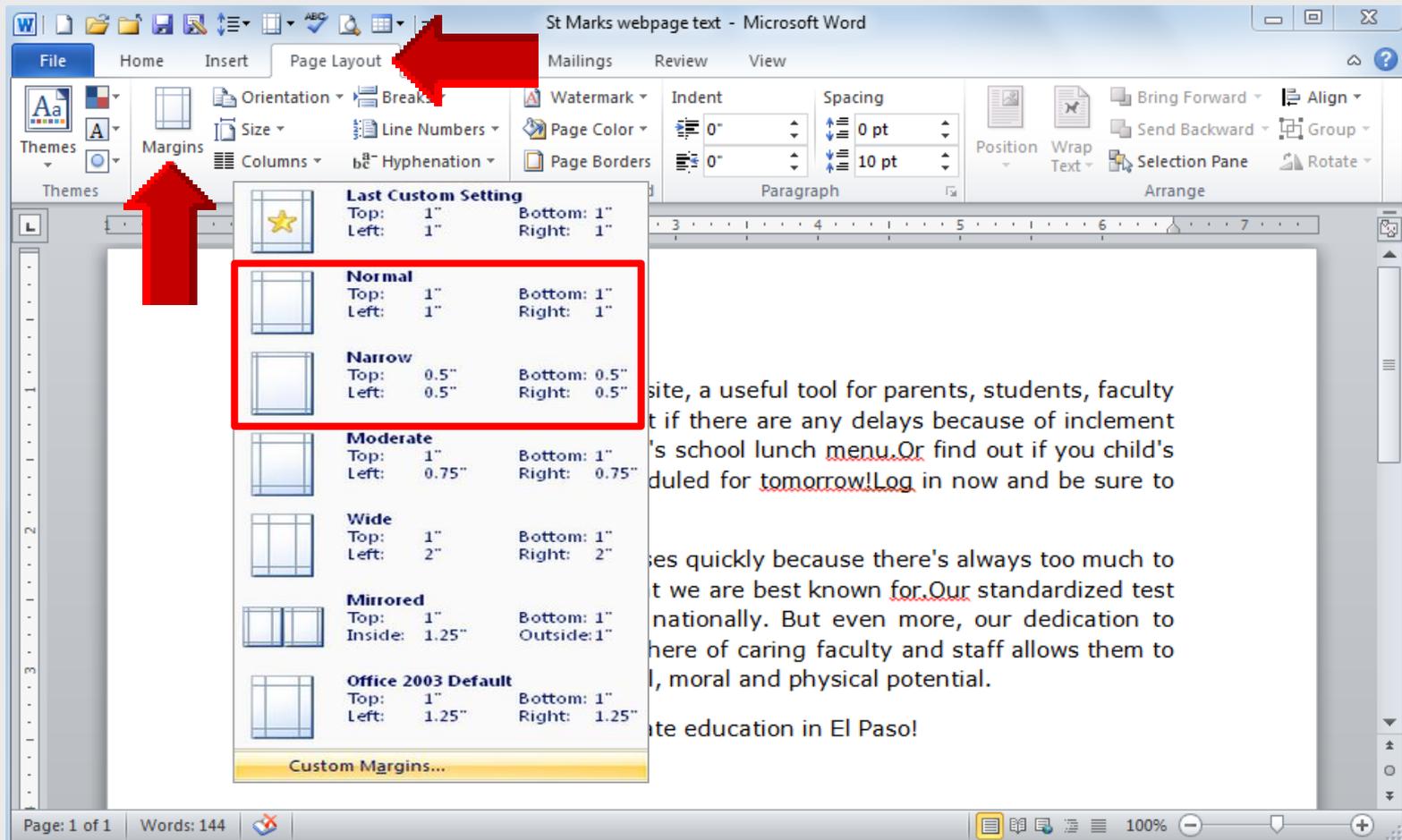
St. Mark's School
A Place for Learning and Discovery

Welcome to St. Mark's School web s
and visitors. Here you can find out
weather. You can check out today'
Science teacher has an exam sched
use us as a bookmark.

Time on the St. Mark's campus pass
learn! Excellent academics are what
scores are in the 90th percentile
providing students with an atmosph
achieve their full academic, spiritual

