I. Introduction

- Introductions
- Housekeeping

II. Class Learning Objectives

After attending this class, students will be able to:

1. Navigate the Ribbon to access Word functions and tools

2. Create, open, save, and print documents

3. Add and edit text

4. Format text

5. Insert and format pictures

Activity: Open Microsoft Word

III. The Ribbon and Screen

Topics:

- Title bar
- Quick Access Toolbar - Undo button, customizing
- Help Menu
- Ribbon – Tabs - Groups
  - File
  - Home
  - Insert
  - Design
  - Page Layout
  - References
  - Mailings
  - Review
  - View
- Zoom slider
- Scroll bars (right/bottom)
- Status bar (bottom left) – number of pages, word count

IV. Creating new documents – The File Tab

Use the File tab to create new documents using pre-existing templates or start from scratch with a blank document. Internet access is needed to download templates located on the Microsoft website. Templates have formatting and spacing already in place, so all that's needed is to replace the place marker text with your own.

Activity: Explore templates by browsing the categories. Conclude by opening the **Blank document** template.

V. Entering and editing text

Place cursor where you want to type and use keyboard to enter text. Remember it's like reading a book – text in new document starts in top left corner and goes line by line to bottom right corner of page.

Delete text several ways:
- by highlighting text and pressing Delete key on keyboard
- Place cursor right after word and use Backspace key on keyboard

Activity #1: Practice typing text into your document and delete some or all of it. Note how text automatically wraps to the next line when you read the right margin.

Activity #2:
- Open the **Annual Letter document** located in the class folder located on the Desktop.
- The FINAL version is included in your packet. That's what the document will look like at the end of class by applying what you'll learn today.
- Note the red underlined words. Right-click on the misspelled word(s) to correct them.

VI.   Selecting and Formatting text

- The first step to formatting existing text is to highlight it.

- There are different ways text can be selected:
  - Highlight desired text using mouse, or use one of the following options:

Selection	Technique
Whole word	Double-click within the word or highlight with mouse.
Line	Click in the left margin next to the line you want to select.
Whole paragraph	Triple-click within the paragraph or double-click in the margin next to the paragraph.
Several words or lines	Drag the mouse over the words, or hold down **SHIFT** while using the arrow keys.
Entire document	Choose **Editing	Select	Select All** from the Ribbon, or press **CTRL+A or triple-click** in the left margin.

Activity #1: Moving text

- Enter a few times to move a few lines down
- Now enter some text, select a word or two, and move them to the beginning of the document by dragging them up with the mouse.

Formatting text is done using the Font group in the Home tab:
- Font
- Font size
- Font color
- Text effect
- Highlighting
- Change case
- Bold/italics/underline/strikethrough
- Format painter – select formatting from one area and apply somewhere else

Note the tools you learn to use today can be applied to all kinds of documents, such as résumés, letters, and more.

Activity #2: Practice formatting text by using the **Holiday Letter** and completing the following tasks:

1. Line 1 (Smith Family)
   a. Select text
   b. Use the Font group to select:
      i. Font = **Elephant**
      ii. Size = **48**
      iii. Color: **red**
      iv. Make it **bold**

2. Line 1: 2nd half (Annual Report)
   a. Select text
   b. Use the pop-up mini toolbar to choose the following:
      i. Font = **Arial**
      ii. Style = **Bold Italic**
      iii. Size = **12**
      iv. Underline = **Single**
      v. Color = **Green**

3. Second to last line: (Have a Happy Holiday Season!)
   a. Select text
   b. Use the pop-up mini toolbar to choose the following:
      i. Font = **Bradley Hand ITC**
      ii. Style = **Bold Italic**
      iii. Size = **22**

4. Make room and then insert a text box.
   a. Click to the right of "2016"
   b. Select the Insert tab(to the right of the Home Tab)
   c. Click on Text Box (in the Text Group)
   d. Select the Banded Sidebar
   e. Select the Box and drag it down until the words annual Report are above it.

5. Format a text box.
   a. Select "2016"
   b. Select Cut in the clipboard group of the Home Tab.
   c. Click in the white space of the text box and select Paste.
   d. Select a blue part of the text box. Let's change the color.
   e. In the Drawing Tools Tab, in the Shape Styles group, select arrow next to the bucket
   f. Repeat for blue bar at the top of the text box.

6. Draw a text box.
     a. Place cursor in front of the word "Tom"
     b. Click Enter 10-11 times to make some space for the text box.
     c. From Insert Tab, select Text box
     d. At the bottom of the listing select "Draw Text Box"
     e. Your cursor will become a black cross
     f. Click under the S.
     g. Drag and drop to the bottom/right to make a box.

The Font group Dialog Box is a one-stop shop for selecting multiple formatting options at once.

