Lesson 2: Select Text in Microsoft Word

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| Handouts | Class Prep | Agenda |
| Day 2 Daily Agenda  * Microsoft Word Key Sheet * Selecting Text Rules * Windows and Mouse Practice | Sign-In Sheet  * Handouts stapled * Day 1 BCS PPT on Smartboard * Microsoft Word opened and minimized | * Day 2 Intro (5 mins) * Review (10 mins) * Selecting Text Rules and Practice ( |

**Objective:** To learn the basics of Microsoft Word and multiple ways to select text.

Day 2 Intro (5 mins)

1. Welcome to day 2!
2. Reminders and Objective (go through the Day 1 PPT one more time, just to go over some reminders)
   1. Reminders: Bathroom break, 10 second try it yourself
   2. *Read objective*

Review (10 mins)

* 1. **Desktop:** Main screen can be known as the “home screen”
     1. There are app icons that will open that application or file. 🡪 Double-clicking on the icon will open the file
  2. **Taskbar**: The bar at the bottom of the screen
     1. Contains the “Start” or “Windows” button, time, date, and volume controller.
  3. **Start Button**: Opens up the Start Menu 🡪 Can find and open any program on the computer
  4. **Windows Navigation**:
     1. Moving around the Window
     2. Adjusting the Window Size
     3. Minimize, Maximize, and Exit

*Guided Practice****,*** *Playing on Paint (5 mins)****:*** Did anyone get a chance to practice using the mouse? It’s okay if the mouse is difficult to use; it gets better with practice! So, let’s open up Paint and practice now. Go ahead and try to write your name with Paint and play with some of the different shapes and colors. Fill in the shapes with color if you want!

**\*\*Have students write their name and play with the shapes, colors, and fill in color.**

1. on Don’t Save when finished.
2. Click **“Don’t Save”, “Save”, and “Cancel”:**
   * 1. **“Don’t save”:** Exit the program without saving it to use for later
     2. **“Save”:** Give the file a name and a location in order to keep using in the future
     3. **“Cancel”:** Go back to original window and keep working on it – did not mean to exit the window.

**CLASSROOM COMFORT: How’s everyone feeling? Any questions or comments?**

Intro to Microsoft Word (25 mins)

**Ask:** Has anyone used *Word* before? Can anyone think of what people would use Word for?

* **Answer**: Right. People can use Word for a lot of different reasons. Microsoft Word is a Word Processing program. People use it to write text on. People can use it to write reports, to keep a list of things, to create a table, to take notes, etc…

Cursor vs. Action bar

* **Cursor:** The *white arrow or the I-beam* that is synced with the movement of your mouse
* **Action Bar:** The *flashing vertical bar* that indicates where you will begin typing

*Keyboard Guided Practice:* I’m going to type the phrase “basic computer skills” on the document. In order to type these words separately, I pressed the **spacebar** between each word *(point to spacebar)*. If I wanted to start typing on a whole new line, below the phrase “basic computer skills”, I am going to press “Enter” on the keyboard, like so. *(Show class by holding up your keyboard and pointing to where the “Enter” key is)* *\*\*Use the picture of the EZ-see keyboard as reference if desired.*

1. **Hit “Enter”:** Again, pressing “Enter” will move the action bar to new line, which means when you start typing, the text will appear on that new line wherever your action bar is blinking.

Great. Now, I’m going to place the Action Bar between the “c” & “o” by hovering your cursor between the letters and click.

1. **Hit backspace:** When I click the “backspace” button, *(show class on keyboard)* what did it do?
2. **Hit delete:** Now, if I click the “Delete” button, happened?
   * 1. *located above the arrow key; do not use the Del key in the number pad*

**Ask:** Now that I used both the “backspace” and “delete” buttons, can someone tell me what the difference is between those two keys?

* + 1. **Backspace:** Erases to the left
    2. **Delete:** Erases to the right

**CLASSROOM COMFORT: Awesome job. How’s everyone feeling? Any questions or comments?**

Great. Now, let’s take a look at your keyboard**.** Try to find the **“!”** and the **“@” symbols.**

**Ask**: How do you think we type out those symbols?

* **Answer:**To type out those symbols, we have to hold down the “Shift” button
  + 1. **Shift Key:** To capitalize letters or to type symbols

*Guided Practice:* I’d like you all to turn to your computers and first type, “basic computer skills”. Then, edit that phrase to capitalizing the first letters of each word 🡪 “Basic Computer Skills”. Do this without erasing the entire line and starting over. Use your arrow keys or your mouse, instead. Then, add an “!” at the end of the phrase.

**Ask**: Great. Does everyone see the button on the left side of your keyboard that says, “Caps Lock”?

Now, Press that “Caps Lock” button. Then, create a new line by pressing “Enter”. Then, please type your name on a new line.

**Ask**: What happened to the letters?

* **Answer**: The letters are capitalized without needing to hold onto the shift key. *Notice the light on the right corner of the keyboard* to indicate that “Caps Lock” is on.
  + To turn “Caps Lock” off, hit the “Caps Lock” key one more time.

**Ask**: What do you think the “Tab Button” does?

* + 1. **Tab Button:** Indents; Starts a new paragraph

**CLASSROOM COMFORT: Great work, everyone. How’re you all feeling? Any questions or comments?**

Microsoft Word Features (5 mins)

1. **Undo and Redo Buttons**: Same location as Paint program, doing the same actions.
2. **The Ribbon:** Different tabs with different formatting tools
3. **Tool Bar**: The menu of all the different formatting tools within the different tabs on The Ribbon

🡪 **Explain:** In tomorrow’s class, we will get to explore what these buttons do. For right now, we will practice “selecting” text.

Intro to Selecting Text (20 mins)

1. **Selecting Text:** Communicating with the computer that we are going to change the specific text that is selected. There are *multiple ways* to select text.

*Guided Practice:* There are 4 different ways we can select text. Learning how to select text is really important and we’re going to be selecting not only text, but also photos, throughout this entire 3-week course. Please flip to your “Selecting Text Rules” handout. We’ll refer to this when we learn the different ways.

1. **To select one word:** Double click on the word.
2. **To Deselect:** Click on any blank area of the document 🡪 “Click in the clear”

*\*\* Have students read out loud the different ways, then show how to do it on the Smartboard*

*\*\*Explore Part 3 if there is time*

**CLASSROOM COMFORT: Great. How’re you all feeling? Any questions or comments?**

**REVIEW CLASS MATERIAL (5 mins)**

1. 4 different ways to select text
2. Windows Navigation

**PREVIEW FOR TOMORROW’S CLASS (2 mins)**

* Word formatting tools including:

1. **Bold**, *Italics*, and Underline
2. Font colors
3. Font size and type