St. Mark's is simply the best in priva

Margins



Page Numbers

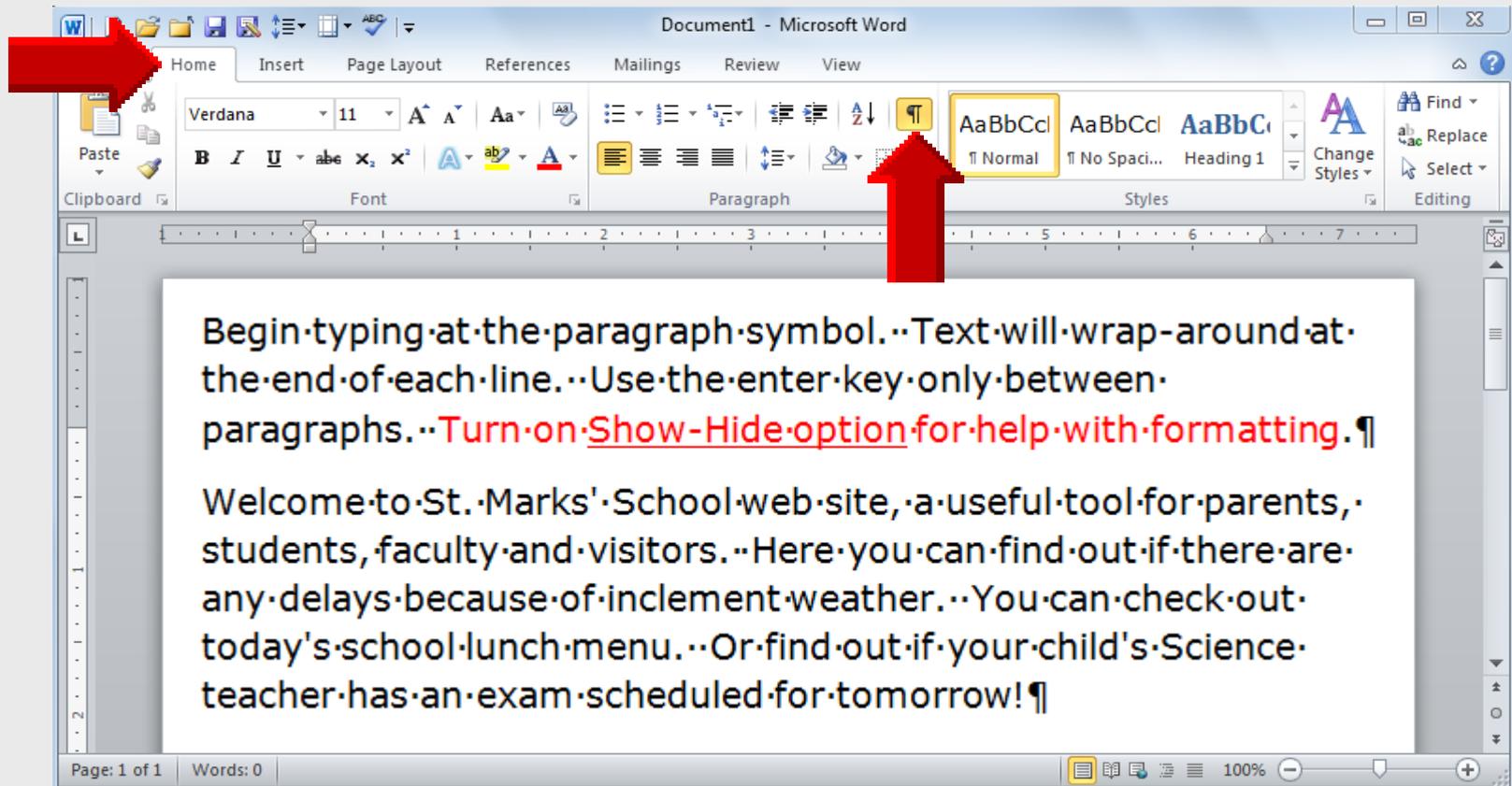
St. Mark's School
A Place for Learning and
Welcome to St. Mark's S
and visitors. Here you c
weather. You can check
Science teacher has an exam scheduled for tomorrow! Log in now and be sure to
use us as a bookmark.

Time on the St. Mark's campus passes quickly because there's always too much to
learn! Excellent academics are what we are best known for. Our standardized test
scores are in the 90th percentile nationally. But even more, our dedication to
providing students with an atmosphere of caring faculty and staff allows them to
achieve their full academic, spiritual, moral and physical potential.

St. Mark's is simply the best in private education in El Paso!

Page: 1 of 1 Words: 144 100%

Show – Hide Option



Notice the symbol · between each word and ·· following a period at the end of a sentence. Each · represents pressing the **space bar**.

Spell Check

St. Mark's School
A Place for Learning and
Welcome to St. Mark's
and visitors. Here you
weather. You can che
Science teacher has ar
use us as a bookmark.

Time on the St. Mark's
learn! Excellent acad
scores are in the 90t
providing students wit
achieve their full acade

St. Mark's is simply the

Spelling and Grammar: English (U.S.)

Not in Dictionary:
Excellent academics are what we are
best known **for. Our** standardized test
scores are in the 90th percentile
nationally.

