What is MSWord?

MSWord is a word-processing program that allows users to create, edit, and enhance text in a variety of formats. Word is a powerful word processor with sophisticated editing and formatting as well as graphic-enhancement capabilities.

Word is a good program for novice users since it is relatively easy to learn and can be integrated with language learning. Word processing has become popular due to its wide range of personal, business, and other applications. ESL learners, like others, need word processing for job search, employment, and personal purposes. Word-processing skills have become the backbone of computer-literacy skills.

The features in this section build on those discussed in the previous levels. If you are new to Word, we recommend that you read the Word section in previous levels before reading this section.

Features

SPELL CHECKER

Word checks the spelling and grammar of documents as you type. You can turn these features off if you choose to. When spell checking, Word places a red underline under every word that does not match with its spelling database. To check the spelling of a word, right-click on a word with a red underline or place the cursor anywhere on the word and click on **Tools | Spelling and Grammar** on the menu bar. You will be provided with a list of suggested words as replacements. However, if a word is underlined red, it has not necessarily been misspelled. There are different reasons why Word reports a mismatch:

- A person's name or last name
- A non-U.S. spelling (e.g., neighbour)
- No spaces between two correctly spelled words (e.g., thisis)
- No spaces after comma or other punctuation (e.g., cooking,washing)
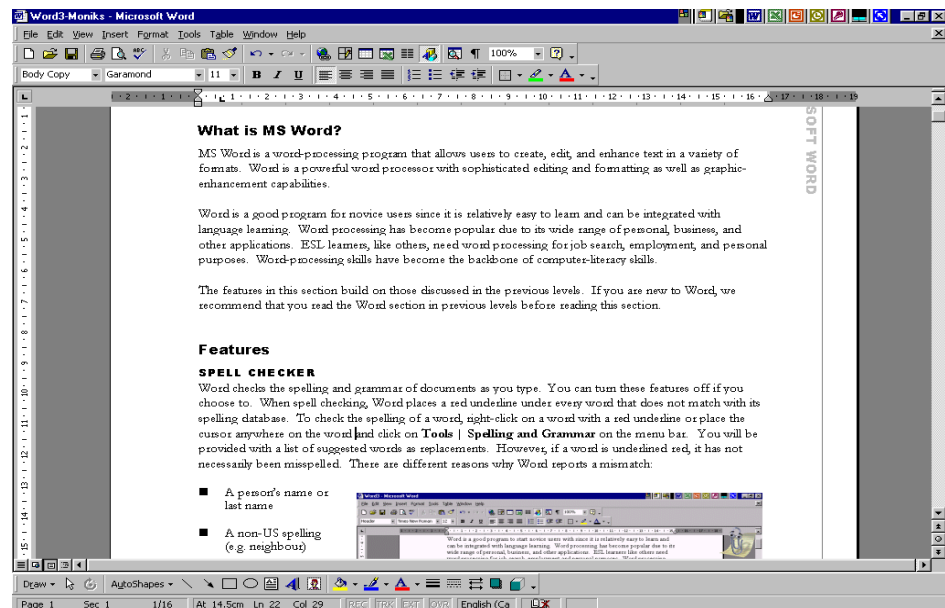
Conversely, the spell checker does not pickup some words that are spelled wrong. For example, compound words that are written with a space (e.g., drug store) or titles that should be title cased (written with capital initials) would not be underlined.

BULLETS

Bullets are used in lists. There are three types of bullets: **Bullets**, **Numbers**, and **Outlined Numbers**..
- Bullets are used to list items
- Numbers are used to list and number items
- Outlined Numbers are used to list series of related items and sub-items.

To bullet a list, highlight the list, click on **Format** | **Bullets and Numbering** to open the Bullets dialog box. Select a bullet or number style and click **OK**. To create a bulleted list as you type, click on the **Bullets** or **Numbering** icon on the Formatting toolbar and start typing. Press **Enter** when you finish writing the first item and a new bullet will appear for the next item in the list.

