

Curriculum Resource

Introduction to Word Processing

OALCF Alignment

Competency	Task Group	Level
Competency A -Find and Use Information	A1. Read continuous text	1
Competency B - Communicate Ideas and Information	B2. Write continuous text	1
Competency D - Use Digital Technology	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.

Goal Paths (check all that apply)

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

Embedded Skills for Success (check all that apply)

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

Notes: Can be broken into two parts, each used separately: MS Word and Google Docs.

Introduction to Word Processing

What is Word Processing?

Word processing programs like Microsoft Word and Google Docs allow you to **write documents** like letters and resumes on a computer. You can do things like:

- ✓ Prepare your resume and cover letter for your next job application.
- ✓ **Save drafts** of your work so that you can come back later.
- ✓ Use online word processors for **free!**



You can use MS Word and Google Docs on any public or personal computer.

Goals of this Resource

This resource introduces you to two **free, popular** word processors: MS Word and Google Docs. It will:

- ❖ Show you the main features of both MS Word and Google Docs.
- ❖ Show you how to use free versions of both by setting up an account.
- ❖ Point out important differences between the two programs and other key tips.
- ❖ Provide you with some practice activities to make sure you're on the right track.

What are the Main Features of Word Processors?

Both MS Word and Google Docs allow you to do similar things:



- ✓ **Write** documents using different colours and text styles, known as *fonts*.
- ✓ **Save** documents to return to later.
- ✓ **Print** documents so that you have a paper copy.

Other Key Things in Common

- ❖ To use the free versions of both MS Word and Google Docs you must **create an account** or **sign in** to an existing account.
- ❖ Also, both MS Word and Google Docs **save your work** as you type, so you won't lose anything!

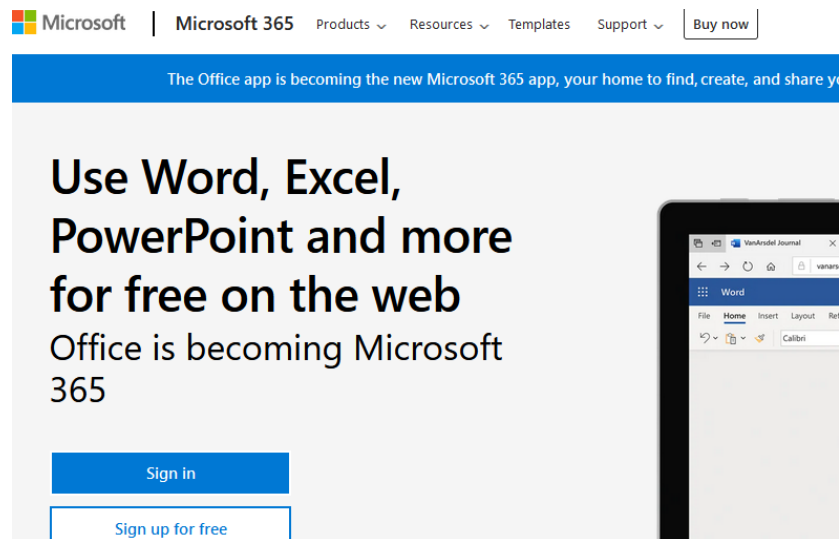


Now let's get started learning about **MS Word** and **Google Docs**!

MS Word

1. Creating an Account

Type “free MS Word” into your search engine (like Google or Yahoo) and choose “Free Microsoft Office Online.” You will arrive at a screen that looks like this:



Click sign up for free. You will then be asked to choose a username and password.