Suggestions:
for. Our

Check grammar

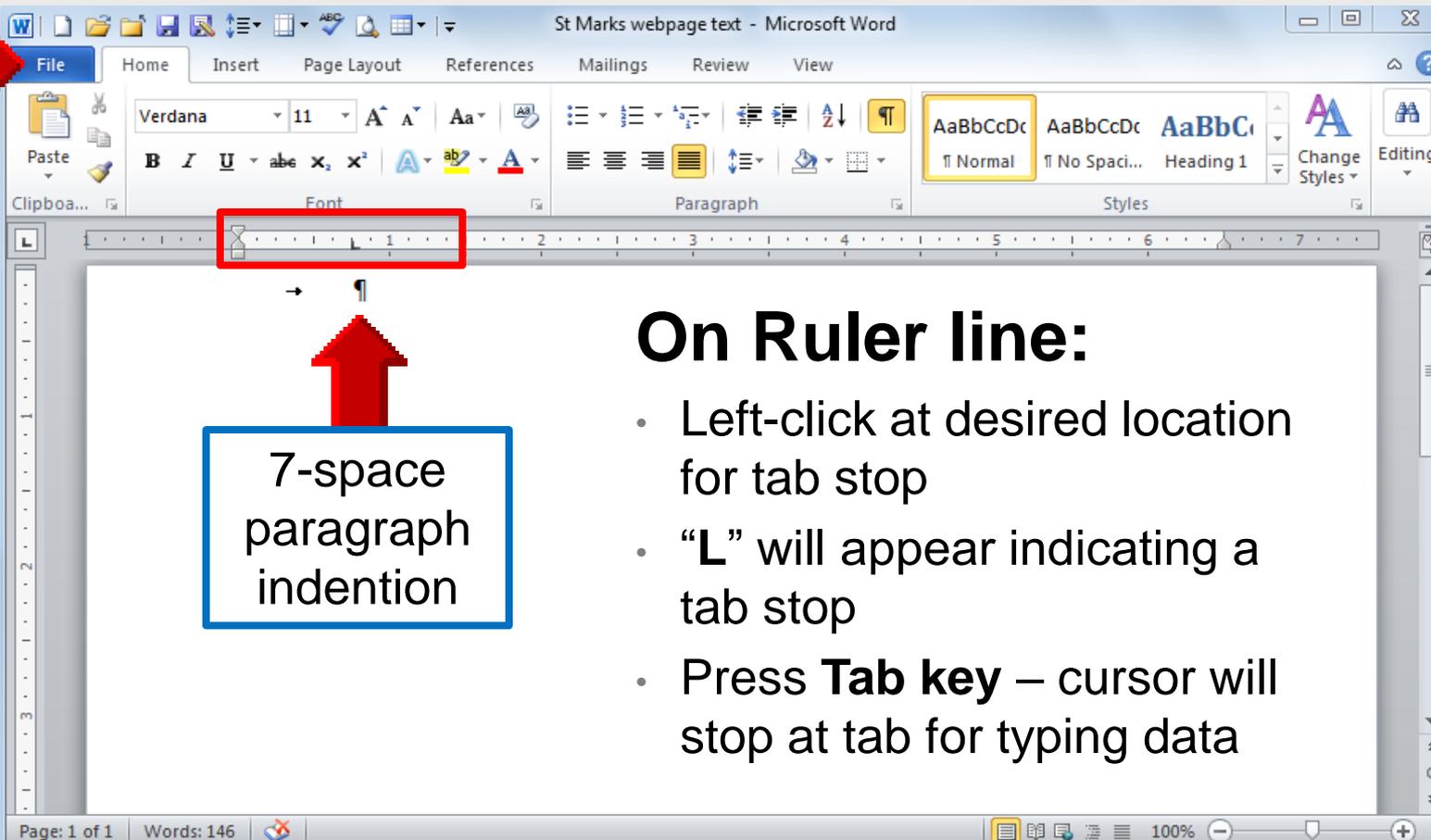
Options... Undo Cancel

Ignore Once
Ignore All
Add to Dictionary
Change
Change All
AutoCorrect

Tab Stops

The screenshot shows the Microsoft Word interface with the 'Home' tab selected. A red arrow points to the 'File' tab. The 'Paragraph' group in the ribbon shows the 'Indent Left' button (a right-pointing arrow) highlighted. Below the ribbon, the ruler shows a tab stop at the 5-inch mark. A blue box with a red arrow pointing to the tab stop contains the text: '5-space paragraph indentation'. Another blue box with a red arrow pointing to the 5-inch mark on the ruler contains the text: 'Tab stops preset for every 5 spaces by default'. The status bar at the bottom shows 'Page: 1 of 1' and 'Words: 146'.

Tab Stops

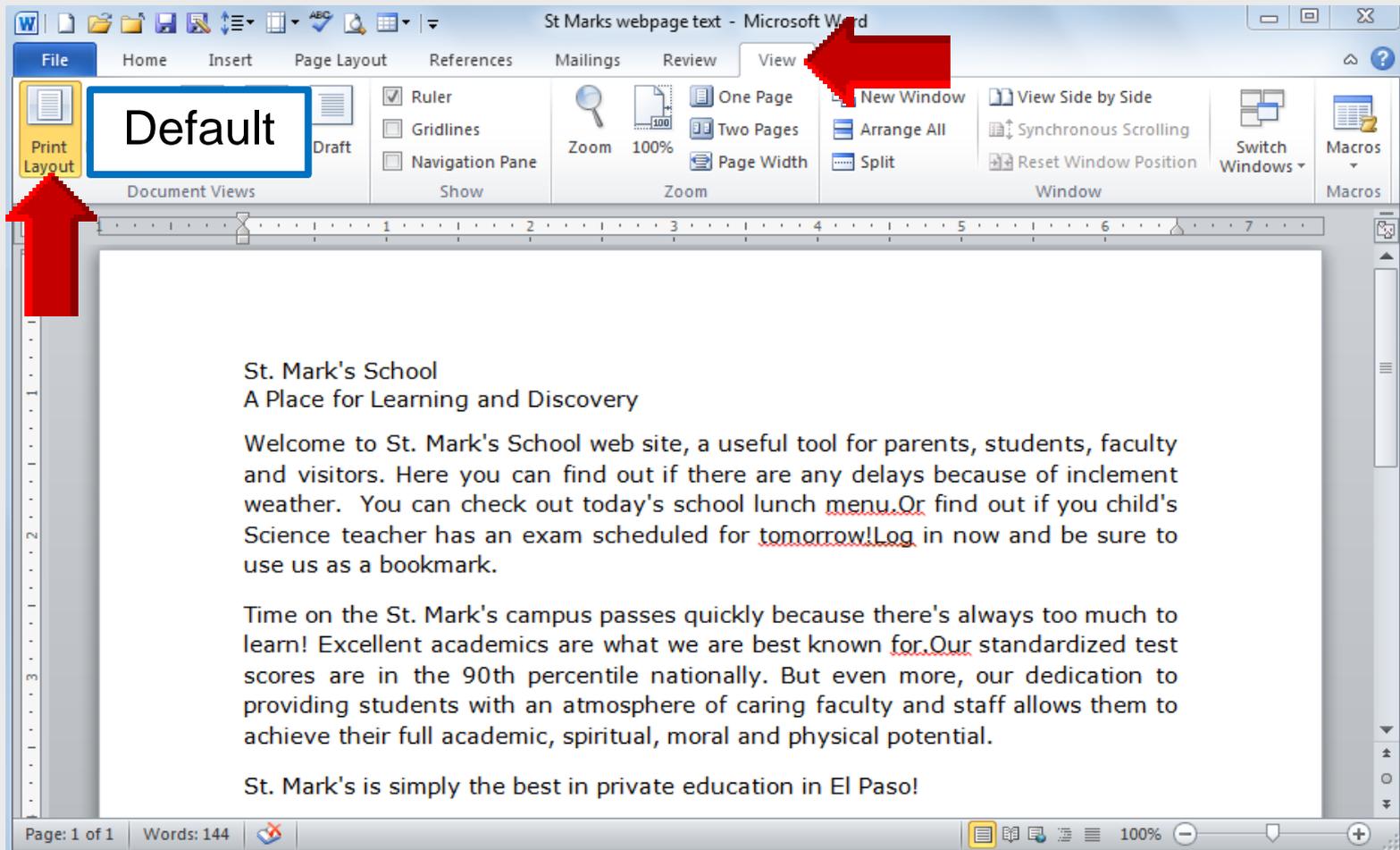


The screenshot shows the Microsoft Word interface with the ruler visible. A red arrow points to the 'File' tab in the ribbon. Another red arrow points to a tab stop marker on the ruler, which is highlighted with a red box. A blue box with a red arrow pointing to the marker contains the text '7-space paragraph indentation'. The text 'On Ruler line:' is followed by a list of instructions.

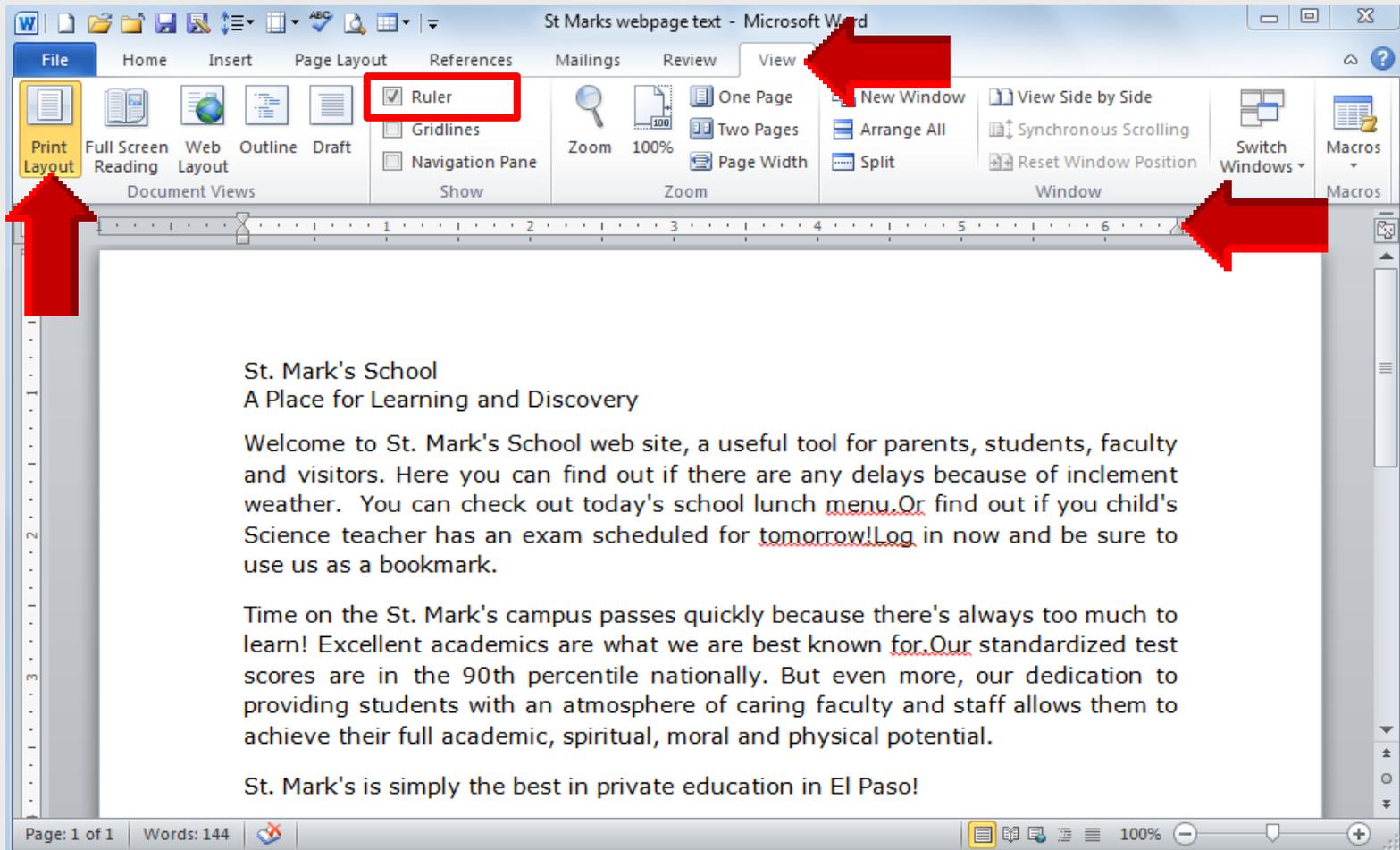
On Ruler line:

