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 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CompletedUploaded | 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”

|  |
| --- |
| **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** |
| IconHome 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 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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 |  |

|  |  |
| --- | --- |
| 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. |

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| 53. | There are |  | ways to a document on paper |  | Documents are taller than  |
|  | they are wide |  | Documents are wider than they are tall. |
|  |  |  |  |

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