

What is MSWord?

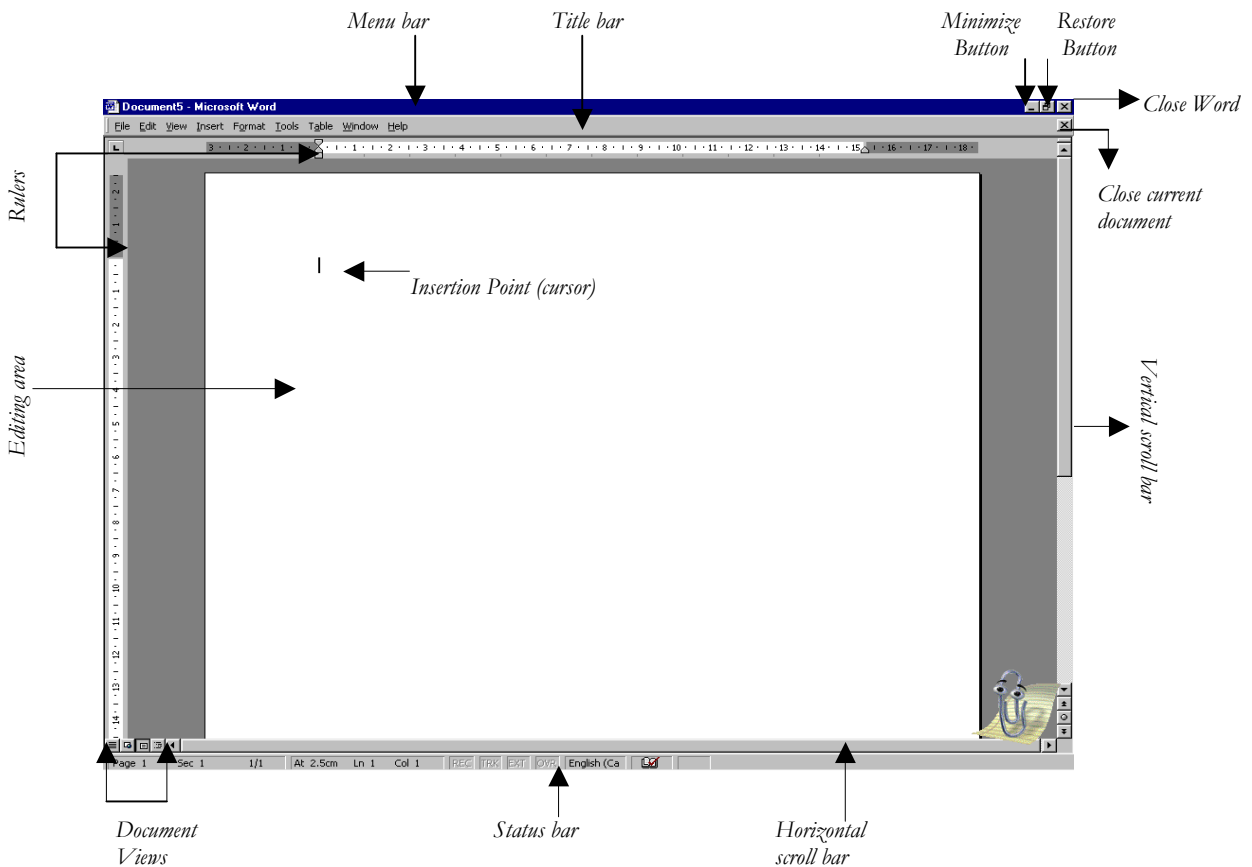
MSWord is a word-processing program that allows users to create, edit, and enhance text in a variety of formats. Word is a powerful word processor with sophisticated editing and formatting as well as graphic-enhancement capabilities.

Word is a good program for novice users since it is relatively easy to learn and can be integrated with language learning. Word processing has become popular due to its wide range of personal, business, and other applications. ESL learners, like others, need word processing for job search, employment, and personal purposes. Word-processing skills have become the backbone of computer literacy skills.

Features

PARTS OF THE SCREEN

The Word screen can be overwhelming for novice learners. The numerous bars on the screen such as toolbars, scroll bars, and status bar confuse learners who are using Word for the first time. It is important that learners become familiar with parts of the screen and understand the function of each toolbar but we recommend that the Standard and Formatting toolbars as well as the Status bar be hidden for LINC One level.