- Left-click at desired location for tab stop
- “L” will appear indicating a tab stop
- Press **Tab key** – cursor will stop at tab for typing data

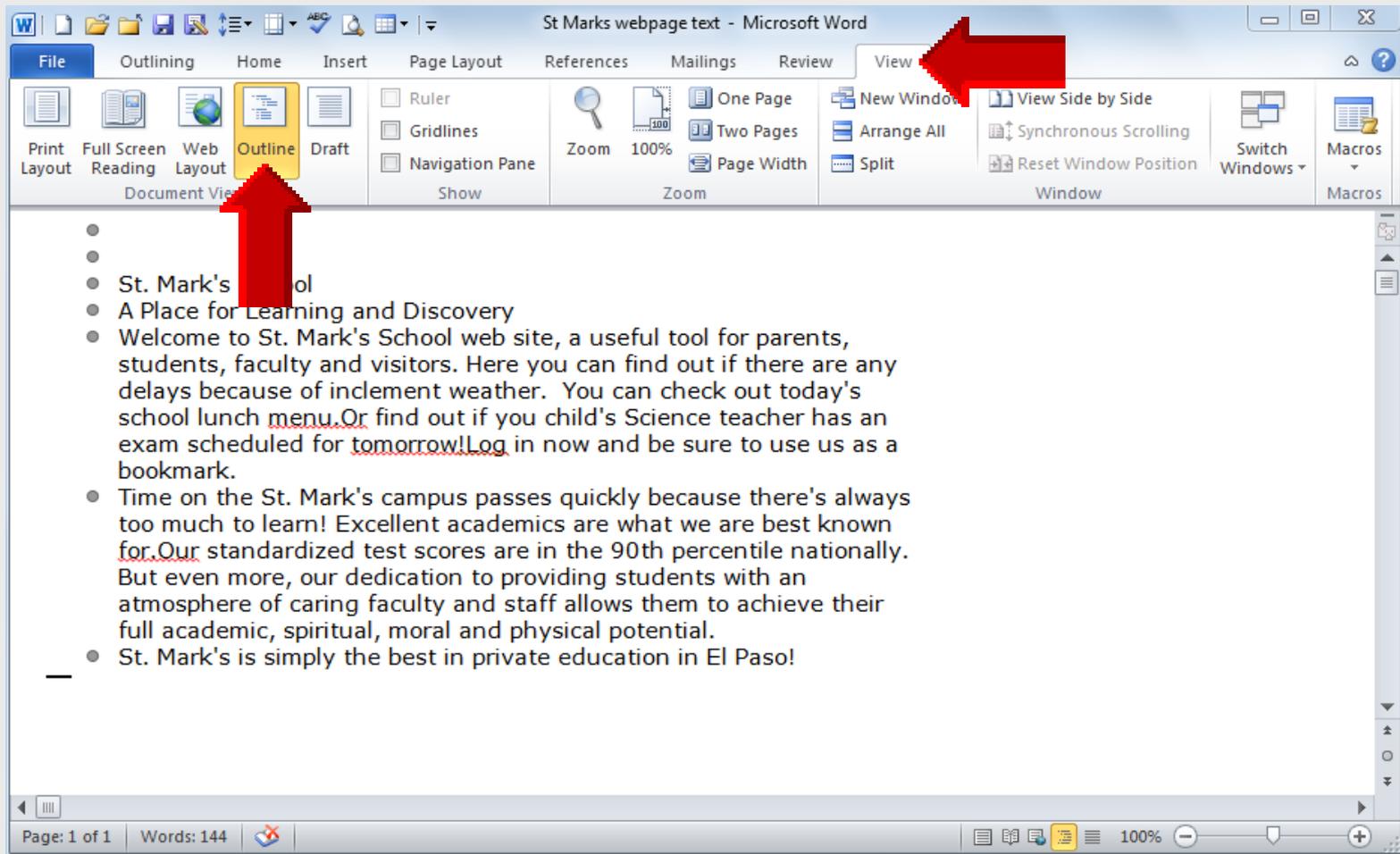
View – Print Layout



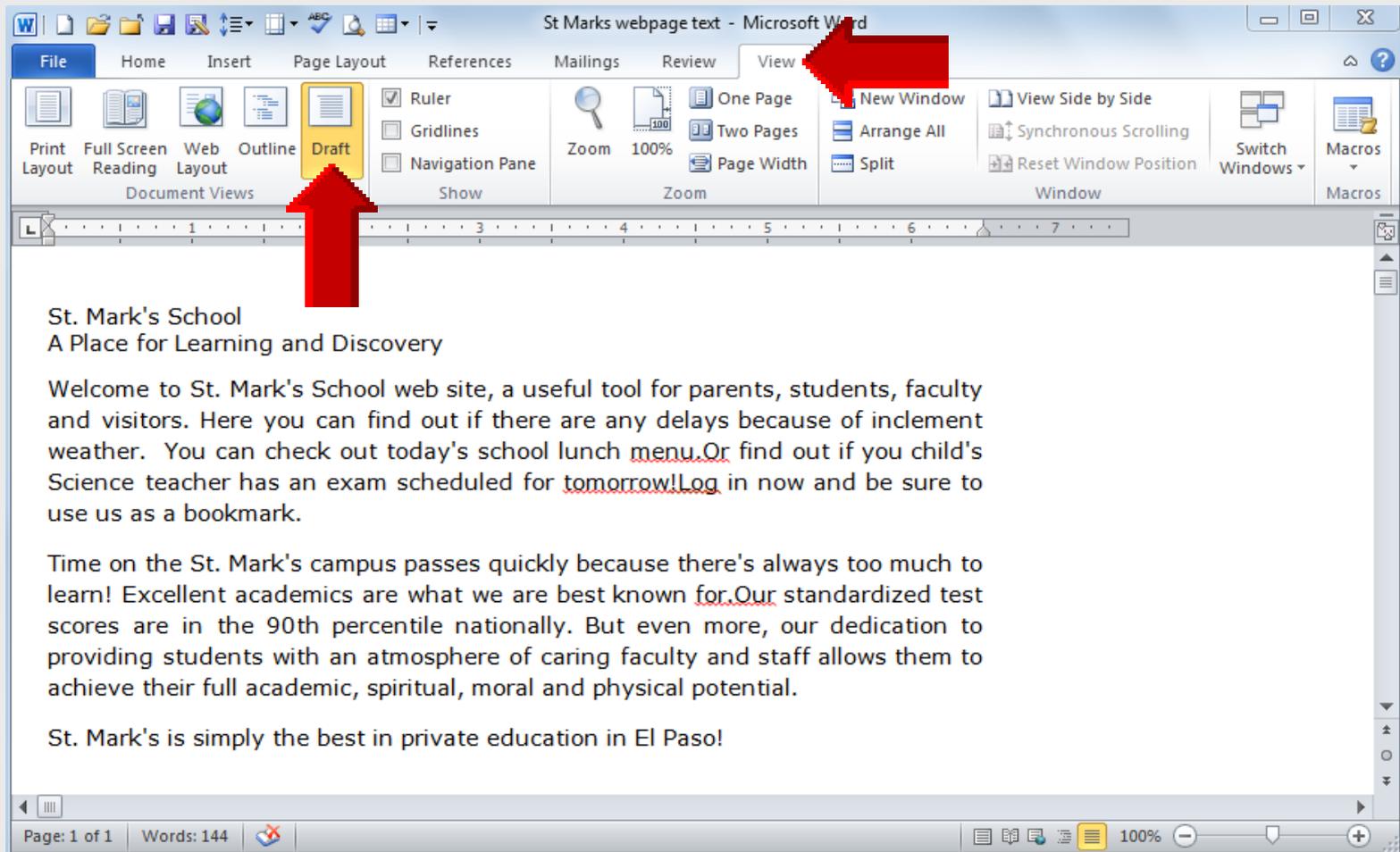
View – Ruler



View – Outline



View – Draft



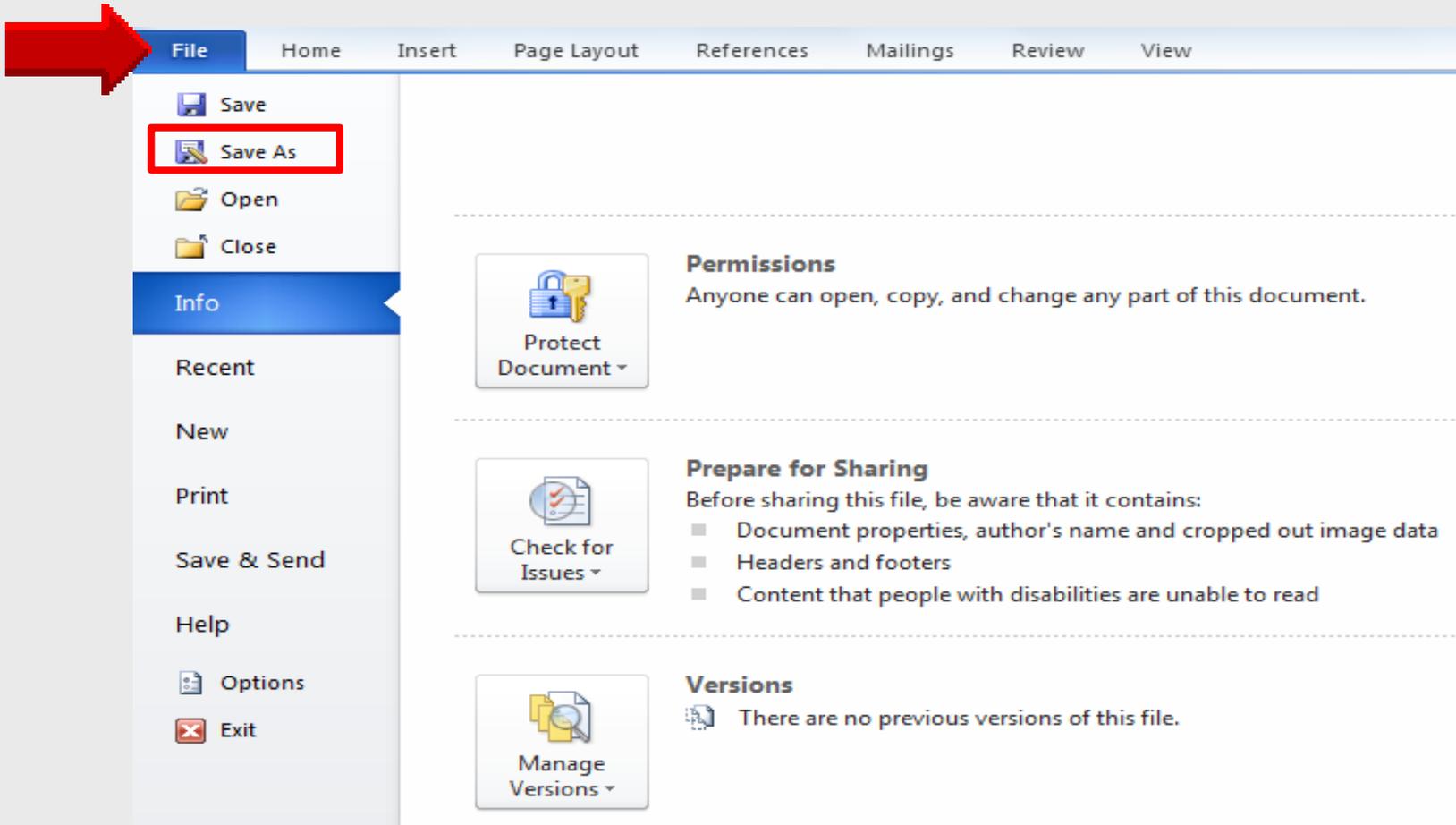
Computer Applications

Save Document



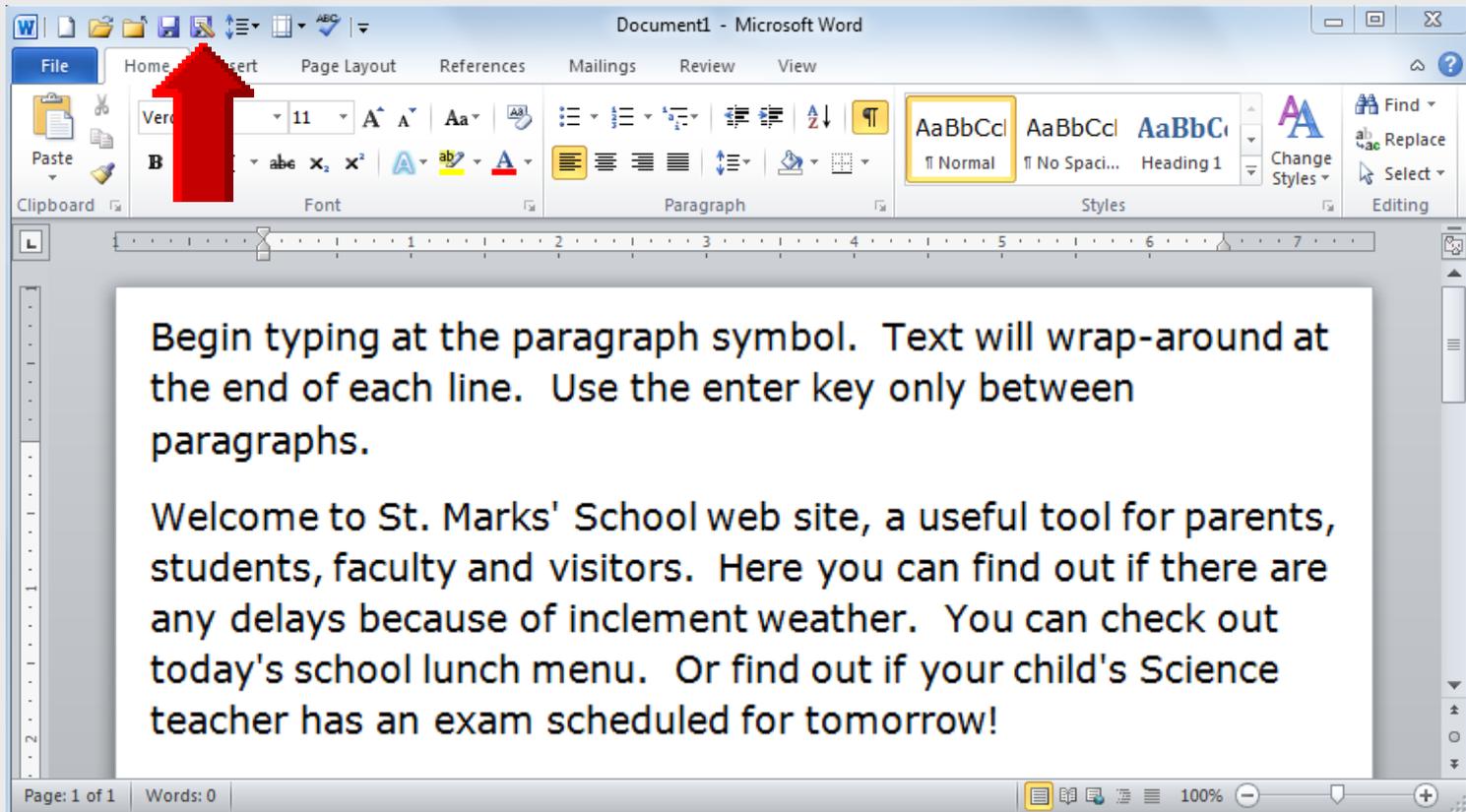
