

Module 1

Starting with Text

Learning Objectives




	Student is able to:	Pass/ Merit
1	Enter simple words using keyboard or other input devices	P
2	Select and edit text	P
3	Select basic icons (e.g. print, save or spellcheck) using the mouse	P
4	Name, save and retrieve documents	M
5	Use appropriate methods to check text is error free	M

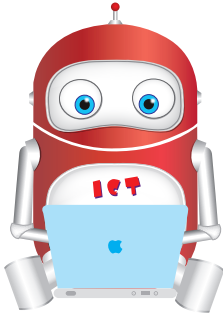



1.1 Letters

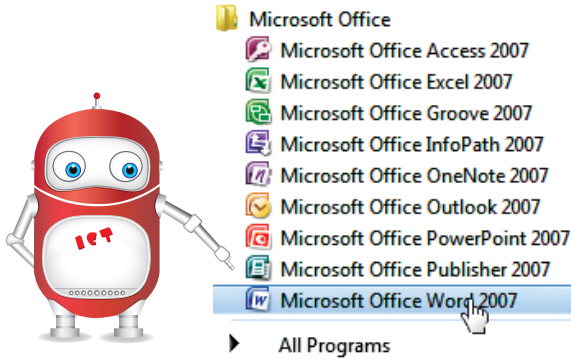
Learning Objective: 1

Start MS Word

- Click  to open the Start menu.
- Select  **All Programs**.
- Select  **Microsoft Office Word 2007**.






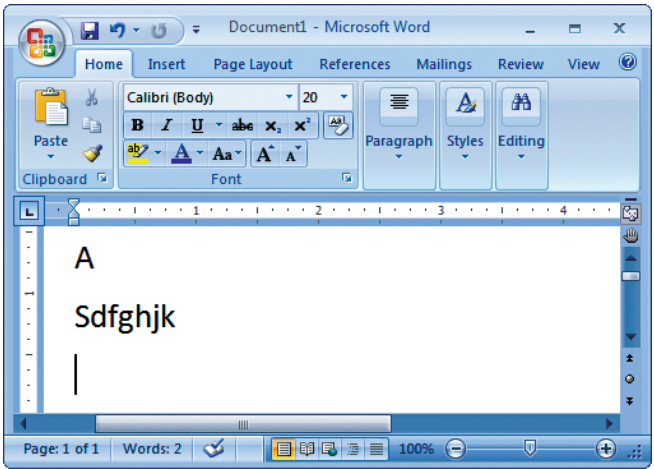
You can also start Microsoft Word by clicking the shortcut on the desktop of the computer. Look for the logo and the label Microsoft Office Word 2007 .








Open Microsoft Office Word 2007 by clicking here.

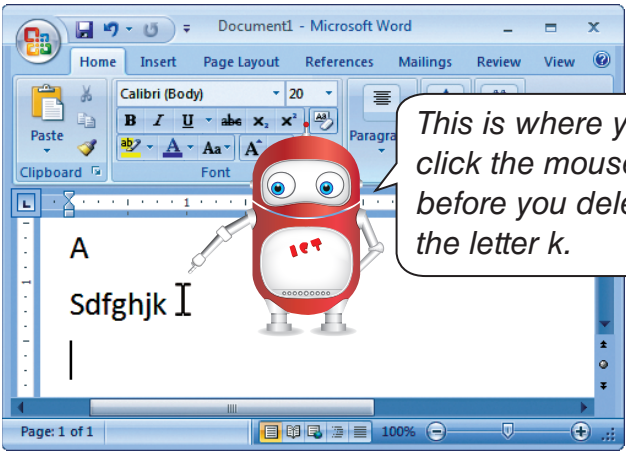
Letters on screen

- Tap the key .
- You will see the small letter **a** on the screen.
- Tap .
- If MS Word automatically changes **a** to **A**, it has been set to change the first letter of a sentence to a capital letter.
- Tap the letters **sdfghjk** and tap . Only **s** changes to **S**.



Delete

- Use the mouse to click the cursor  at the back of the last letter **k**.
- Tap  once. The letter **k** is deleted.
- Tap  until all the letters are deleted.
- Make a new list of 10 letters.
- Use the mouse to click the cursor  next to a letter in the middle of the list.
- Tap  to delete the letter.
- What would you do if you wanted to delete all the letters?




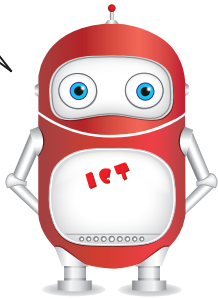
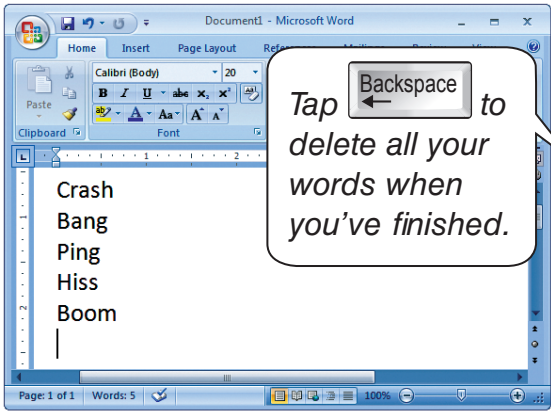
This is where you click the mouse before you delete the letter **k**.

1.2 Words

Learning Objective: 1

Type words

- Type these words:
crash
bang
ping
- Tap  to start new lines.
- Add other noisy words like **hiss**, **boom** and **tock**.
- Add other adjectives like **tall**, **good** and **fun**.

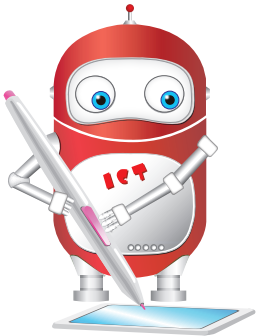
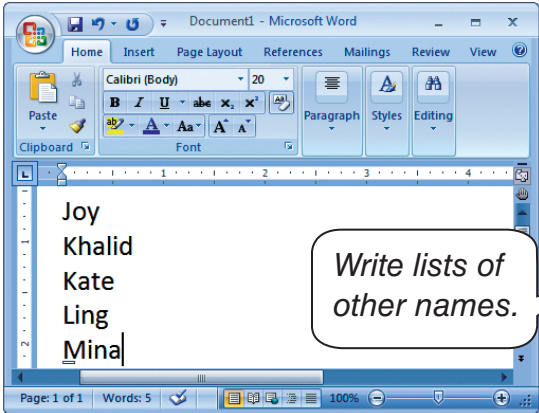


Write your name


- Type your name.
- Type it four times.
- Tab  to delete your name.

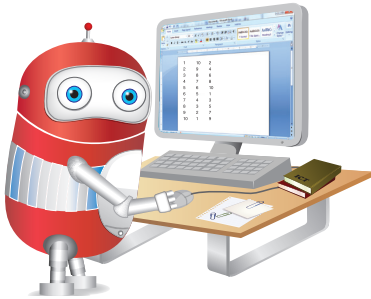
Make a list

- Type the name of a friend.
- Type the name of another friend.
- Type a list of five friends.

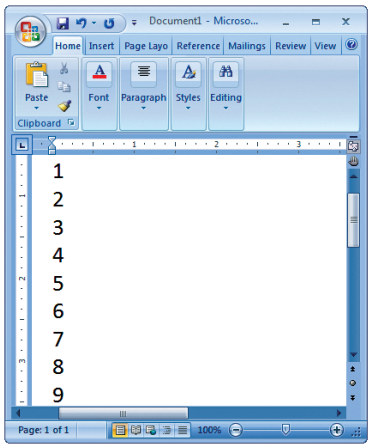


Make a number list

- Tap numbers and  to make a number list.






Try lists of odd and even numbers.






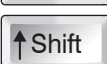

1.3 Capital letters

Learning Objective: 1


Shift key

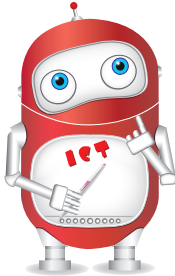
- Tap the key .
- Hold . Tap the letter again.
- This puts a capital letter on the screen.
- Tap  to start a new line.
- Put pairs of letters in a list.
aA
bB etc.
- Delete your pairs of letters.

Symbols



- Tap .
- Hold  and tap  again.
- Hold  and tap  to get a question mark.
- Put pairs of numbers and symbols in a list.