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- **Hiding Standard toolbar, Formatting toolbar, and Status bar:**
 - To hide the Standard toolbar, click **View | Toolbars** on the Menu bar. Check off **Standard**.
 - To hide the Formatting toolbar, click **View | Toolbars** on the Menu bar. Check off **Formatting**.
 - To hide the Status bar, click **Tools | Options** on the Menu bar. In the Show section, check off **Status bar** option.
- **Title bar:**

The top most bar in Word window that usually displays the document and software names.
- **Menu bar:**

The bar immediately under the Title bar that displays the menu items. Each menu item can be clicked to drop down a menu that contains options.
- **Standard toolbar:**

A toolbar where the most frequent functions such as open, save, and print are displayed.
- **Formatting toolbar:**

A toolbar where the most frequent formatting functions such as bold, underline, and fonts are displayed. Usually appears under Standard toolbar.
- **Status bar:**

Displays document information such as page number (Page), section number (Section), the ratio of current page to the total number of pages (e.g., 2/5), the position of cursor from the top margin (At 6.4 cm), line number (Ln), and the position of cursor from the left margin (Col 19).
- **Scroll bars (Horizontal & Vertical):**

Allow the user to scroll through the document in the desired direction to see the parts not displayed on the screen.
- **Rulers (Horizontal & Vertical):**

Display a tabulation of the editing screen in centimetres.
- **Editing screen:**

This is the writing area where you insert and edit text.
- **Cursor (Insertion Point):**

A blinking bar on the screen that shows a character's position on the screen.

THE KEYBOARD

- **Backspace:**

Deletes characters to the left of cursor one at a time.
- **Delete:**

Deletes characters to the right of cursor one at a time.
- **Enter:**

Pressing the Enter key forces the cursor to move to the next line. In word processing, Enter really means adding a blank line at cursor position.

- **Spacebar:**
The spacebar is used to insert spaces between words.
- **Caps Lock:**
Use the Caps Lock key when you plan to type in capital letters. You will notice a green light on the keyboard when this function is on. Do not forget to turn it off after you finish working with it!
- **Shift + letter of the alphabet:**
To insert one character in capital, hold the Shift key down and press the letter on the keyboard. This is used for starting a sentence or word with capital letter.
- **Num Lock:**
Use this key if you want to type a lot of numbers. You will notice a green light on the keyboard when this function is on. The Numeric Keypad on the right side of your keyboard becomes activated and you can use it like a calculator.
- **The Arrow Keys:**
The four arrow keys on the keyboard allow you to move the cursor one character at a time in the direction indicated by the arrow. For example, the left arrow key (←) moves the cursor one character to the left.

THE MOUSE

The mouse is an important tool in Word. You can use it to select an option from a menu, click on an icon to activate a function, or click anywhere on the screen to move the cursor to that location. Learners need to practise patiently and regularly with the mouse to master manipulating it.



It is difficult to use the mouse to move the cursor a short distance, e.g., one or two characters right or left. It might be easier to teach the learners to use the arrow keys for detailed manipulations.

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How to use Word with LINC One learners

LINC One learners first need to become familiar with opening, closing, and parts of the screen. Remind learners to insert floppy disks in drive A: before opening Word if they need to open documents from floppy diskettes. Moreover, familiarization with the terminology and parts of the keyboard is an essential step before introducing keyboarding skills. To make the Word screen less intimidating for novice learners, we suggest that the Standard and Formatting toolbars be hidden.



The use of wall charts with labels will help learners to refresh their memories each time a reference is made to a part of the screen, a function, or part of the keyboard. Learners can be encouraged to create posters of a labelled Word screen and display them in class.

Keyboarding is a helpful way to start novice learners in Word. Word can be used to introduce new keys and learners can work independently on drills to build up their keyboarding skills. Failing to do keyboarding with novice learners will result in frustration in future lessons that involve typing and working with text. Along with keyboarding, it is important to teach simple editing such as deleting and backspacing and basic navigation techniques such as using the arrow keys. As well, use of the Caps lock and Shift keys should be reinforced. For a comprehensive list, see the Skills Checklist at the end of this section.

Typing-tutor software packages are excellent and fun tools to introduce keyboarding. If your centre does not have access to these programs, use typing lessons from other resources such as typing textbooks to introduce keyboarding in Word.