1. Insert information into Text box.
     a. Highlight the words "Tom" through "good year!"
          i. Place your cursor after the exclamation mark and drag it to Tom.
          ii. Right click and dialog box pops up.
          iii. Select cut.
          iv. Click in the new text box and right click and select paste.
          v. Use your text box resize handle to fit text.

2. Repeat for next Paragraph
     a. Place your cursor before January and highlight to December.
     b. Select cut.
     c. Click in the text box on the right.
     d. Right click and select paste.
     (You could use this text box to list things you did in each month.

        Or delete the text and add more pictures.)

3. Format information in Top Text box.
     a. Highlight all the words in the text box.
     b. When you lift your finger off of the mouse a **Font group Dialog Box** will pop up.
     c. Use the pop-up mini toolbar to choose the following:
          i. Font = **Comic Sans MS**
          ii. Select Line 1 and 2
          iii. Style = **Bold**
          iv. Color= **Dark Blue**
          v. Select the last line in the text box and repeat

The Paragraph group

The Paragraph group can be used to format larger blocks of text:

- Alignment (left – center – right)
- Lists
- Indents
- Line spacing
- Shading
- Borders

Activity: Continue formatting text by completing the following tasks with the instructor:

Center text
1. Line 1 (Tom +Elizabeth) and Line 2 (It's been a busy year…)
   a. In the Paragraph group of the Home Tab
   b. Choose **Center Alignment**
   c. Highlight "It's been a busy year" again-your choice of method
   d. Click on Format Painter in clipboard group
   e. Select text on Line 10 to apply the same formatting

Use format painter
1. Select "Hurricane Matthew."
2. Click on Format Painter in the clipboard group
3. Select the text from "This is where…" to "Elizabeth."

Create a bulleted list
1. In the top text box, select from "Pat came…" to "downstairs."
2. Select menu (arrow) next to **Bulleted List** to select a bullet style
   a. Note there are three types of lists:
      i. Bulleted lists – note drop-down menu to select a style or create your own
      ii. Numbered lists – note options for formatting
      iii. Multilevel lists
         When creating lists with sublevels, use the Increase/Decrease Indent buttons to change the level of a bulleted item.

Add border and shading
1. Select "Have a Happy Holiday Season"
2. Choose the following from the Paragraph group:
   a. Fill = Red
   b. Border = Outside border
   c. Alignment Center

VII.   Inserting and formatting pictures

Inserting pictures is done using the Insert tab – Illustrations group. Other items are covered in Intermediate class.

Activity #1: Follow along with your instructor to add an after the top text box.

1. Place cursor in front of "This is where you can..."
2. Use Insert tab and select Picture
   a. Select Desktop
   b. Select class folder
   c. Choose a picture of your choice

Formatting pictures includes resizing the image as well as adding effects using the contextual Picture Tools Format tab

Activity: Follow along with your instructor to format your picture

1. Select picture
2. Play with the handles on the corners of the image to resize it
3. Use Picture Tools Format tab to format:
   a. Picture Style = Rotated, White
   b. Position = In Line, with Text (should center it)
4. Point out and demonstrate cropping tool
   a. Demonstrate recovering what was cropped by selecting picture, Crop tool
   b. Ask students **to access the Help menu** and search for "crop picture" to see how the help feature works

VIII.   Saving and Printing Documents

The File tab

- Saving on library computers, home computers, and portable storage devices.
  - How to find the USB drive in the File Explorer.
- Save vs. Save As – save writes over existing text, Save As renames file to keep original file intact.
- Save as PDF – useful to preserve formatting when sharing with others who may not have Office or use older versions of Office
- Print settings and preview

Activity: Save your document to the Desktop or your USB flash drive.

IX. **Wrap Up**

- Any last minute questions?

- Technology Education page – www.vbgov.com/tech-ed (also under Adults)
    - Upcoming classes
    - Tech Help appointments

- Lynda.com demonstration
    - Go to VBPL website: www.VBgov.com/libraries -> Find Materials -> Research & Articles -> A to Z Resources
    - Scroll down and click on Lynda.com
    - Enter library card number and pin number into appropriate boxes
        - You will need to set up an account using your name and email address
    - Locate Search bar across top of page and enter subject
    - Notice list of suggested courses in middle of page with course descriptions and related courses tab
    - Use filter options on the left side of page to narrow results by skill level and subject
    - Use + button to add courses to your playlist

- Google search – for text-based or video instructions
    - Go to Google.com
    - Type in the appropriate terms – for example:
        - Microsoft Word 2013 crop pictures

- HOMEWORK: practice creating documents and editing text!

- Please take a few moments to complete the evaluation. Your valuable input helps us improve these classes.

Thank you for coming!