Design Document: MS Word – Formatting Documents

Class Description

Learn how to format and align text, apply bullets or numbers, and adjust spacing within your Word documents in this class.

**Curriculum Track**

Microsoft Tools

**Audience**

Adults

**Course Length**

90 minutes

**Training Method**

Instructor-led hands-on

**Purpose**

To introduce participants to the basic formatting features of Microsoft Word 2013

Equipment Requirements

Projector and projection screen, computers with internet connections for instructor and participants, laser pointer (recommended)

Software Requirements

Windows 7, Microsoft Word

Material Requirements

Pens or pencils, presentation, activity sheets, *Resume 1* Practice File, *Resume 1* Practice File Key, *Resume 2* Practice File, handouts, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Insert bullet points and numbers into a document
* Change the font and font size of text in a document
* Bold or italicize text in a document
* Adjust the line spacing & alignment of text in a document

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

**Agenda (2 mins)**

* Outline the following topics that will be covered in the class:
  + Review
  + **Home** tab > **Font** tab
  + **Home** tab > **Paragraph** group

**Topics, Talking Points, and Activities (85 mins)**

* Review
  + Explain the following terms again, as a reminder, while you display the graphic on the PowerPoint slide:
    - * **The Ribbon**: The area at the top of the screen where commands are organized into **Tabs**, icons, and **Groups**
      * **Tabs**:The areas within the Ribbon where like features are organizes. The seven main tabs include **Home**, **Insert**, **Page** **Layout**, **References**, **Mailings**, **Review**, and **View**
      * **Groups**: The areas within tabs where related task functions—like adjusting the **Page** **Setup**—are organized
* **Home** tab > **Font** group
* Do a live demo using a blank document, *Resume 1* Practice File, or *Resume 2* Practice File
* Explain to participants that when they open Word, they will be on the **Home** tab because it’s the default tab for the program
* Tell participants that this training will focus on the **Font** and **Paragraph** groups; advise them that you will be covering other groups in subsequent classes
* Share that the **Home** tab includes five groups, as follows:
* **Clipboard**: contains options forcopying and pasting text and images
* **Font**:contains options for formatting text
* **Paragraph**:contains options for aligning, indenting, spacing, bulleting, and numbering text
* **Styles**:contains options for applying pre-existing styles to text
* **Editing**:contains options for finding, replacing, and selecting objects and text
* Explain that next, you will spend time focusing on the buttons and features that are included in the **Font** group, as listed below:
* **Font**: The button that allows you to change the style of the letters. To change the font, users should follow these steps:

1. Highlight the desired text or click at the beginning of a blank document
2. Click on the down arrow in the **Font** drop-down list
3. Scroll down through the list of available options
4. Click on a font to apply it to the text

* **Size**: The button that allows you to make your text bigger or smaller. To change the font size, users should follow these steps:

1. Highlight the desired text or click at the beginning of a blank document
2. Click on the down arrow in the **Font Size** drop-down list
3. Scroll down through the list of available options
4. Click on a font size to apply it to the text

* **Bold**: The button that allows users to emphasize text by darkening it. To bold text, users should follow these steps:

1. Highlight the desired text or click at the beginning of a blank document
2. Click on the **B** button in the **Font** group
3. To un-bold text, simply repeat steps 1 and 2

* **Italic**: The button that allows users to emphasize text by slanting it. To italicize text, users should follow these steps:

1. Highlight the desired text or click at the beginning of a blank document
2. Click on the ***I*** button in the **Font** group
3. To de-italicize text, simply repeat steps 1 and 2

* **Underline**: The button that allows users to emphasize text by underlining it. To underline text, users should follow these steps:

1. Highlight the desired text or click at the beginning of a blank document
2. Click on the down arrow to the right of the **U** button in the **Font** group
3. Scroll down through the list of available options
4. Click on the desired line style to apply it to the text
5. To remove an underline from text, simply repeat steps 1 and 2

* **Strikethrough**: The button that allows users to put a horizontal line through text, or “strike” it. To strikethrough text, users should follow these steps:

1. Highlight the desired text or click at the beginning of a blank document
2. Click on the **~~abc~~** button in the **Font** group
3. To remove the strikethrough, simply repeat steps 1 and 2

* **Color**: The button that allows users to change the color of the text. To change the color, users should follow these steps:

1. Highlight the desired text or click at the beginning of a blank document
2. Click on the down arrow to the right of the in the **Font** group
3. Click on the square that contains the desired text color. If the desired text color isn’t visible, click on the **More Colors** option in the drop-down list, and then click on one of the colored hexagons shown on the **Standard** tab in the **Colors** window

* **Highlight**: The button that allows users to emphasize text by applying a highlighter effect. To highlight text, users should follow these steps:

1. Highlight the desired text or click at the beginning of a blank document
2. Click on the down arrow to the right of the in the **Font** group
3. Click on the square that contains the desired text color to apply it to the text

* **Text Effects**: The button that allows users to apply effects to text, such as **Outline**, **Shadow**, **Reflection**, and **Glow**. To apply text effects, users should follow these steps:
  1. Highlight the desired text or click at the beginning of a blank document
  2. Click on the down arrow to the right of the in the **Font** group
  3. Click on the desired text option to apply it to the text
* **Change Case**: The button that allows users to change text to upper or lowercase and well as to apply common types of capitalization. To change the case, users should follow these steps:
  1. Highlight the desired text or click at the beginning of a blank document
  2. Click on the down arrow to the right of the in the **Font** group
  3. Click on the desired case option to apply it to the text
* **Clear Formatting**: The button that allows users to clear any formatting they’ve applied to the text. To clear the formatting, users need only to click the button in the **Font** group.