At this level, teach Bullets and Numbers only unless you feel that the learners' level is suitable to learn Outlined Numbers.
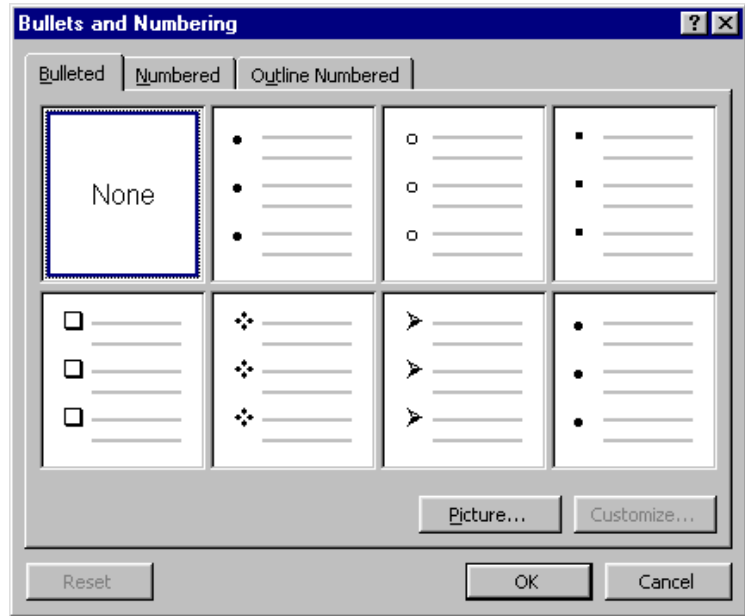
DATE AND TIME

The Date and Time function is accessed by clicking **Insert** | **Date and Time**. The "Update automatically" feature is used to update the date to the current date when opening a file. For example, if you inserted the date in a letter you wrote on January 4, 2000 and checked the "Update automatically" box, every time you open that letter, you will get the current date in the document.
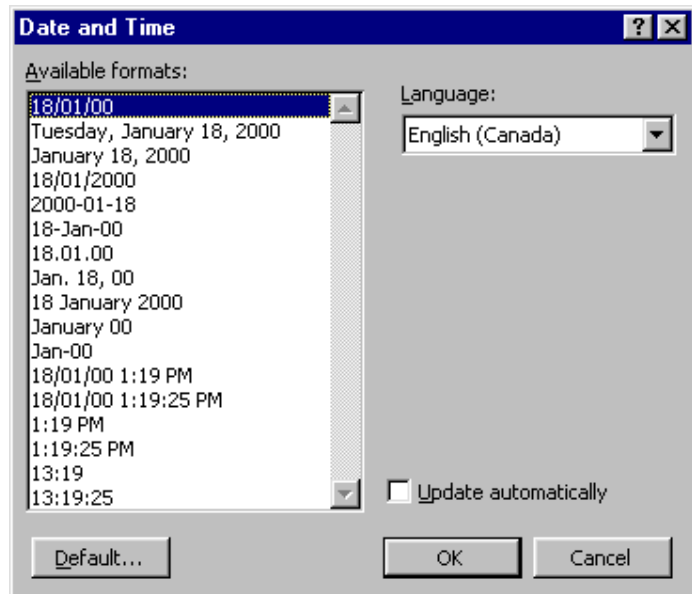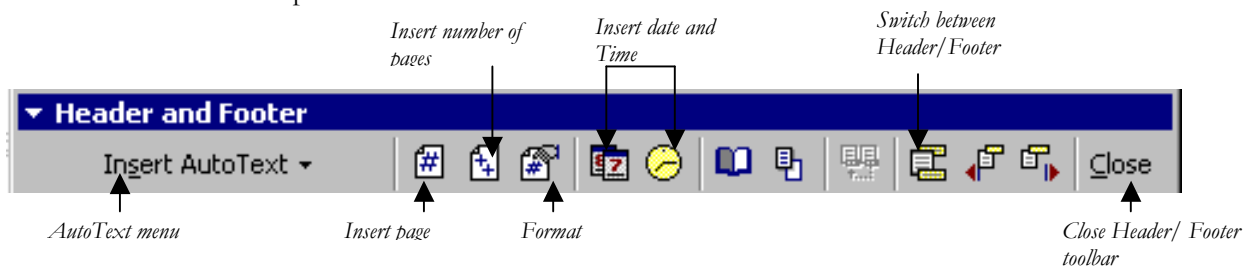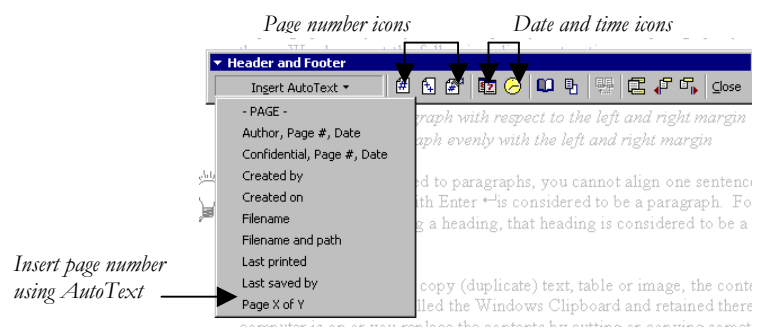
HEADER AND FOOTER

