COMPUTER TECHNOLOGY

WORD 2013– Lesson 1

Grading Sheet & Assignments

Typing your name below means the work you are turning is your own

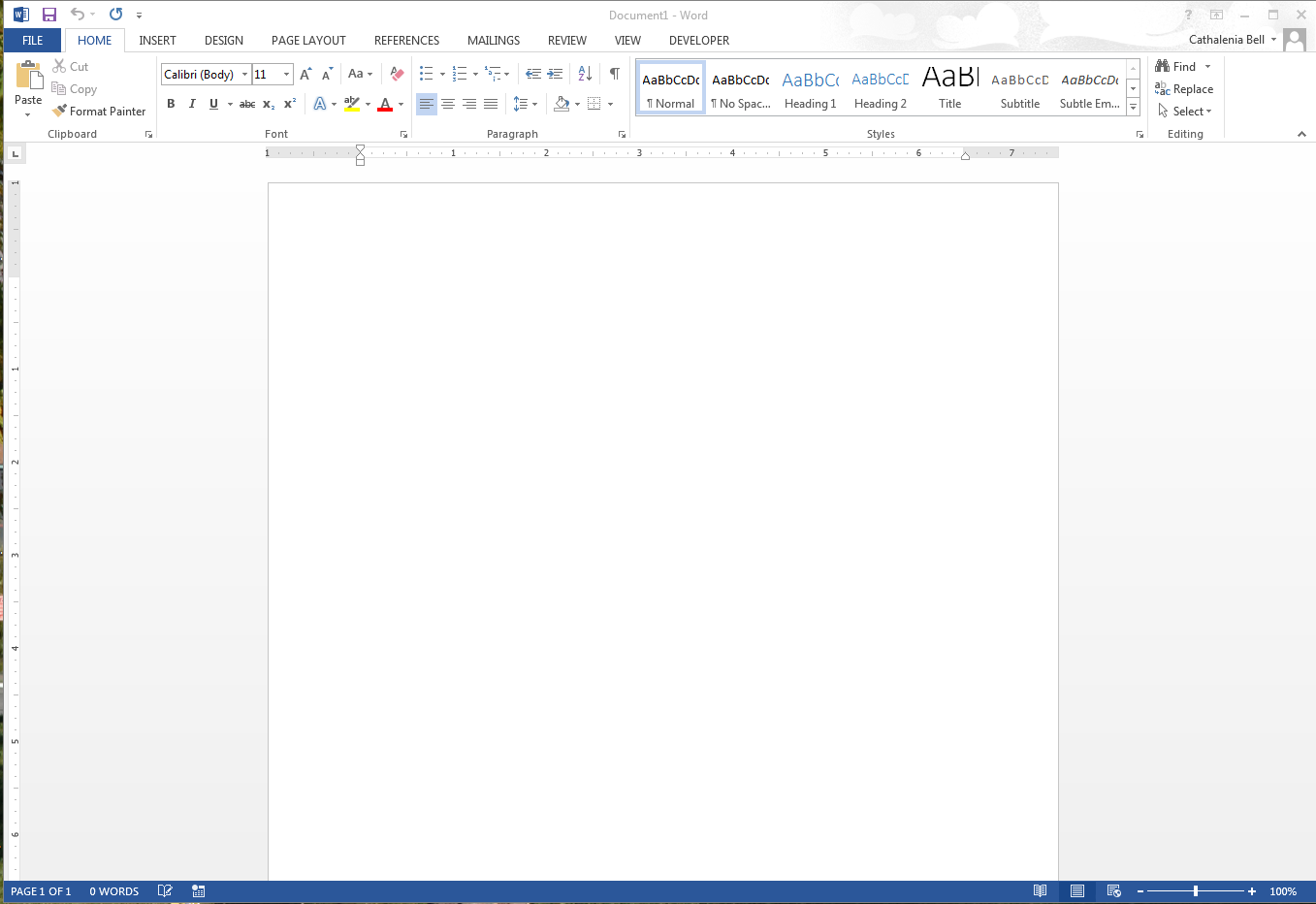
work and you haven’t given your work to anyone else.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Due |  |
| HR Teacher |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Completed  Uploaded | Assignment | Points | Earned |
|  | Word 2013 Window | **10** |  |
|  | Word 1 Notes | **20** |  |
|  | Word 1 Utah Facts (pdf format uploaded to edmodo) | **10** |  |
|  | Word 1 In Class Activity-Dinosaur (pdf format uploaded to edmodo) | **20** |  |
|  | **TOTAL This Section** | **60** |  |
| **See Word 1 Instructions to Complete the Activities**  **All files should be uploaded to 8th grade Edmodo.com** | | **0** |  |
|  | Word 1 Activity 1 – Utah (pdf format) | **20** |  |
|  | Word 1 Activity 2-North State (pdf format) | **20** |  |
|  | Word 1 Activity 3-World of Coke Flyer (pdf format) | **20** |  |
|  | File Management (pdf print and attach to this sheet) | **10** |  |
|  | **TOTAL This Section** | **70** |  |