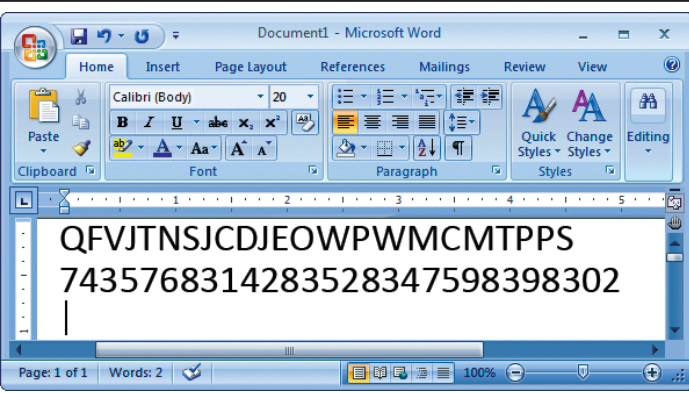
- Delete your pairs.

When you hold , you get the symbol not the number.



Caps Lock

- Tap .
- Look for the caps lock light on the keyboard.
- Tap  again. The light goes off.
- Tap letters when the light is on. These will be capitals.
- Tap numbers with the light on. These are still numbers.



Capital name

- Type your first name.
- Remember the capital to start.
- Tap the space bar.
- Type your family or second name.

My name is Metal Man.



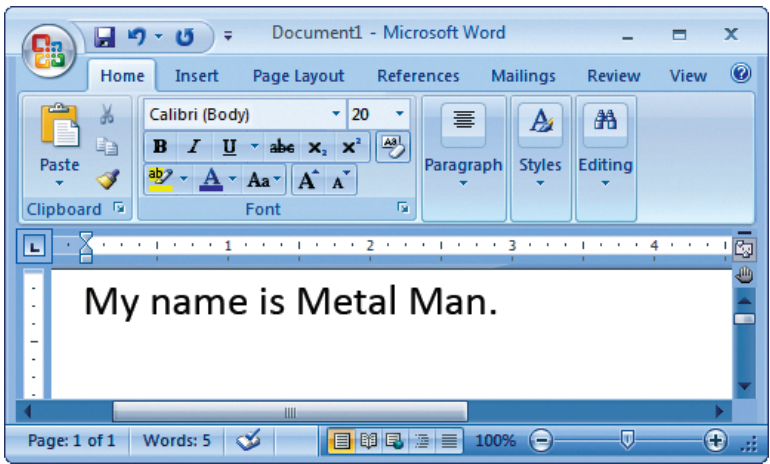
Learning Objectives: 1, 2

Insert words

- Click in front of your name.
- Type **My name is**.
- Tap the space bar.




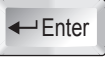
The new words push your name across the page.

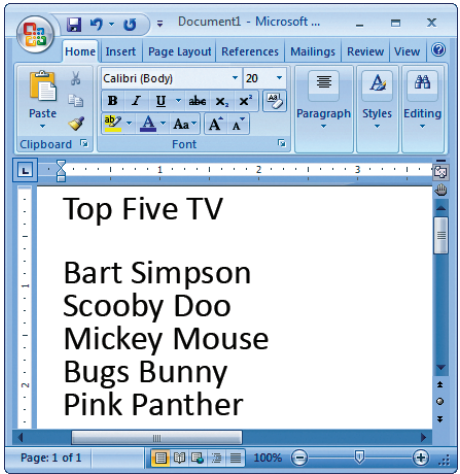


TV names

- Make a list of your five favourite characters.

Use capital letters to start.

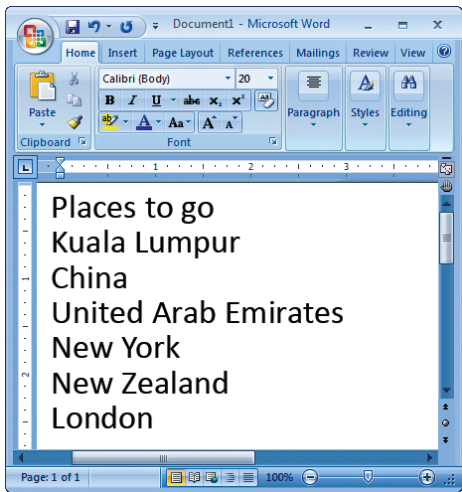
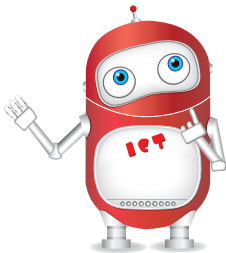
- Click the cursor  in front of the first line and tap  2 times.
- Move the cursor back to the first line.
- Type a title to the list.
- Call the list **Top Five TV**.



