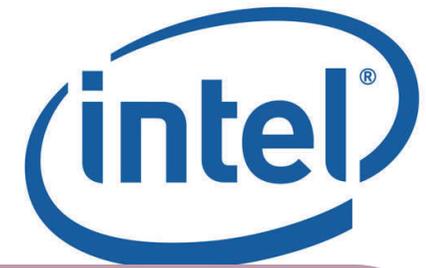# UNIT 3: Introducing Word Processing

Learn Word Processing basics:  changing font colour, font size, inserting images, inserting tables, saving a document

## Planning and Delivery Tips

- *Skill Set Checklist* provide "goals" for module  ie the core skills and knowledge to be taught
- **Contextualise** the concepts to learners' needs and experiences eg Students will create a flyer for a class event.
- Brainstorm when they may need to create a flyer. Why would it be better to use a computer
- *Easysteps online—Word Processing— Explore Word Processing use* video tutorial to demonstrate functions( without audio) or as revision reinforcement
- *Try* Activities from *Easysteps online*—do as class activity with volunteer student on data show/ projector as guided practice http://easystepsonline.intel.com/module/3/1#try
- **online help guide** may not be appropriate for all learners if their English language proficiency is low. Provide the same information as contained in the t online help guide in specially prepared work-sheets using the images that learners will use in in steps building up to the creation of a flyer.

## Key Terms /Vocabulary

Word Processing
Toolbar
Font
Bold, italics underline
Increase/decrease
Backspace key
Delete key
Insert
Alignment, centre, right alisgh, left align, justify
Copy/Paste
Type

**Revise**
Save, folders
Cursor
Application/program

## Scaffolding

- Unpack the skills/concepts needed
  - **Font size,**
  - **toolbar**, (what, why, how etc)
  - **alignment**
- Revise skills and knowledge needed from previous Module: Folders, saving, opening a file
- Prepare students for final activity where they create the flyer, by working up to it with short activities to teach the skills needed with step by step instructions using visuals  ie Copy

- Print Word Screen. Teacher shows different parts on Datashow and learners label. Introduce only two or three functions at a time. Learners practice with short activities See examples in Extra Re-sources

## Extra Resources

- Word Processing Basics example from web which uses pictorial instructions https://docs.google.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnxtY2xhW5lc2xjb21wdXRlcmNsYXNzfGd4OjgwMGIzYzcwZjIzMmZkMA

- http://en.copian.ca/library/learning/trl/word_processing/word_processing.pdf