Word 1 Notes

Type the name of the Window part in the blue bubbles



Word 2013 Window

**\*\*Icons**-use the snipping tool and change the wrapping for the picture to “In front of text”

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **GETTING TO KNOW WORD** | | | | | | | | | | | | | | | |
|  | Word is | |  | | | | Software. It allows you to type format and enter text to create documents | | | | | | | | |
|  | You can use it to type | | | | | |  | | | , |  | | , and other documents. | | |
|  | The |  | | | | | | | is central location for managing and sharing documents | | | | | | |
|  |  | | | | | view is available when you click on the File tab. | | | | | | | | | |
|  | Open a file: | | |  | | | | | | | | Shortcut | | |  |
|  | Save a file: | | |  | | | | | | | | Shortcut | | |  |
|  | To save a file with a new name or different format | | | | | | | | | | |  | | | |
|  | To save as a .pdf file format, choose Save As, choose Save As Type to PDF—Rename if needed. | | | | | | | | | | | | | | |
|  | Printing | | Icon: | |  | | | | | | | Shortcut: | |  | |
|  | Selecting text quickly without clicking and dragging the mouse: | | | | | | | | | | | | | | |
|  | Select a word | | | | | | |  | | | | | | | |
|  | Select a sentence | | | | | | |  | | | | | | | |
|  | Select a paragraph | | | | | | |  | | | | | | | |
|  | Select a whole document | | | | | | |  | | | | | | | |

1. Cut – Copy – Paste

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Cut** | | | | | **Copy** | | | | **Paste** | | |
| Shortcut | |  | | | | |  | | | |  | | |
| Right click | | **Cut** | | | | | **Copy** | | | | **Paste** | | |
| Icon  Home Tab > Clipboard group | |  | | | | |  | | | |  | | |
|  | Besides cut and paste, text can be | | | |  | | | | | and |  | | | to other locations | | |
|  | Draw the icon to Undo an action | | | |  | | |  | | Draw the icon to Redo an action | | | | |  | |
|  | The Undo icon can be found on the | | | | |  | | | | | | | | | | |
|  | The | |  | | | | is a temporary storage place for items that have been cut. | | | | | | | | | |
|  | To access the clipboard click the | | | |  | | | | | | | located in the lower corner of the | | | | |
|  | clipboard group | | | | | | | | | | |  | | | | |

