

Technology Unit of Practice (UOP)

Level: K-12 Massachusetts Teachers

Curriculum Area: Technology Standard A

Specific Unit: **Basic Editing & Formatting with Microsoft Word**

Date: November 29, 2005

Duration: 1 (60 min.) class

Standard: Standard A–Early Technology. This standard comes from the Massachusetts Technology Self Assessment Tool for teachers at http://www.doe.mass.edu/edtech/standards/sa_tool.html.

Mastery Level: Standard A1.30. Use basic editing and formatting features of a word processing program (e.g., centering, spacing, fonts and styles, enter and edit text, copy and paste, manipulate fonts, use writing tools and insert clip art.)

Tools and Materials: Microsoft Word, Web Browser, and Instruction Sheet.

Tasks: Open Microsoft Word and your Web Browser. Copy text from your school Web site and paste it into a new Word document. Edit and format the text according to the instruction sheet. Save.

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Discussion

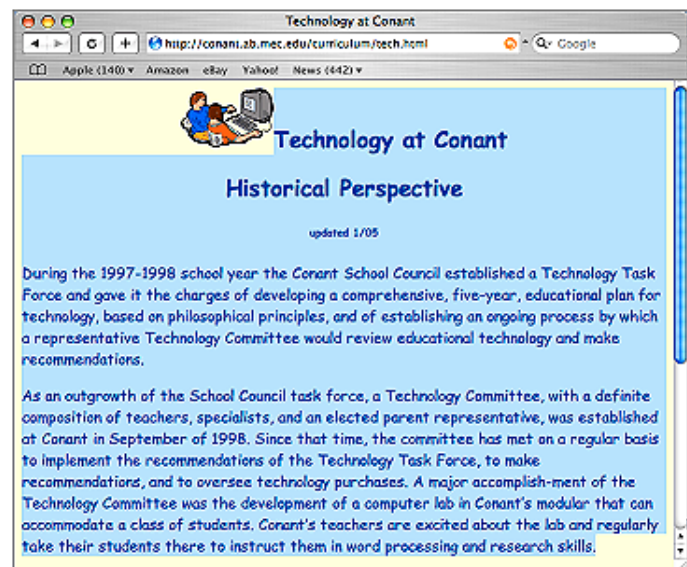
The Technology Integration & Instruction department offers workshops to teachers who want to learn computer-related tasks while earning Professional Development Points (PDPs). This Intro to MS Word workshop was offered at Conant School in the fall of 2005. The workshop was designed for teachers without previous Microsoft Word experience.

Note: At the beginning of class, we distributed an instruction sheet. During the lesson, we walked through the steps on the instruction sheet and displayed the results on an overhead projector. At the end of class, the teachers saved the files and participated in a Q & A session.

Lab Instructions

Before class, set up the projector and walk through the lesson. At the beginning of class, distribute an attendance sheet, so teachers can get PDP credit.

