

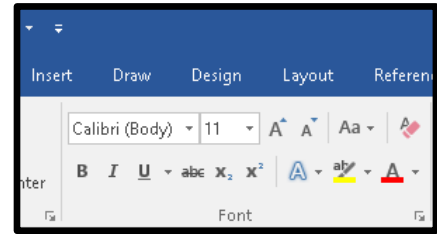
Introduction to Microsoft Word: Fun with Fonts

Lesson Objective:

Students will receive a brief introduction to Word 2013'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
- Copy & Paste election themed image using wrap options.



Student Tasks:

1. Download, Open and Save the starter document to your MS Word Folder found inside 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 of file “as it is”.
 - d. Change “Carissa Montgomery” to your own name.
 - e. Change the term Boy and Girl to the proper gender or use the term/word person if desired.
 - f. Save your work frequently (CTRL + S is a Keyboarding Shortcut).
2. Practice changing Font, Font Style and Font Effects
 - a. Use the Bold Font Style found in your tool bar **B** Be sure to highlight the text before you make 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 sizes & font colors as well. (Select Text first.)
 - c. Save as you work (CTRL+S).
3. Make your flyer look great!
 - a. Again, be sure to change Font, Font Size and Font Color to improve the document.
 - 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. Use the Wrap Text option in Picture Tools to allow you to place the image where you desire on your flyer.
 - f. You may also experiment with the Picture Styles Menu to frame your image for enhancement.
 - g. If you cannot locate the Wrap Text Feature in Picture Tools, ask for assistance.
 - h. Be creative with the layout and flow of the document.
 - i. Strategically use the entire page of 8.5 x 11 paper. Allow for margins (borders offer boundaries).
 - j. Save as you work (CTRL+S).
 - k. Share your work with a classmate & ask for feedback. Collaborate, offer input and constructive criticism.
 - l. Save as you work (CTRL+S).
 - m. Close this document when complete and confirm it is saved into your MS Word Folder inside the COMP APPS Class 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