

## Lesson 2: Introduction to Microsoft Word

### UCR Teach to Learn

- Review from last week:
  - What is hardware and software?
  - What are applications?
  - The operating system being used in the lab.
  - We introduced the Internet and Email.
  - Our lesson today is on Microsoft Word.
  
- Microsoft Word – Before starting a Project:
  - Starting up Word – talk about the start menu, desktop shortcuts.
  - How to save a word document?
  - How to retrieve a saved document?
  - Talk about file and directory structure, good file names.
  
- What can you do using Word?
  - Create letters, resumes, essays, etc.
  - Create flyers, newsletters, embed graphics in the document.
  - Store notes, lists, etc.
  - Many other uses for it.
  
- Comparable to typewriters – why is this better?
  - Ability to edit/update things.
  - Easy to correct mistakes – insert/delete text using the mouse/arrow keys.
  - Saves time, you can reproduce as many copies of a document as you want.
  - Spelling and grammar check.
  - Easy to format text, change font type/size/color.
  
- Basic Tricks/Tips:
  - Cutting and pasting text.
  - Talk about indenting, italics, bold and underline text.
  - Bullets and numbering.
  - Changing fonts – background and foreground colors.
  - Inserting tables and text boxes.
  - Using clipart and other graphics.
  
- Possible Projects for today: (various difficulty levels)
  - 1. Write a letter to a friend, using tabs/indenting, different fonts, etc.
  - 2. Write a resume – use numbering/bullets.
  - 3. Create a flyer that advertises some event.
  - 4. Create a newsletter that spans several pages.
  - 5. Any other specific projects that the students might want to do.