Headers and footers contain additional information such as file name, date, page number, and author's name. The header displays information at the top of a page and the footer at the bottom. Header and footer contents appear on every page unless you customize them.

Header / Footer window

Header/ Footer toolbar
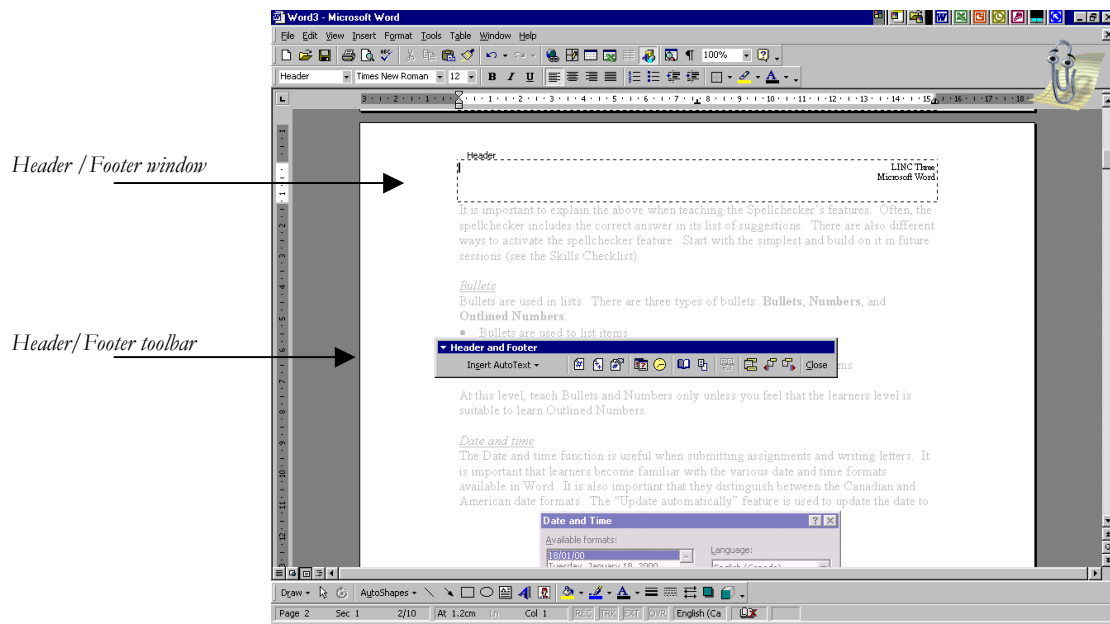
For example, you may not want the page number to appear on the first page. To access the header and footer area, you need to open the Header and Footer toolbar. Click **View** | **Header and Footer** and type in text as header or footer. The Header and Footer toolbar contains options that you can insert in the header and footer area by clicking them. For example, if you click on Insert date and time, the current date and time will be inserted at cursor position.