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| **Document Review** | | | | | | | | | | | | | | | |
|  | Spell Check | icon | |  | |  | | | Review tab | | |  | | | Group. |
|  | AutoCorrect | |  | | | | | corrects common spelling errors as you type. | | | | | | | |
|  | AutoCorrect can be | |  | | | | | in the | | |  | | section of Options in the File tab. | | |
|  |  | | | | guesses certain words you are keying in from the first few letters keyed. | | | | | | | | | | |
|  | When a word has incorrect spelling a | | | | | |  | | | | | | | wavy line appears. | |
|  | When the grammar/punctuation is incorrect a | | | | | | | | |  | | | | wavy line appears. | |
| **Alignment** | | | | | | | | | | | | | | | |
|  | List four types of alignments and two ways to select the alignment: | | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Alignment** | **Shortcut** | **Draw icon** |
| Center |  |  |
| Left |  |  |
| Right |  |  |
| Justify |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Vertical alignment aligns text between the | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | and | |  | | | | | | | | | | | margins | | |
|  | List the steps to center text vertically on the page | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | What are the four choices for vertical alignment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | |  | |  | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | |  | | |  | | | | | | |
|  | Horizontal alignment aligns text between | | | | | | | | | | | | | | | | | | | |  | | | | | | | | and | | |  | | | | | | | | | margins | | | | |
| **Margins** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Write the path to set margins: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | The default margins are: | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Spacing** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Default line Spacing | | | | | | |  | | | | | | | | | with a space before the paragraph | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Snip and paste the icon to set line spacing | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | |
|  | What is the keyboard method to set the following spacing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Double |  | | | | | | | | | | | |  | | | Single | | | | |  | | | | | | | | | | | |  | | 1.5 | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Font** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Explain how to change the font typeface and the font size from the Home ribbon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | List two ways to apply Bold, Italics, and Underline to text | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | **Shortcut** | | | | | | | | | | | | | | | | | | | | | | | |  | **icon** | | | | | | | | | | | | | | | | | | | |
|  | Bold | |  | | | | | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | |
|  | Italics | |  | | | | | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | |
|  | Underline | |  | | | | | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | |
|  | Draw The Format Painter Icon | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
|  | What does it allow you to do? | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | To repeat the same style in multiple places, how many times must you click the paint brush? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Keyboard short cut to change fonts caps (UPPERCASE, Lowercase, Title case) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| **Styles & Themes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Styles is a named group of formatting characteristics including | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | and | | | | |  | |
|  | Styles are located on the | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Themes is a set of unified formats for | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | |  | | | |  | | | | |  | | | | | | |
|  | Themes can be found on the | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Themes will only be show if a | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | has been applied to text | | | | | | | | | | | | | |
|  | What items can be selected in the Themes group | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | |  |  | | | | | | | | | | | | | | |  | | |  | | | | | | | | | |  | |  | | | | | | | | | | |
| 42. |  | | | | | place a border around the whole page—Path🡪 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 43. | Page Borders can be | | | | | |  | | | | | | | **,** | |  | | | | | | | | | **,** |  | | | | | | | | | | | | | , or | | | | |  | |
| **Headers and Footers** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 44. | Headers are at the | | | | | | |  | | | | | | | | | | of the page and footers are at the | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| 45. | Write the path to create a header/footer | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 46. | Automatic page numbers can be placed in a document by going to : | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
|  | The location options for page number are: | | | | | | | | | |  | | |  | |  | | | | | |  | |  | | |  |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 47. | When a header/footer is active, | | | | |  | | | | |  |  | | | | | can be chosen from the header and footer | | | | | | | | | | | | |
|  | button on the Design Tab—Otherwise use the Insert Tab. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 48. | | What items go in the header for class format? | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | HEADER: | | |  | | |  |  | | | | | | | | | | |  |  | | | | | | | |
|  | | FOOTER: | | |  | | |  |  | | | | | | | | | | |  |  | | | | | | | |
| **Bullets and Numbered Lists** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49. | | | A |  | | |  | | | | | | is used when items appear sequentially. | | | | | | | | | | | | | | | | |
|  | | | A |  | | | | | | | | | | | is used when the order of items does | | | | | | | | | | | | | | |
|  | | | not need to be emphasized. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50. | | | Custom bullets can be defined by choosing | | | | | | |  | | | | | | | | new | | |  | | | | | | | | |
| 51. | | | Custom numbering can be defined by choosing define new | | | | | | | | | | | | | | | |  | | | | | |  |  | | | |
| **Printing** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 52. | The |  |  |  | command enables you to look at a document as it will | |  | appear when printed as well as choosing specific printing options. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 53. | There are |  | | ways to a document on paper |  | Documents are taller than | |  | they are wide | |  | | Documents are wider than they are tall. | | |  |  | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |