Lesson 11: MS Word Review

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| Handouts | Prep | Agenda |
| * Word Editing Handout * Course Review Practice Activities Handout | * All handouts stapled together | * Review, review, review! |

**Objective**: Review MS Word skills and any other topic that the class wants to review.

Day 11 Welcome

**Say**: Good morning, everyone! Welcome to Day 11, our second to last day of class – wow! Congratulations on getting this far in class. You all have improved so much and should be more than proud of yourselves! Today, we’re going to do some review. I have two MS Word activities for the end of class that will help you review almost everything we’ve learned in MS Word. However, if there’s anything else you’d like to review, speak up and we will go over it. We’ll go over some Excel review too before we do the formatting activities in MS Word.

*Guided Practice: Review of the past classes*

**Say:** First, let’s review a few things briefly before we go into our activity. We’ve learned a ton, in a lot of different programs. **Throughout these past three weeks, we’ve learned:**

* 1. **Windows Navigation**: Minimize, resize, title bar, running programs on taskbar, close
  2. **Microsoft Word**: Selecting text, Formatting, Creating tables, Cut Copy and Paste
  3. **Storage:** Temporary and Portable, Save vs. Save As, etc…
  4. **Excel:** Formatting and simple formulas
  5. **Email:** How to navigate Gmail, send an email with an attachment, avoid Spam
  6. **Internet**: Web browsers and search engines, and how to surf the web

Windows Navigation Review

**Say:** To review some of your Windows skills,please turn to your computers and open up MS Word. Then:

* *Minimize* it
* Reopen it
* *Maximize* it
* *Undo* that and make the window a *different size*

\*\* *(Give a minute for class to do this, walk around and support)*

Selecting Text Review (With the Mouse)

**Say:** Great. Now, let’s practice selecting text with our mouse. There are multiple different ways we learned how to select text. I’m going to write a phrase and then you all will tell me the different ways I can select text. *(Write a phrase on MS Word)*

**Ask:** Ok. If I wanted to *select just one word*, how could I do that? (*Wait for class to answer)*

* Double-click on the word.
* Move the action bar to the right or left end of the word, hold down, and drag until the word is fully selected, then let go.

**Ask**: Great! If I wanted to *select multiple words*, how would I go about that? *(Wait for class to answer)*

* Move your action bar to where you want to begin your selecting.
* Click and hold down to where you want to finish selecting the phrase.
* Let go.

**Ask**: Now, if I wanted to *select an entire row/line*, how would I do that? *(Wait for class to answer)*

* Move your cursor to the left margin, next to the line, and click.
* Move our action bar to where you want to start selecting.
* Click and hold down to the end of the line.
* Let go.

**Ask:** Lastly, if I wanted to select ALL of the text, how would I do that? *(Wait for class to answer)*

* Click the “Select” button on the top right of your Tool Bar
* Click on “Select All”

**Say:** Great work everyone! You all nailed selecting text. Now, let’s practice a little bit of Cut, Copy, and Paste.

\*\*OPTIONAL: Mention the keyboard shortcuts – selecting text by using the ”Shift” button and arrows.

**CLASSROOM COMFORT: Great! How’s everyone feeling? Any questions before we move on?**

Cut, Copy, and Paste Review

**Say:** Great. Now we’re going to review Cut, Copy, and Pasting things on MS Word.

**Ask:** Can anyone tell me the difference between *cut and pasting* something and *copy and pasting* something? *(Wait for class to respond)*

**Say:** That’s right! If you think about an actual piece of paper or picture, if you cut something out and glue it somewhere else, you are “cutting and pasting” something because you are removing it from its original location and putting it somewhere else. Whereas if you take a picture of something, and post that picture somewhere else, you are “copy and pasting” it – because you aren’t removing that item and putting it somewhere else, you are simply making a copy of it and pasting that copy elsewhere.

**Ask:** When we do this electronically, can someone tell me *where* it is saved on the computer? What is that icon called on the top left side of our Tool bar? *(Wait for class to respond)*

**Say:** It’s called the “**Clipboard**”. The Clipboard is the computers temporary storage. If you copy or cut something, the Clipboard will temporarily store that item until you copy or cut something else.

Look up Bob Dylan and Cut, Copy, and Paste activity and have class do it to practice

**Say:** Great work, everyone! Now that we’re finished, *please exit out of MS Word*.

**Ask:** Now that you’ve exited out, do you notice anything different about your Taskbar? (*Wait for response)*

**Say:** Yes! MS Word is *no longer visible on your Taskbar* since you’ve exited out and is no longer a running program.

**CLASSROOM COMFORT: Great! How’s everyone feeling? Any questions before we review Excel?**

Excel Review

**Say:** Excellent. Now, please open up Excel on your computers. Excel and MS Word are both Microsoft Office programs. Because of this, they have some overlapping features that make it easier for us to navigate both programs.

**Ask:** What are some of the same features you see on Excel as you do on MS Word? *(Give a minute for class to answer).*

**Say:** That’s right! Some of the same features we see on both Excel and MS Word are:

* Title Bar
* Ribbon (includes the different formatting tabs)
* Tool Bar (includes the different formatting tools for each tab)

**Say:** To review Excel, we can remember that:

* The rectangular shapes we see are called “Cells”
* The cell names refer to the *column and row* that the cell is in (there is a shortcut at the top left corner of Excel, automatically telling you the name of the selected cell)
* At all times a cell is selected
* To deselect a certain cell, click on any other cell
* You can select multiple cells *(show class how)*
* You can format on Excel *(same formatting tools as MS Word)*
* Excel can pick up on patterns (*show class days of the week, or counting up by 2’s)*
* Excel can calculate math problems for you too *(show steps of how to do a calculation)*

**Say**: Great! Now, please turn to your computers and let’s have you practice these skills.

Guided Practice: Meal Program Exercise *(15 mins)*

* Resources folder🡪 Basic Computer Skills Activities🡪 “Meal Program”

**CLASSROOM COMFORT: Great! How’s everyone feeling? Any questions before we move on?**

Options for Extra Review

**Say:** Great work, everyone. Is there anything else you’d like to review*? (If so, review those things with the class).* It not, I have a few MS Word Formatting Activities for you to do in order to get some more practice with MS Word.

**Say**: Please flip to your “Course Review Practice Activities” handout sheet. These are two different activities that will help you practice all of the different formatting skills you’ve learned on MS Word. Now, please open up the “Sixty-Four” Activity in the “Basic Computer Skills” folder on your desktop.

**Say**: If you feel comfortable, feel free to start and complete the activities at your own speed for the rest of class. But for those of you who may want a little nudge, I’ll still go over the first few steps for the “Sixty-Four” Activity. Then you all can give it a go on your own.

*\*\*Go through first few steps with class, then let them try it individually.*

Conclusion and Preview for the Last Class

**Say:** Excellent! Again, congratulations on practically completing this course! You all did fantastic! For our last class tomorrow, we will be doing a fun activity on a website called Craigslist and you will be able to use all the skills you learned in class. At the end of class, you all will receive your Certificate of Completion!