Places you know

- Type the name of the place where you live.
- Type the names of other places that you can visit.
- Put them in a list.
- Type a title at the top.

You can type cities or countries.

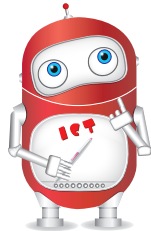


1.4 Sentences

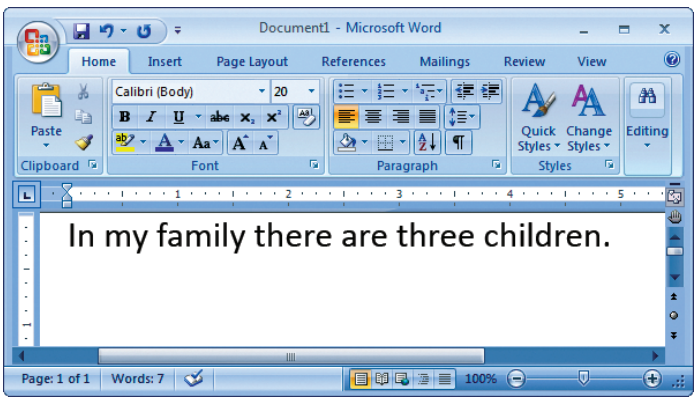
Learning Objective: 1

Write a sentence

- Type this sentence: **In my family there are children.**
- Click in front of **children**.
- Type the number of children there are in your family.



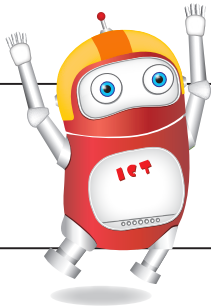
Change the sentence to **In my family there is one child** if you are the only child.



Write another sentence

- Write another sentence: **In my family there are pets.**
- Type the number of pets you have.

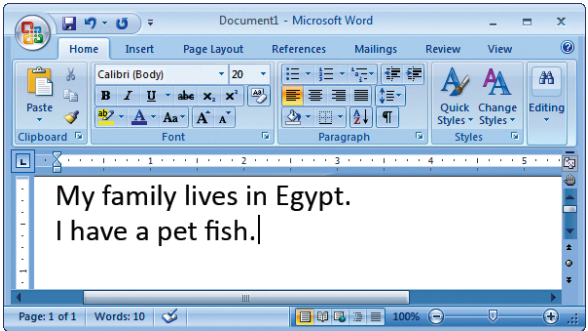
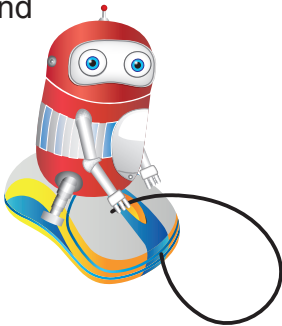
How many pets do you have?



Write sentences

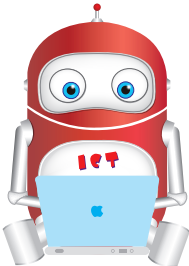
- Write sentences about you and your family.
- Use your own words.

Remember to add full stops at the end of sentences.



More writing

- Write about yourself by completing the following sentences:
 - My name is _____.
 - I am _____ years old.
 - I am a _____ (boy or girl?).
 - I live in _____.





- I have _____ brothers and _____ sisters.
- My pet is _____.
- My favourite food is _____.
- My favourite game is _____.

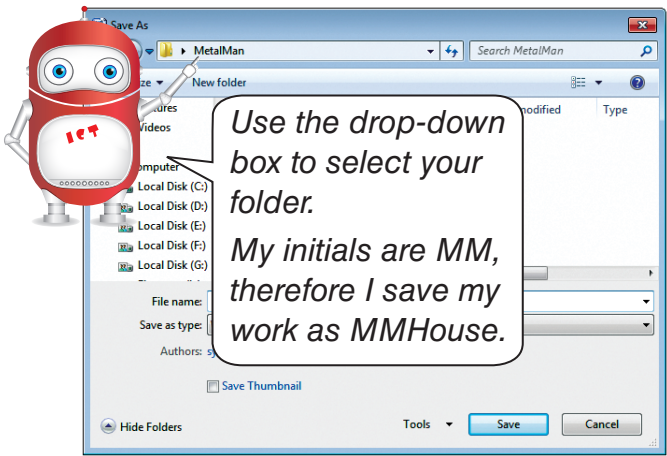
Try these sentences in your computer. Don't put a space before the full stop. Put the space after it.