**ACTIVITY:** Have participants complete **Activity #1** on the *Activity Sheet*. Trainer should do a live demonstration of all steps to review with participants after they complete the activity

* **Home** tab **> Paragraph** group
  + Do a live demo using a blank document, *Resume 1* Practice File, or *Resume 2* Practice File
  + Explain the following buttons to participants in the **Paragraph** group as you show the steps for using each one:
    - **Bullets**: The button that allows users to create a bulleted list for text. To apply bullets, users should follow these steps:
  1. Highlight the desired text or click at the beginning of a blank document
  2. Click on the down arrow to the right of the in the **Paragraph** group
  3. Click on the desired text option to apply it to the text

**NOTE:** To create more bullet levels (second, third, etc.), highlight the text and press the **Tab** button on the keyboard

* 1. To remove bullets, simply highlight the text and click on the button again.
     + **Numbering**: The button that allows users to create a numbered list for text. To apply numbers, users should follow these steps:
  2. Highlight the desired text or click at the beginning of a blank document
  3. Click on the down arrow to the right of the in the **Paragraph** group
  4. Click on the desired text option to apply it to the text

**NOTE:** To create more number levels (second, third, etc.), highlight the text and press the **Tab** button on the keyboard

* 1. To remove bullets, simply highlight the text and click on the button again
     + **Multilevel List**: The button that allows users to apply a multilevel list of bullets, numbers, or letters to text. To apply a multilevel list, users should follow these steps:
  2. Highlight the desired text or click at the beginning of a blank document
  3. Click on the down arrow to the right of the in the **Paragraph** group
  4. Click on the desired text option to apply it to the text
  5. To remove bullets, simply highlight the text and click on the button again.
     + **Decrease Indent**: The button that allows users to move text closer to the left margin. To decrease the indent, users should follow these steps:
  6. Highlight the desired text or click at the beginning of a blank document
  7. Click on the in the **Paragraph** group
     + **Increase Indent**: The button that allows users to move text closer to the right margin. To increase the indent, users should follow these steps:
  8. Highlight the desired text or click at the beginning of a blank document
  9. Click on the in the **Paragraph** group
     + **Sort**: The button that allows users to arrange a selection of text in alphabetical or numerical order. To sort, users should follow these steps:
  10. Highlight the desired text or click at the beginning of a blank document
  11. Click on the in the **Paragraph** group
      + **Show/Hide**: The button that allows users to show paragraph marks and other hidden formatting symbols. To show or hide formatting, users should follow these steps:
  12. Highlight the desired text or click at the beginning of a blank document
  13. Click on the in the **Paragraph** group
  14. To remove the formatting marks, simply click the button again.

**NOTE:** **Show/Hide** will not show hidden formatting symbols when printed

* + - **Align Text Left**: The button that allows users to align text with the left margin. To align text text left, users should follow these steps:
  1. Highlight the desired text or click at the beginning of a blank document
  2. Click on the in the **Paragraph** group
     + **Center**:The button that allows users to center text on the page. To center text, users should follow these steps:
  3. Highlight the desired text or click at the beginning of a blank document
  4. Click on the in the **Paragraph** group
     + **Align Text Right**:The button that allows users to align text with the right margin. To align text right, users should follow these steps:
  5. Highlight the desired text or click at the beginning of a blank document
  6. Click on the in the **Paragraph** group
     + **Justify**: The button that allows users to distribute text evenly between the left and right margins. To justify text, users should follow these steps:
  7. Highlight the desired text or click at the beginning of a blank document
  8. Click on the in the **Paragraph** group
     + **Line and Paragraph Spacing**: The button that allows users to choose how much space appears between lines of text and paragraphs. To adjust line or paragraph spacing, users should follow these steps:
  9. Highlight the desired text or click at the beginning of a blank document
  10. Click on the down arrow to the right of the in the **Paragraph** group
  11. Click on the desired spacing option to apply it to the text
      + **Shading**: The button that allows users to apply color to the area behind a text selection, a paragraph, or a table cell. To apply shading, users should follow these steps:
  12. Highlight the desired text or click at the beginning of a blank document
  13. Click on the down arrow to the right of the in the **Paragraph** group
  14. Click on the square that contains the desired color to apply it to the text, paragraph, or table cell
      + **Borders**: The button that allows users to add or remove borders from a text selection. To apply borders, users should follow these steps:
  15. Highlight the desired text or click at the beginning of a blank document
  16. Click on the down arrow to the right of the in the **Paragraph** group
  17. Click on the desired border option to apply it to the text
  18. To remove a border, simply repeat steps 1-3, but when you get to step 3, select the **No** **Border** option

**ACTIVITY:** Have participants complete **Activity #2** on the *Activity Sheet*. A completed *Resume* *1* Practice File Key is available for the trainer, if needed

**ACTIVITY:** Have participantswho complete **Activity #2** early begin working on **Activity #3** using the *Resume 2* PracticeFile.

**Wrap Up/Closing (3 mins)**

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving