What is MSWord?

MS Word 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.

The features in this section build on those discussed in the previous level. If you are new to Word, we recommend that you read the Word section in LINC One before reading this section.

Features

PARTS OF THE SCREEN

Once learners have mastered the parts of the screen in LINC One, they can be introduced to additional toolbars.

Standard toolbar   *Formatting toolbar*

■ **Standard toolbar**
Provides access to the frequently used functions such as Open, Save, and Print.

■ **Formatting toolbar**
Provides access to the most frequently used formatting features such as Font, Font Size, Alignment, and Bullets.
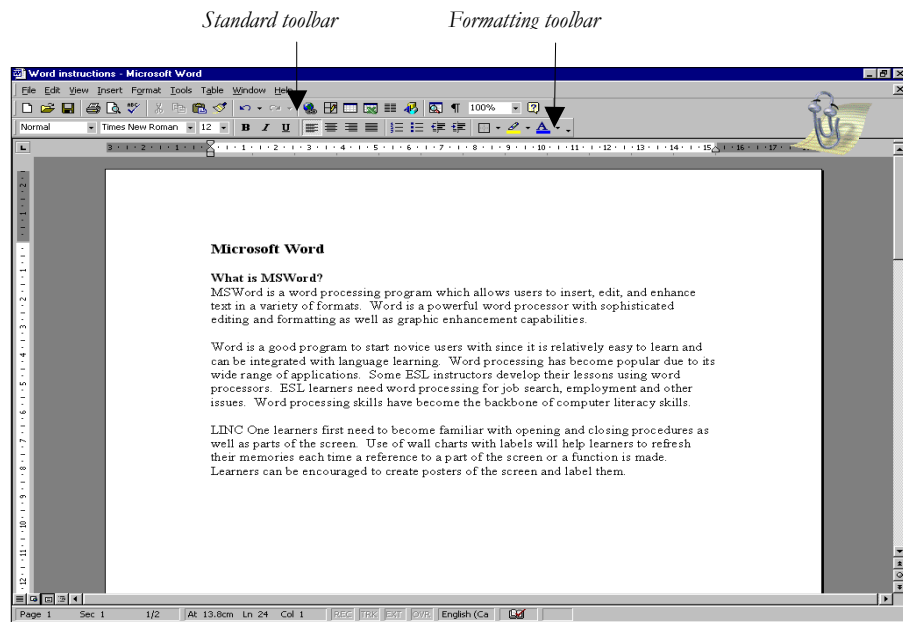
MICROSOFT WORD

WORD WRAP

A term used to indicate that Word moves text to the next line if there is no room on the current line.

HIGHLIGHT (SELECT) TEXT

Highlighting means selecting text. When text is selected, it looks white over a black background. Highlighting is one of the most frequently used features in Word. In order to make any changes to existing text, it must be highlighted first. Since there are different ways of highlighting text in Word, it is a good idea to introduce several ways to the learners so that they choose the most convenient method. For example, highlighting using the keyboard or the mouse.

- To highlight text using the mouse, place your mouse pointer at the beginning of text and drag to the end.
- To highlight text using the keyboard, place cursor at the beginning of text, press Shift + ➜ until the entire text is highlighted.
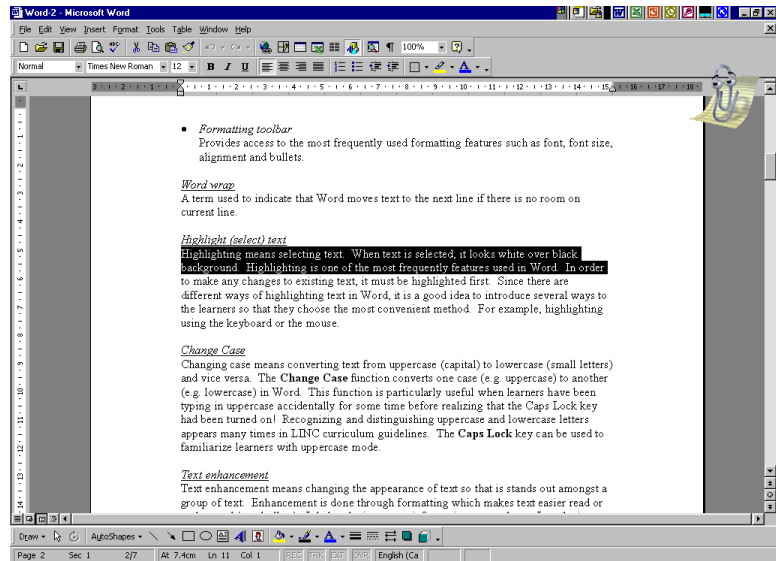
Highlighted text

CHANGE CASE

Changing case means converting text from upper case (capital) to lower case (small letters) and vice versa. To do this, highlight the text, click **Format** | **Change Case** and select an option. This function is useful when learners have been typing in upper case accidentally for some time before realizing that the Caps Lock key had been turned on!

TEXT ENHANCEMENT

Text enhancement means changing the appearance of text through formatting (e.g., bullets) so that it stands out among a group of text. This makes text easier to read or understand. The icons on the Formatting toolbar facilitate text enhancement. See the Skills Checklist at the end of this section for a comprehensive listing.

TOOL TIP

If you place your pointer on any icon, the name of that icon pops up in a box. This feature is helpful when you do not remember the function of an icon. For example, place your mouse on "B" on the Formatting toolbar and the Tool tip will display the name: "Bold."

How to use Word with LINC Two learners

LINC Two learners need to understand the difference between an application software (e.g., Word) and a file. This helps them understand how to manipulate files in a program. In addition, LINC Two learners are ready to work on editing, formatting, and navigating documents. It is a good idea to teach several ways of accessing a function so that learners choose the one easiest for them. For example, accessing Open and Save by clicking the icons on the Standard toolbar as well as using the options under File on the menu bar. Teach learners the difference between Save and Save As and remind them to insert diskettes into drive A: if they need to save files on floppy diskettes. Moreover, instruct learners to use short and simple file names when saving files. Always write the file name on the board for the learners to copy.

Recognizing and distinguishing upper case and lower case letters appears many times in LINC curriculum guidelines. The use of Change Case will facilitate that distinction since it allows learners to convert upper case to lower case and vice versa, thus eliminating the cumbersome task of retyping the text.

In addition, new functions such as New and Print on the Standard toolbar and formatting features such as font, font size, bold, underline, and italics on the Formatting toolbar should be introduced. When teaching formatting, introduce the purpose for which each function is used. For example, increasing the font size for headings and subheadings. Teach learners when to use text-enhancement features (e.g., bold, underline) and how to avoid overusing them.

Introducing the mouse to highlight text by double-clicking, triple-clicking, or dragging can help learners format text conveniently.

Finally, the use of the Undo button will save learners considerable time in retrieving lost editing or formatting.

Sometimes you may not be able to introduce an alternative way due to the complexities of the other options. For example, a learner might learn quickly how to change font by clicking Font on the Formatting toolbar but find using the **Format | Font** option quite challenging. Use your discretion and judgment on class readiness when introducing new functions or alternative keys or options.

Suggested activities

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

1. **Spelling**: Learners word process names of parts of the screen by copying them from the board in one case (e.g., upper case) and converting them to the other (e.g., lower case).

2. **Hands-on**: Learners follow instructions to highlight a word, sentence, paragraph, or a phrase using double-click, triple-click, and dragging.

3. **Hands-on**: Learners follow instructions to open and close documents and open new documents using the Standard toolbar.

4. **Keyboarding**: Introduce new keys at regular intervals and have learners practise keyboarding regularly at the beginning or end of every lab session.

2. MICROSOFT WORD

Curriculum-unit-related activities

The following activities relate to the LINC Two Curriculum Guidelines:

Unit	Topic	Activity
Canadian Law	Driving in Ontario & Police	**Caps lock**: Learners key in licence plates one on a line.
Canadian Society	Geography of Canada	Learners key in the names of the provinces in upper case, one on each line. Learners convert a list of province names from lower case to upper case.
	History of Canada	**Numeric keypad**: Learners copy dates and names of major Canadian holidays from a list and choose a different font for every holiday event.
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 and change font size.
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. Learners follow instructions to apply formatting (e.g., bold, underline, italics, fonts), and print.
Employment	Job Search	**Insert text**: Learners key in personal information on an instructor-made simplified job application form. Learners print their work for peer correction.
	Working in Canada	Learners copy sentences from a given list and fill in the blanks about jobs (e.g., I worked in _____ for _____ years). Learners print for peer correction.
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**: Learners open a file to read an appointment note. Learners follow instructions to proofread/edit file. Print for peer correction.
	Women's Safety	**Create document**: Learners develop a list of basic safety instructions for women. Select text and increase font size. Convert to upper-case.
Housing	Finding a Place to Live	**Dollar sign/decimal point**: Learners key in prices using dollar sign and decimal point as read out loud by instructor. Save and print for peer correction.

Skills Checklist for Learners		

Skills Level	Function	How to...

File Management

1	Open Word	Insert floppy disk. Click **Start	Programs	Microsoft Word.**
1	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 **File name** box, and click **Open.**
1	Save a file (document)	Choose **File	Save**. In the File name box, type a name and click **Save**.
2	Save a file for the first time or under a new name	Choose **File	Save As**. In the File name box, type a name and click **Save**.
1	Close file (document)	Click **File	Close** or click ☒ on the top right corner (lower ☒) in your window. Click **Yes** or **No** if prompted to save a file.
1	Close Word	Click **File	Exit** or click ☒ on the top right corner (upper ☒) on your window. Click **Yes** or **No** if prompted to save the open file(s).
2	Open a new or blank file (document)	Click 📄

Word Screen

1	Hide Standard toolbar	Click **View	Toolbars**. Check off **Standard**.
1	Hide Formatting toolbar	Click **View	Toolbars**. Check off **Formatting**.
1	Hide Status bar	Click **Tools	Options**. In the **Show** section, check off **Status bar** option.
1	Using the Scroll bars (Horizontal & Vertical)	Click the arrow buttons on the scroll bars to scroll through a document.

Editing

1	Move cursor in a document	**Up arrow** ↑ moves cursor up one line.
		Down arrow ↓ moves cursor down one line.
		Left arrow ← moves cursor left one character.
		Right arrow → moves cursor right one character.
		Double arrow button ⊤ or ± (on the vertical scroll bar) moves cursor up or down one page at a time.

2. MICROSOFT WORD

Skills Level	Function	How to...
1	Insert text	Move cursor to where you wish to type. Type your text.
1	Insert a blank line	Place cursor where you want the blank line inserted. Press **Enter**.
1	Delete characters	Place cursor to the left of character(s) to be deleted. Press **Delete.**
1	Delete characters	Place cursor to the right of the character(s) to be deleted. Press **Backspace.**
2	Highlight text	**Using mouse:** ■ Place cursor at the beginning of text to be highlighted. Press the left mouse button and drag over the entire text. ■ **Double-click**: Highlights a word. ■ **Triple-click**: Highlights a paragraph. **Using the keyboard:** ■ Place cursor at the beginning (or the end) of text. Hold **Shift** key down and press → or (←) on the keyboard until all the text is highlighted.
2	Undo the last change	Click the **Undo** button ↶.

Format Existing Text

2	Bold	Highlight text and click **U**
2	Underline	Highlight text and click **B**
2	Italicise	Highlight text and click **I**
2	Change Font and Font Size	■ Highlight text. Select **Format** | **Font**. Choose **Font**, **Font style**, **Size**, **Underline**, **Color**, and **Effects**. Click **OK**. ■ Click **Font** | **Font Size** buttons.
2	Change case	Highlight text, click **Format** | **Change Case**, select an option, and click **OK**.

Print

2	Print	■ Click **File** | **Print**, select options in **Print** dialog box under Printer, Page Range, and Copies box. Click **OK**. ■ Click 🖨

Skills Level	Function	How to...
Mouse Skills 🖱		
1	Point	Move mouse on screen until the tip of the mouse pointer is on the desired text or image.
1	Click	Press and release the left mouse button once.
2	Double-click	Press and release the left mouse button twice quickly.
2	Triple-click	Press and release the left mouse button three times quickly.
2	Drag	Press and hold the left mouse button while moving the mouse; release the left mouse button when in desired place.