1.5 Save


Learning Objectives: 1, 3, 4

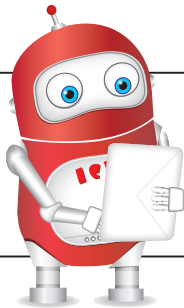
Save


- Write a sentence about your house.
My house has a nice garden.
- Ask your teacher to create a folder on the desktop of the computer for you (using your name) if you have not got one.
- Click  to save your work.
- Select your folder.
- Give your work a name you can easily remember (e.g. MMHouse) and click .






Carry on working

- Write more sentences about your house.
- Every few minutes click  to save your work.



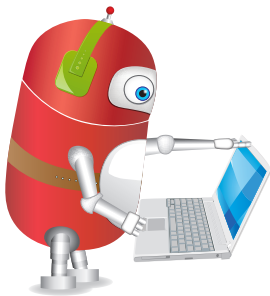
Click  to save your work when you have finished.

A new piece of work



- Click  to start a new piece of work.
- Write a sentence about a friend.
My friend Asif has brown hair.
- Click  after the sentence.
- Make sure you select your folder each time you are saving your work. Type **MyFriend** as the filename.
- Click .
- Write two more sentences.

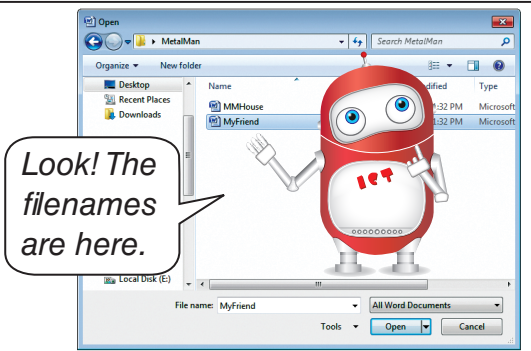
- **Asif has two sisters.**
My friend Asif is very nece.
- Click .

Type with the spelling mistake **nece**. You will learn how to correct it later.



Open your saved work

- Click .
- Choose the file you want to work on.
- Click  or double-click the file to open it.

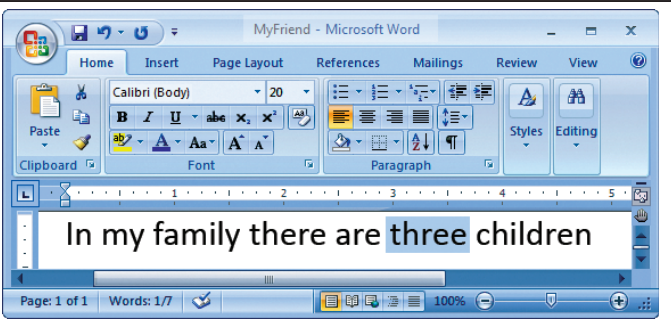
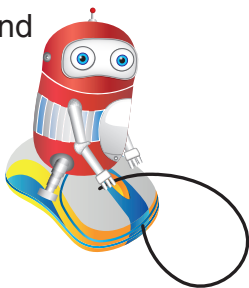


Learning Objectives: 2, 3, 5

Select text

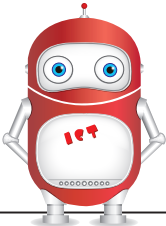
- Click the cursor next to the word or the text you want to select and drag across it.

Double-click to select a word.
Triple-click to select a line.

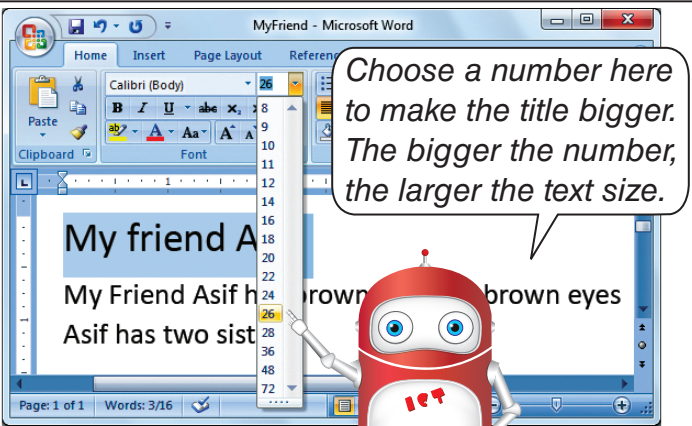


Add a big title

- Open the file **MyFriend** that you have saved in the previous exercise.
- Type a title on the top line.
My friend Asif
- Triple-click the title to select it.