Save *using* OneDrive

- Select **File – Save As**



Save *using* OneDrive

- Select **File – Save As** Quick-Access Toolbar



Save *using* OneDrive

The screenshot shows the 'Save As' dialog box in Microsoft Word. The address bar indicates the location is 'OneDrive'. The left sidebar shows the 'Favorites' section with 'OneDrive' selected, highlighted by a red box and a red arrow. The main pane shows a list of folders: 'Documents', 'Hyphens', and 'Pictures'. A red arrow points to the 'Documents' folder. The 'File name' field contains 'xyz-lab1', with a red arrow pointing to it. The 'Save as type' is set to 'Word Document'. A blue box on the right contains the text 'Create filename' and a bulleted list: 'Your initials', 'Hyphen (-)', and 'Lab lesson number'.

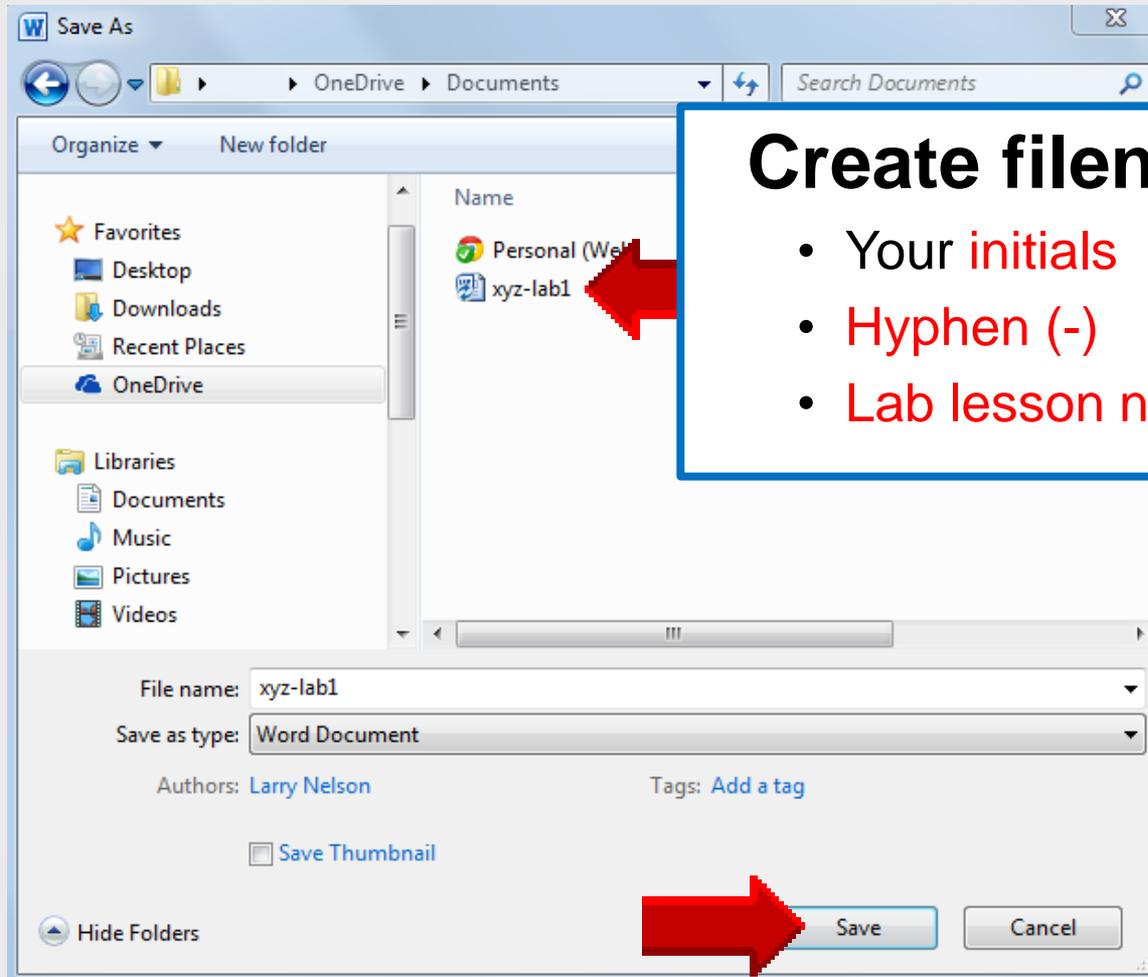
Name	Date modified	Type
Documents	9/4/2014 8:09 AM	File folder
Hyphens	9/4/2014 8:15 AM	File folder
Pictures	9/4/2014 8:09 AM	File folder

Create filename

- Your **initials**
- **Hyphen (-)**
- **Lab lesson number**

File name: xyz-lab1
Save as type: Word Document
Authors: Larry Nelson

Save *using* OneDrive



Create filename

- Your **initials**
- **Hyphen (-)**
- **Lab lesson number**

Computer Applications

Word Processing

