

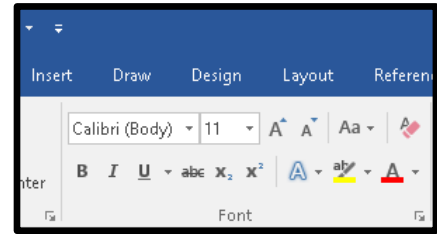
Introduction to Microsoft Word: Fun with Fonts (Assessment)

Lesson Objective:

Students will receive a brief introduction to MS Word's Font and Formatting Tools. In one to two class sessions, students should be able to create a simple document (flyer) and manipulate its appearance and text. In addition, name and save the file to a designated folder.

Specific Objectives:

- Practice Character Formatting
- Understand Font, Font Style & Font Effect
- Use short cut keys for Bold and Italics
- Applying a Page Border
- Google Search and election themed image
- Copy & Paste election themed image using wrap options.



Student Tasks:

- 1. Download, Open and Save the starter document to your MS Word Folder in your COMPP APPS Class Folder.**
 - a. Download the starter document, Open the starter document.
 - b. Click the Enable Editing Button to allow you to work with this document.
 - c. Click File, Save As and Save this file to your MS Word Folder – Leaving Name alone. **Do Not** rename this file.
 - d. Change “*Carissa Montgomery*” on the starter document to **your own name**.
 - e. Change the term Boy and Girl to your desired reference (*EX: boy, girl, man, woman, or person*).
 - f. Use the synonym finder tool to change the words Unique & Exceptional.
 - g. Save your work frequently (CTRL + S is a Keyboarding Shortcut).
- 2. Practice changing Font, Font Style and Font Effects**
 - a. Change a line of text to Boldface. Use the Bold Font Style found in your tool bar **B** Be sure to highlight/select the text before making choices. (CTRL +B is a Keyboarding Shortcut.)
 - b. Change the Font to a font other than Arial and or Calibri, spruce it up! Experiment with different font styles, sizes & font colors as well. (Select Text first) Design this Flyer to catch Voter Attention! **SAVE!!! [CTRL+S]**
- 3. Make your flyer look great!**
 - a. Again, be sure to change Font, Font Size and Font Color to improve the document. (See step 2b. above)
 - b. Add a PAGE BORDER. Click the DESIGN TAB, then scroll to the PAGE BORDERS BUTTON to select a border.
 - c. Border choices include, style, width, color and ART also. Ask if assistance is needed.
 - d. Google Search an image to copy & paste to your Class President Flyer that matches the theme [Election].
 - e. To move the Picture around, use the Wrap Text option, see next step to learn how to use Wrap Text
 - f. Right click the image, Click Wrap Text, click Through. This will allow you move the image where you want.
 - g. If you cannot locate the Wrap Text Feature in Picture Tools, **ask for assistance.**
 - h. Experiment with the Picture Styles Menu to frame your image, ask how to find Picture Styles.
 - i. Be creative with the layout and flow of the document. Use as much of the document space you can.
 - j. Strategically use the entire page of 8.5 x 11 paper. Allow for margins (borders offer boundaries). Save!!!
 - k. Margins: Need more room? Click Layout, Click Margins, click Narrow.
 - l. Peer Edit & Collaborate! Ask a classmate for feedback. Offer input and constructive criticism to each other.
 - m. Save & close this document when complete. Confirm it is saved into your COMP APPS/MS Word Folder.

Instructor Tips:

- Students will have a variety of experience before they enter this course.
- Encourage students to share ideas and skillset to work collaboratively as done in the workplace.
- The more experienced students will be able to assist students who are new to MS Office.

Materials: Microsoft Word® & The Class President Starter Document