Becoming comfortable with the mouse is essential since Word functions are activated either by clicking or double-clicking the mouse or using a keyboard shortcut. We recommend that double-clicking be taught in LINC Two or when your learners are ready.

Use your judgment on the readiness of the learners when teaching the above skills.

Suggested activities

The following activities suggest ways to practise the names of the parts of the screen with LINC One learners:

5. **Matching activity:** Have learners match labels to parts of the screen using flash cards.
6. **Spelling:** Have learners word process names of parts of the screen by copying them from the board.
7. **Hands-on:** Walk the class through the steps of opening and closing Word, and opening and closing a file with keeping Word open.
8. **Hands-on:** Walk the class through opening several word documents and closing them.
9. **Keyboarding:** Introduce new keys at regular intervals and have learners practise keyboarding regularly at the beginning or end of every lab session.

Curriculum-unit-related activities

The following activities relate to the LINC One Curriculum Guidelines:

Unit	Topic	Activity
Canadian Law	Driving in Ontario & Police	Caps lock: Learners key in licence plates one a line.
Canadian Society	Geography of Canada	Learners key in the names of the provinces, one on each line. Learners key in the abbreviations for the province names next to their full names.
	History of Canada	Numeric keypad: Learners copy dates and names of major Canadian holidays from a list.
Commercial Services	Catalogue Shopping	Scrolling: Learners open instructor-made file and locate items in a numbered list.
	The Telephone System	Numeric keypad: Learners key in telephone numbers from oral input.
Education	Personal Educational Experience	Insert text: Learners open an instructor-made file of appropriate school levels (e.g., primary school). Learners key in grade levels next to levels.
Employment	Job Search	Insert text: Learners key in personal information on an instructor-made simplified job application form.
	Working in Canada	Learners copy sentences from a given list and fill in the blanks about jobs.
Family Life	Senior Citizens	Learners copy sentences from the board and fill in the blanks in a Senior Citizens-related text.
Government and Community Services	All topics	Numeric keypad: Learners copy phone numbers of local community agencies in a blank screen.
Health and Safety	Seeing the Doctor...	Open/Close document: Read an appointment note from a specific file.
	Women's Safety	Create document: Develop a list of basic safety instructions for women.
Housing	Finding a Place to Live	Numeric keypad/ dollar sign: Learners key in prices using dollar sign as read out loud by instructor.

Skills Checklist for Learners

Function	How to...
File Management	
Open Word	Insert floppy disk. Click Start Programs Microsoft Word .
Open file (document)	Click File Open . In the Open dialog box, click the file name you want to open, and click Open . To open a file on a floppy disk, type A: followed by the file name in the Filename box, and click Open .
Close file (document)	Click File Close or click <input checked="" type="checkbox"/> on the top right corner (lower <input checked="" type="checkbox"/>) in your window. Click Yes or No if prompted to save a file.
Close Word	Click File Exit or click <input checked="" type="checkbox"/> on the top right corner (upper <input checked="" type="checkbox"/>) on your window. Click Yes or No if prompted to save the open file(s).
Word Screen	
Hide Standard toolbar	Click View Toolbars . Check off Standard .
Hide Formatting toolbar	Click View Toolbars . Check off Formatting .
Hide Status bar	Click Tools Options . In the Show section, check off Status bar option.
Using Scroll bars (Horizontal & Vertical)	Click the arrow buttons on the scroll bars to scroll through a document.
Editing	
Move cursor in a document	<p>Up arrow ↑ moves cursor up one line.</p> <p>Down arrow ↓ moves cursor down one line.</p> <p>Left arrow ← moves cursor left one character.</p> <p>Right arrow → moves cursor right one character.</p> <p>Double arrow button <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> (on the vertical scroll bar) moves cursor up or down one page at a time.</p>
Insert text	Move cursor to where you wish to type. Type your text.
Insert a blank line	Place cursor where you want the blank line inserted. Press Enter .
Delete characters	Place cursor to the left of character(s) to be deleted. Press Delete .
Delete characters	Place cursor to the right of the character(s) to be deleted. Press Backspace .

Function**How to...**

Print

Print a file

Click **File** | **Print** and click **OK**.

Mouse Skills 

Point

Move mouse on screen until the tip of the mouse pointer is on the desired text or image.

Click

Press and release the left mouse button once.