Insert number of pages

Insert date and Time

Switch between Header/ Footer

AutoText menu

Insert page
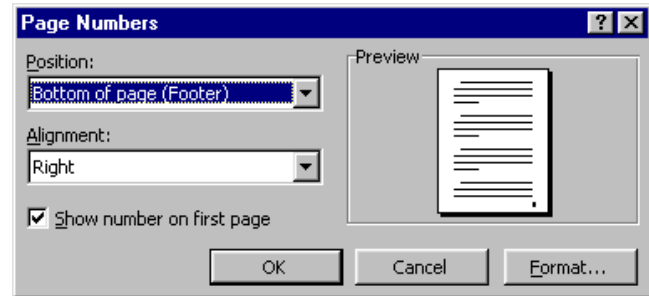
Format

Close Header/ Footer toolbar

The text in the header and footer areas is shown dimmed so that you can easily distinguish it from the rest of the document. To edit the header and footer, double-click on the dimmed text. The Insert AutoText feature can be used to insert additional information as header or footer.

Page number icons

Date and time icons

Insert page number using AutoText

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PAGE NUMBERING

Page numbering appears in the header or footer area. You can insert page numbers using the Page Numbers dialog box (click **Insert | Page Numbers**) or the Header and Footer dialog box. In the Page Numbers dialog box, you can choose the page number position and alignment (i.e., which side of the page it will appear). In the Header and Footer dialog box, you can insert a page number using the page number icons or the Insert AutoText menu.

Page Numbers

Position:
Bottom of page (Footer)

Alignment:
Right

☑ Show number on first page

Preview

[OK] [Cancel] [Format...]

JUSTIFICATION

Justifying means aligning text to the left, right, or centre of the page. These options are available on the Formatting toolbar. For example, clicking on Align Left, justifies your paragraph to the left margin. Justification is applied to paragraphs only. If you need to justify more than one paragraph, you need to select them. Word supports the following alignment options:

- **Align Left** aligns a paragraph with the left margin.
- **Align Right** aligns a paragraph with the right margin.
- **Centre** centres a paragraph between the left and right margins.
- **Justify** aligns a paragraph evenly between the left and right margins.

Since alignment is applied to paragraphs, you cannot align a single sentence in a paragraph. However, any text that is ended with Enter (↵) is considered to be a paragraph. For example, if you pressed Enter after typing a heading, that heading is considered to be a paragraph.

CUT, COPY, AND PASTE

When you cut (move) or copy (duplicate) text, a table or an image, the contents are stored temporarily in a place called Windows Clipboard and retained there as long as the computer is on, or you replace the contents by cutting or copying something else (e.g., another text or image).

- To cut or copy text, select the text and click on **Cut** or **Copy** icons on the Standard toolbar.
- To paste text, place cursor where you want to paste and click **Paste** on the Standard toolbar.

Cutting results in moving text from one place to another, whereas copying results in duplicating the text in another location. This feature comes in handy when editing text. When learners have their work proofread and returned to them, they will find that they need to move words or paragraphs around. Sometimes they need to repeat a paragraph in another file or duplicate a symbol several times.

Once you cut or copy a text or an image, you can paste it as many times as you like in different places without having to cut or copy again. Since the clipboard stores data temporarily, it is always better to use copy than cut; if you cut or copy and forget to paste, and cut something else, you will lose the original cut item!

DRAG AND DROP

Drag and drop is used to move text from one place to another. It can be taught the same time as cut and paste since it serves the same purpose. The only difference is that, unlike cut and past, the contents of what you are moving is not available on the clipboard. To move text to another location, simply highlight it and drag to the new location.

Drag and drop can be very confusing at first. Teach it with a small amount of text on the screen so that it is easy for the learners to see where the text is being moved. Have learners practise moving short text (characters or a word) as well as long text (words and sentences) to master this feature.