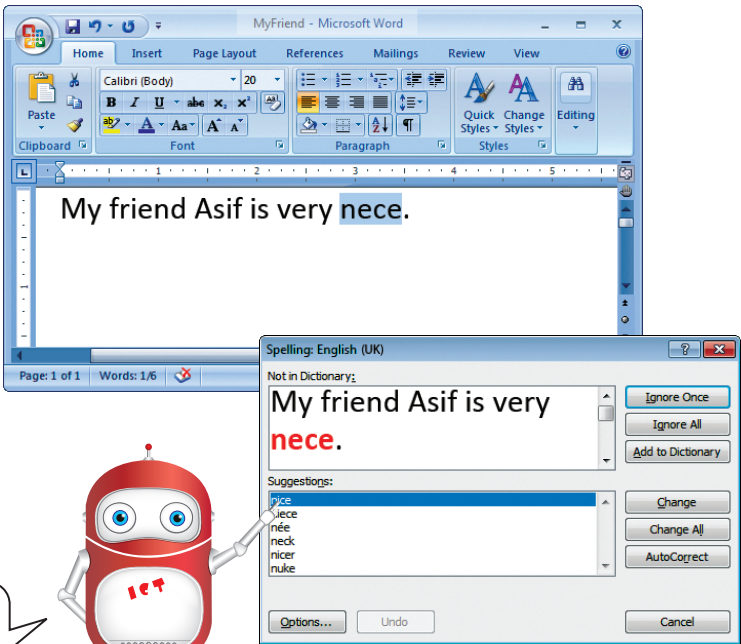


Make sure it is highlighted!



Checking spelling

- Click the Review tab.
- Click . This checks your spelling and find words that are spelt incorrectly.
- Some words like names are spelt correctly, but the computer doesn't know them. Click **Ignore All** if your spelling is correct.
- The word **neces** was detected as a spelling mistake.
- nice** was highlighted as a suggested replacement.
- Click **Change** to accept and change.



Choose the best suggestion here.



1.6 Writing poems

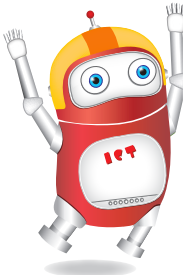
Learning Objectives: 1, 2


Counting rhyme

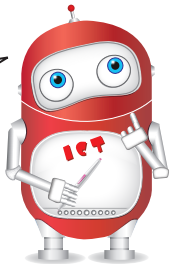
- Copy this poem:

Snake rhyme

One, two, three, four, five,
Once I caught a snake alive.
Six, seven, eight, nine, ten,
I let go of it again!



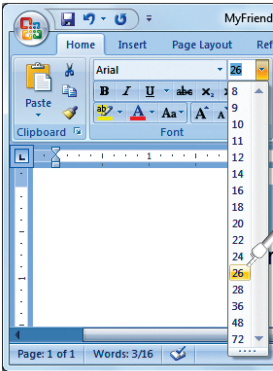
Tap  at the end of each line to move the cursor to a new line.



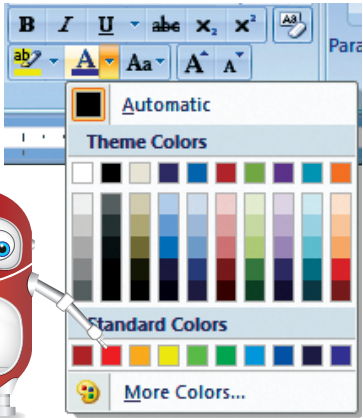
Remember to use a capital letter at the start of a line.

Change the title

- Triple-click to select the title.






Click a number here to change the size of the title.








Click here to change the colour.

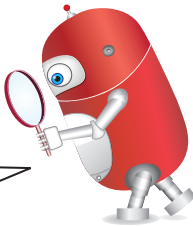
Align the title

- Triple-click to select the title.
- Click  to align the title to the right.
- Click  to align it back to the left.
- Click  to align it to the middle.

Print preview

- Click  to open Office menu.
- Hover the cursor  over the  to see the  **Print Preview**.