Quick Tip:

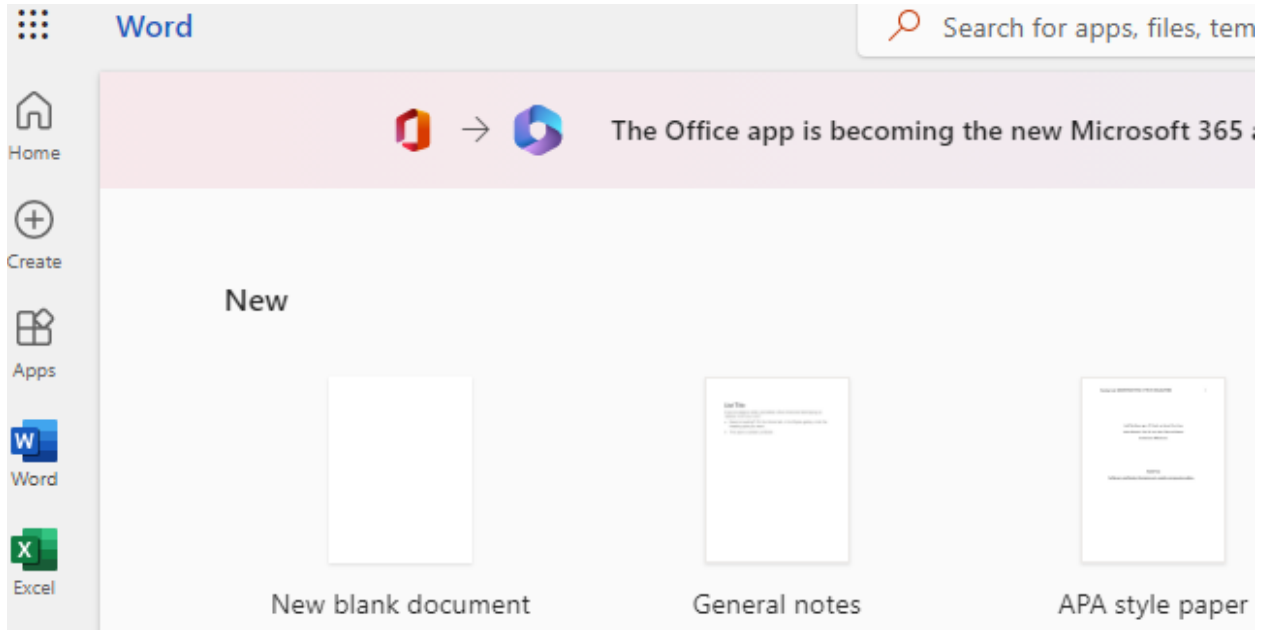
- ❖ The username will need to include the name you choose and **@outlook.com**

Once you are signed in, you will arrive at the **MS Office** homepage.

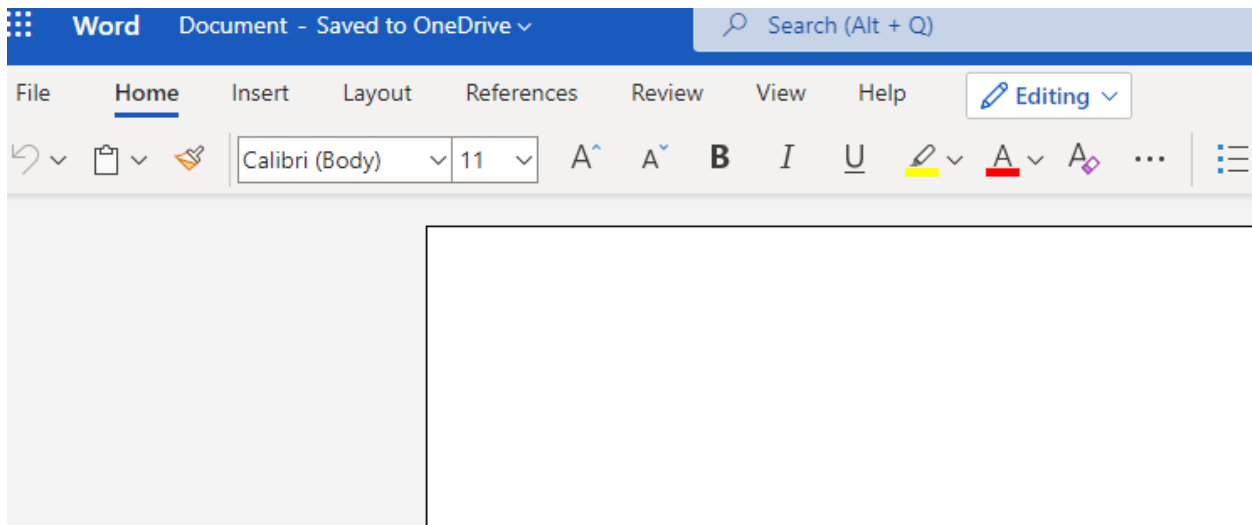
Click the MS Word icon  and you will arrive at MS Word.