COLUMNS

Columns are used for brochures, newsletters, or newspaper-style text. Whether you want to create two, three, or more columns it is best to type the text first and then change it to column style, specifying the number of columns.
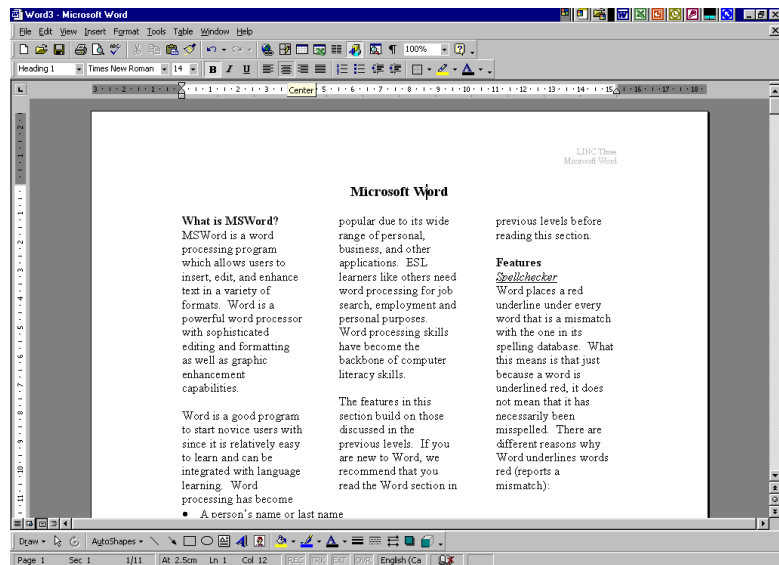
Once you have typed your text, highlight it and
■ Click on the **Columns** icon on the **Standard** toolbar and drag the Columns box to reach the desired number of columns.
■ Click **Format** | **Columns** to open the Columns dialog box. In the **Number of Columns box**, enter the number.

CURSOR MOVEMENT

Once learners start producing longer text, they need to learn how to manoeuvre around the screen more efficiently. Shortcut combinations such as Ctrl + Home or PgUp are fast ways to find what you are looking for in a long text. Using the mouse to move the cursor to the desired location is another strategy. See the Skills Checklist for extensive shortcut combinations on moving the cursor on the screen.
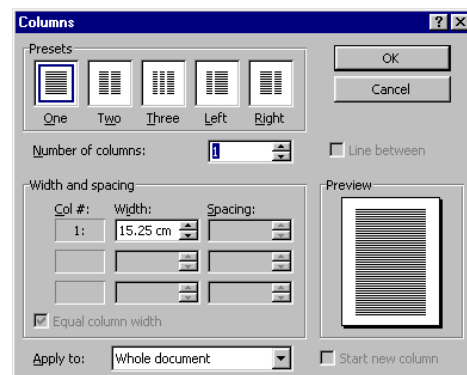
3• MICROSOFT WORD

PRINT PREVIEW

Print preview is used to view the document the way it will look when printed. It also allows you to view one, two, or several pages of a document at the same time. Click the **Print Preview** icon on the **Standard** toolbar to access **Print Preview**. It is a good idea to preview documents before printing them to troubleshoot any formatting, spacing, or other problems.
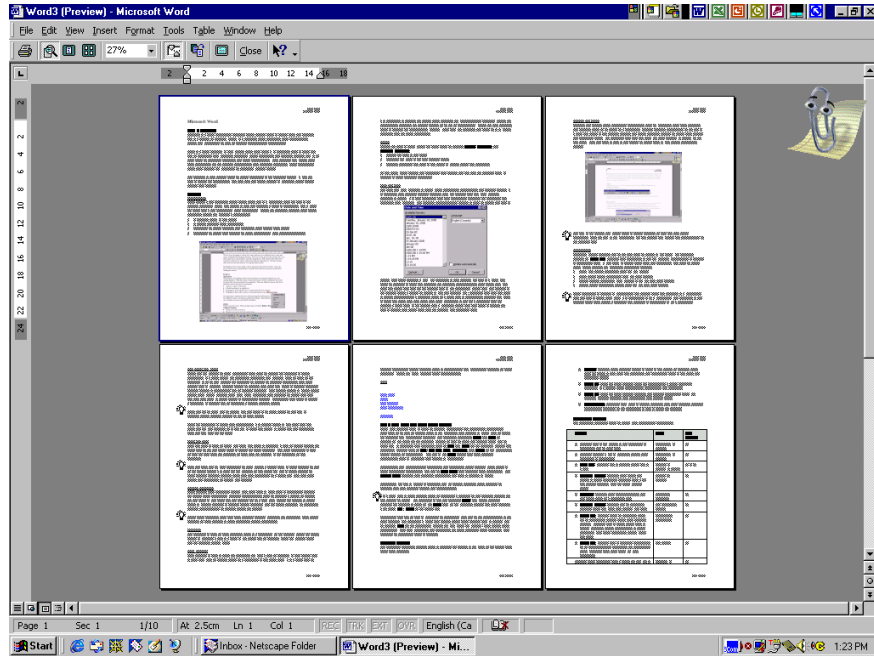
PRINT