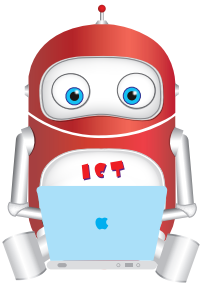
You can click directly on  to see the print preview.





Snake rhyme

One, two, three, four, five,
Once I caught a snake alive.
Six, seven, eight, nine, ten,
I let go of it again!

Print preview shows what your work will look like when it is printed.



- Click  to save your poem.
- Click  to print a copy of the poem.

1.7 Changing a story

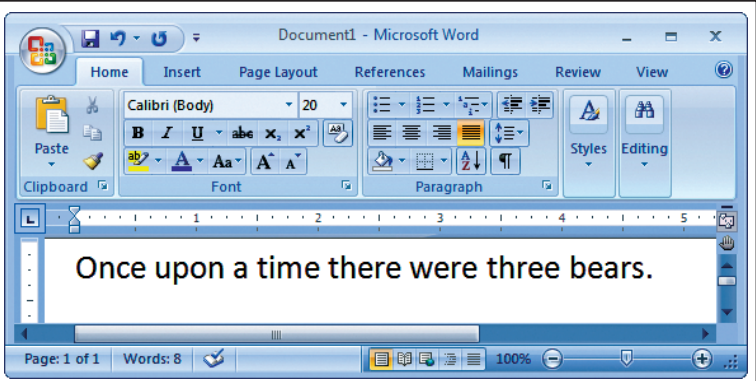
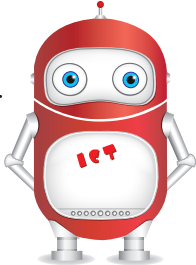
Learning Objective: 2

Insert a word

- Here is the start of a story. Type it.

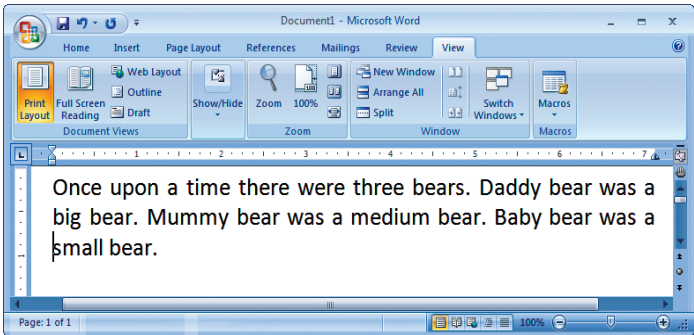
Once upon a time there were bears.

Click the cursor before the word **bears** and type **three**.



Auto word wrap

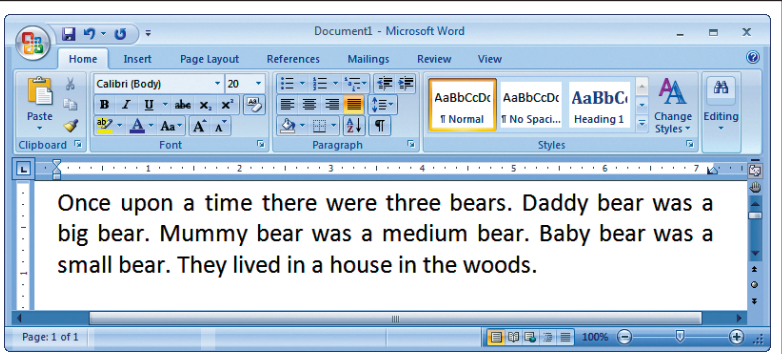
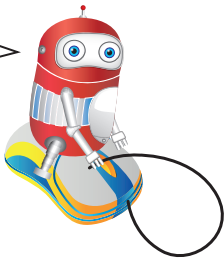
- Do not tap . Tap the space bar once and continue to type the next sentence of the story. When the line reaches the end, Word will automatically bring the cursor to the next line.
Daddy bear was a bear. Mummy bear was a bear. Baby bear was a bear.
- Add these words as shown:
big, medium, small.



Change a word

- Now add this sentence:
They lived in a cave in the woods.
- Type the word **house**. This replaces the word **cave**.

Double-click the word **cave** to select it.



Change another word

- Add this sentence:
Mummy bear made some food.
- Double-click the word **food**.
- Change it to **porridge**.
- Look for another word: **woods**.
- Change it to **jungle**.