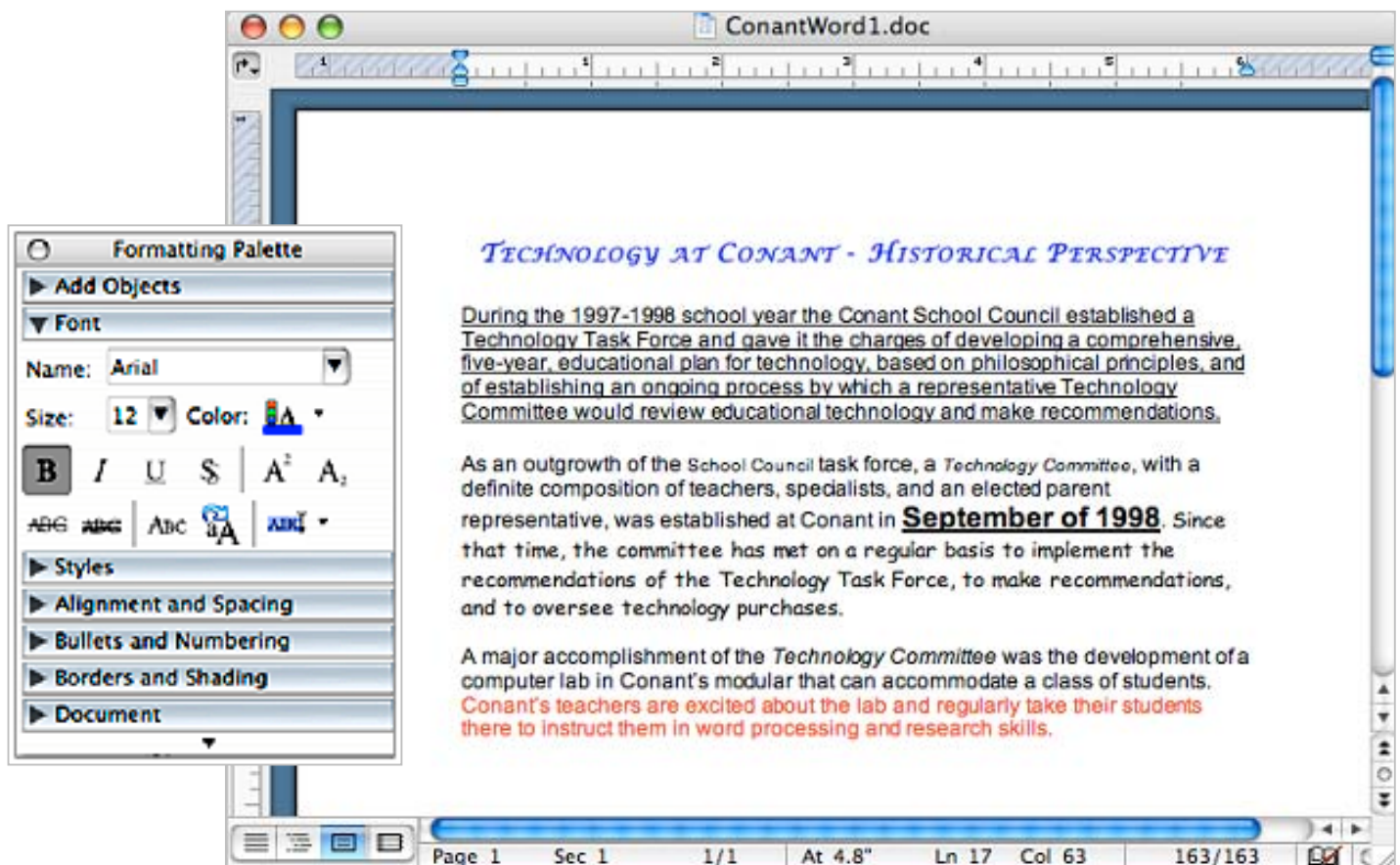
1. Ask teachers to log on.
2. Open two programs (Microsoft Word and Internet Explorer or Safari).
3. From the browser window, open the school Web site, in this case, the Conant Home page at <http://conant.ab.mec.edu/>.
4. Scroll down and click the [Curriculum](#) link, then click the [Technology](#) link.
5. Highlight (click and drag) the title and the first two paragraphs. Do not highlight the picture.
6. Copy the text from the Web site using **Edit>Copy** or [apple c].
7. Paste the text into the blank Word document using **Edit>Paste** or [apple v].
8. Save the document as *ConantWord1.doc*.



9. Select all the text using **Edit>Select All** or [apple a].
10. **View>Formatting Palette**, then change the font to Arial, Size 12, color black.
11. Delete the following text at the top of the page, *updated 1/05*.
12. Highlight the first paragraph and underline the text.
13. Search for text using **Edit>Find** or [apple f] and format according to Table 1.
14. Save your document using **Edit>>Save** or [apple s].

Table 1. Formatting Instructions

Find this text...	Change the text, as follows...
"make recommendations."	Add a [return] at the end to show the paragraph break.
"School Council" in the 2 nd paragraph	Make the font size 10.
"Technology Committee" in the 2 nd paragraph	Make the font size 10 and style <i>italic</i> .
"September of 1998"	Make the font size 16 and the style bold and <u>underlined</u> .
Sentence starting with "Since that time"	Use font face Comic Sans.
Sentence starting with "A major accomplishment"	Precede it with two [returns] to start a new paragraph.
"accomplish-ment"	Delete the hyphen.
"Technology Committee" in the 3 rd paragraph	Make the style <i>italic</i> .
Sentence starting with "Conant's teachers are"	Make the font color red .
"Technology at Conant Historical Perspective"	Make the text fit on one line, add a hyphen after Conant, and use any font, style, color and size you like.



Conant Microsoft Word Workshop – Formatting Instructions

1. Open a new MS Word document.
2. Go to the Conant Home page.
3. Go to **Curriculum>Technology**.
4. Highlight and copy the first two paragraphs including the headline. Do not copy the picture.
5. Paste this selection into the Word document.
6. In Word, select all the text and change to Arial font, size 12, color black.
7. Delete the line at the top of the page: “updated 1/05.”
8. Highlight the first paragraph and underline the text. Use the Return key at the end of the paragraph to add white space.
9. In the second paragraph, go to **Edit>Find** and find the phrase “School Council.” Change the font size to 10. Find the phrase “Technology Committee” and change it to font size 10, italic.
10. Find the phrase “September of 1998” and change it to bold, font size 16, underlined.
11. Find the sentence “Since that time...” and change the font to Comic Sans.
12. Find the sentence “A major accomplishment...” and use the Return key twice, to make this the beginning of a new paragraph.
13. Change the spelling of “accomplish-ment” to “accomplishment.”
14. Find the phrase “Technology Committee” in the third paragraph and make it italic.
15. Find the sentence “Conant’s teachers are excited...” and change the font color to red.
16. Make the title fit on one line; put a hyphen between the phrases:
Technology at Conant - Historical Perspective
17. Highlight the title and change the font, size, color, and style to whatever you like.
18. Save your document.