Use the Print dialog box for sophisticated print functions such as printing specific pages or printing more than one copy of a page. The Print dialog box can be overwhelming at first, so make sure that the learners are familiar with dialog boxes before you introduce the Print dialog box. Click on **File|Print** to open the Print dialog box
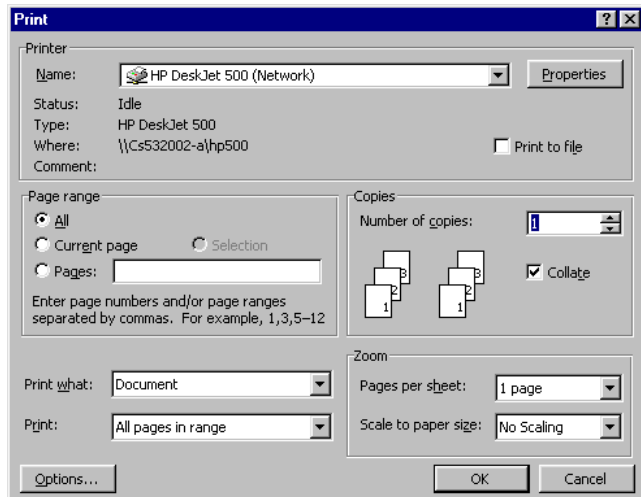
How to use Word with LINC Three learners

LINC Three learners need to have mastered the skills for the previous LINC levels before being introduced to LINC Three skills. When teaching the Spell checker's features, it is important to explain the different ways to activate the spellchecker feature. Start with the simplest and build on it in future sessions (see the Skills Checklist).

In addition to the **Spell checker**, learners should be introduced to sophisticated formatting skills such as **Bullets**, **Alignment**, **Columns**, **Header** and **Footer,** and navigation techniques such as **cursor movement** shortcuts since longer text requires more efficient movement in a document. Teach these shortcuts early and have learners practice regularly when working on long screens or other situations where applicable.

LINC Three learners should be ready to understand the concept of Windows clipboard (Cut, Copy, and Paste). Have them practise moving or copying the clipboard contents regularly.

It is important that learners become familiar with the various date and time formats available in Word. It is also important that they distinguish between the Canadian and American date formats. Make sure you explain when it would be useful to use the **Update Automatically** feature. For example, you may not want to update automatically a covering letter or a letter sent to the government because you need to know the exact date that letter was sent. However, if you are a secretary creating a mass mailing (e.g., a reminder note), you may want to update the date to the current date every time you send that reminder note.

In addition, there should be more detailed explanation of some previously learned functions such as **Print**. Learners need to learn how to access the Print dialog box and select options. They often print many times to bring a document to its final look. Using Print Preview reduces paper consumption since learners can make changes on the screen after previewing.

Other features such as **Overtype**, **Redo**, and **Page Numbering** could be covered in this level. For a comprehensive listing, see the Skills Checklist at the end of this section.

It is a good idea to reinforce the previously learned functions through new activities. For example, if you are preparing a handout for columns, make sure you include formatting tasks such as fonts and bullets. You could also include instructions regarding Print Preview to make sure learners use the functions in the preview menu. For example, "Click Print Preview on the Standard toolbar and view three pages of your document."

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Suggested activities

The following activities suggest ways to practise formatting and navigation with LINC Three learners:

1. **Cursor movement:** Create a sheet of instructions and a long file. Learners follow the instruction sheet to navigate through the instructor-made file. For example, "Move to the bottom of page 5."

   To create a long file, copy a text in a document and paste it at the bottom of the document several times to fill in as many pages as you want.

2. **Spell checking:** Learners open a previously created file (or they can simply create a new one based on the topic) and spell check all the red underlines. Provide additional instructions for them to try to locate the words that the spell checker did not pick, e.g., drug store.

3. **Drag and drop:** Learners follow instructions to drag words, phrases, sentences, and paragraphs from one place to another.

4. **Columns:** Learners follow instructions to change a one-column text to two-, three-, or four-column style excluding the title. Learners align and enhance text.

5. **Cut, Copy, and Paste:** Learners open instructor-made file containing scattered information. Using Cut and Paste, they organize information according to instructions.

6. **Keyboarding:** Introduce new keys at regular intervals and have learners practise keyboarding regularly at the beginning or end of every lab session using a typing tutor software or Word.

   Always give activities that involve keying in text, e.g., typing a letter, or answering questions on the screen. This way, learners get a chance to practise typing for real purposes. They can also use their files for practising the recently learned functions.

Curriculum-unit-related activities

The following activities relate to the LINC Three Curriculum Guidelines:

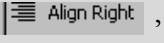| Unit	Topic	Activity
Canadian Law	Landlord-Tenant Relations	**Keyboarding/spell checking:** Learners type the note from the guidelines and follow instructions to insert and format date and time, spell checking, print preview, and print.
Canadian Society	Canadian System of Government	**Formatting:** Learners type the letter of complaint from the guidelines and follow instructions to format the letter, e.g., insert date, change font.
	The Canadian Environment	**Bullets/Cut and Paste:** Learners open instructor-made quiz with the answers listed at the top/bottom of quiz. Learners follow instructions to bullet the quiz and use cut and paste to place answers in the appropriate location.
Education	Personal Educational Experience	**Alignment:** Learners open instructor-made file containing questions about the education system in Ontario and insert answers for the questions. Learners follow instructions to change alignment, e.g., insert a title and centre it. Learners spell check and save file in own folder.
Employment	Working in Canada	**Columns**: Learners key in answers in an instructor-made simplified self-assessment form. Learners follow instructions to change number of columns and format text. Learners print work for peer correction.
Family Life	Senior Citizens	**Keyboarding/Spell checking**: Learners key in their stories and spell check their files.
Health and Safety	Nutrition and Food Preparation	**Numbering/Header and Footer**: Learners key in the menu in numbering format and follow instructions to insert header and footer, e.g., insert your name as header and file name as footer.
Media	Print Media	**Bullets**: Learners create own classified ad in bullet format and follow instructions to align and format text.

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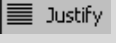
Skills Checklist for Learners		

Skills Level	Function	How to...
File Management		
1	Open Word	Insert floppy disk. Click **Start │Programs │ Microsoft Word.**
1	Open file (document)	Click **File │ Open.** In the Open dialog box, click the filename you want to open, and click **Open.** To open a file on a Floppy disk, type **A:** followed by the file name in the **File name** box, and click **Open**.
1	Save a file (document)	Choose **File │ Save**. In the File name box, type a name and click **Save**.
2	Save a file for the first time or under a new name	Choose **File │ Save As**. In the File name box, type a name and click **Save**.
1	Close file (document)	Click **File │ Close** or click ☒ on the top right corner (lower ☒) in your window. Click **Yes** or **No** if prompted to save a file.
1	Close Word	Click **File │ Exit** or click ☒ on the top right corner (upper ☒) on your window. Click **Yes** or **No** if prompted to save the open file(s).
2	Open a new or blank file (document)	Click 📄
Word Screen		
1	Hide Standard toolbar	Click **View │ Toolbars**. Check off **Standard**.
1	Hide Formatting toolbar	Click **View │ Toolbars**. Check off **Formatting**.
1	Hide Status bar	Click **Tools │ Options**. In the **Show** section, check off **Status bar** option.
1	Using the Scroll bars (Horizontal & Vertical)	Click the arrow buttons on the scroll bars to scroll through a document.
Editing		
3	Move cursor in a document	**Ctrl + Home** moves cursor to the top of the document**.** **Ctrl + End** moves cursor to end of the document. **Page Up** moves cursor to the top of the screen **Page Down** moves cursor to the bottom of the screen. **Home** moves cursor to the beginning of a line. **End** moves cursor to the end of a line**.** **Ctrl + ➜** moves cursor one word to the right.

Skills Level	Function	How to...
1	Move cursor in a document	**Ctrl +** ← moves cursor one word to the left. **Up arrow** ↑ moves cursor up one line. **Down arrow** ↓moves cursor down one line. **Left arrow** ←moves cursor left one character. **Right arrow** → moves cursor right one character. **Double arrow button** ⬍ or ⬍ (on the vertical scroll bar) moves cursor up or down one page at a time.
1	Insert text	Move cursor to where you wish to type. Type your text.
3	Type over text in a document	**Double-click** on **OVR** on the status bar and type your text.
1	Insert a blank line	Place cursor where you want the blank line inserted. Press **Enter**.
1	Delete characters	Place cursor to the left of character(s) to be deleted. Press **Delete.**
1	Delete characters	Place cursor to the right of the character(s) to be deleted. Press **Backspace.**
2	Highlight text	Using mouse: • Place cursor at the beginning of text to be highlighted. Press the left mouse button and drag over the entire text. • **Double-click:** Highlights a word. • **Triple-click:** Highlights a paragraph. Using the keyboard: • Place cursor at the beginning (or the end) of text. Hold Shift key down and press → or (←) on the keyboard until all the text is highlighted.
2	Undo the last change	Click the **Undo** button ↶.
3	Redo	Click the **Redo** button ↷.
3	Copy & Paste	▪ Highlight text, choose **Edit** | **Copy**. Place cursor where you want the text to be copied, click **Edit** | **Paste**. ▪ Use the **Copy** 📋 and **Paste** 📋
3	Cut & Paste	▪ Highlight text, choose **Edit** | **Cut**. Place cursor where you want the text to be moved to, click **Edit** | **Paste**. ▪ Use the **Cut** ✂ and **Paste** 📋
3	Move text using the mouse (drag and drop)	Highlight text, move your pointer to the highlighted area (your mouse should look like this ⬉) . Hold down the left mouse button and drag text to new location.

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Skills Level	Function	How to...

Format Existing Text

Skills Level	Function	How to...
2	Bold	Highlight text and click [U]
2	Underline	Highlight text and click [B]
2	Italicise	Highlight text and click [I]
2	Change Font and Font Size	■ Highlight text. Select **Format** | **Font**. Choose **Font**, **Font style**, **Size**, **Underline**, **Color**, or **Effects**. Click **OK**. ■ Click **Font** | **Font Size** buttons on Formatting toolbar.
2	Change case	Highlight text, click **Format** | **Change Case**, select an option, and click **OK**.
3	Alignment	Place cursor anywhere in the paragraph. Click on [Align Right], [Center], [Align Left] or [Justify] buttons on the Formatting toolbar.

Additional Formatting

Skills Level	Function	How to...
3	Insert Columns	■ Click **Format | Columns.** Select Number of Columns, Width and Spacing, click **OK**. or click **Columns** [▤] ■ Click **Columns** [▤] and drag the mouse to reach the desired number of columns.
	Change number of columns	■ Highlight Columns. Click **Format** | **Columns**. Enter new number in Number of Columns and click **OK**. ■ Click **Columns** [▤] and drag the mouse to reach the desired number of columns.
3	Insert Header and Footer	■ Click **View** | **Header and Footer**. Type in header. ■ Click **Switch Between Header and Footer** and type in footer. ■ Click on other icons to select options and click **Close**. ■ Click **File** | **Page Setup**. Click **Layout** Tab. Check off options in Headers and Footers section and click **OK**.
3	Insert bullets or numbers	■ Click on **Numbering** [⋮≡] or **Bullets** [⋮≡] buttons on Formatting toolbar. ■ Click **Format** | **Bullets and Numbering**. Select new bullet or number, click **OK**.
	Customizing bullets or numbers	■ Click **Format** | **Bullets and Numbering**. Select bullet or number. Click **Customize**. Choose Bullet to select a character as bullet, choose Font to change bullet font, select or type in new Bullet Position or Text Position and click **OK** to go back to main bullet menu. Click **OK** to exit.