2. Getting Started with MS Word

The homepage for MS Word looks like this:

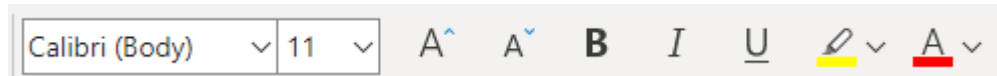


Click **“New blank document”** and you will be able to begin creating your document on a page that looks like this:



Choosing Fonts, Styles, and Colours

Let’s consider the “menu bar” which runs along the top. You don’t need to know all the buttons on the menu bar, but some change the colour, size and text style—or *font*—of what you type:



If you click the down arrow in the first box, you will be given options for different styles of font.

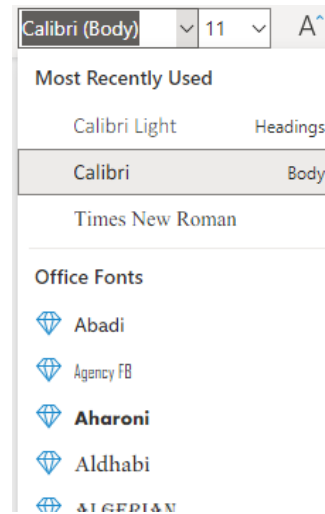
There are dozens of different kinds listed in alphabetical order.

Here are some of the most popular:

Arial is very easy to read.

Times New Roman is professional looking for use on resumes.

There are also fancy styles like Lucida Handwriting.

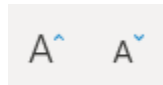


If you click the down arrow in the second box, you can adjust the font size.

The bigger the number you click, the **bigger the font**.

Bigger font sizes should be used to write titles on **resumes** and other important documents.

The next two buttons



adjust font size up or down with just one click.

- ❖ The bold button **B** makes the text thicker and darker so it stands out.
- ❖ The italics button *I* makes the text slant so it stands out a different way.
- ❖ The underline button U underlines text.

Both the **bold** and *italics* buttons can be used to make things stand out in a resume. The underline button could be used to point things out in a letter to someone. Or you could use one of these buttons:



The first highlights the text in **different colours**. The second changes the colour of the **text itself**. When you click the down arrows, you will be given various colour options.

Quick Tip:

For all the buttons discussed above, you will need to hold down the left mouse button and scroll your cursor over the text that you want to change. The selected text will be highlighted in grey. It can then be changed by clicking the buttons:

Quick Tip

Quick Tip

Quick Tip

Quick Tip

Quick Tip

Quick Tip

Correcting Mistakes

Now that you have begun writing, it's time to point out the **most important** button of all, the **UNDO** button:



This button helps you to correct mistakes. It also lets you get your work back if you accidentally delete it. When you click **Undo**, it will “**undo**” the **last changes you made**. If you keep clicking Undo, it will undo the change you made before that, and then the one before that, and so on.

You can also easily correct mistakes by using the “**backspace**” or “**delete**” buttons on your keyboard. They are both usually located in the top right corner.

Using the Dictate Features

Here is another interesting feature of MS Word. If you would like to speak instead of typing, you can use the **dictate** button:




Simply click it and **say what you want to write**.

The dictate feature is helpful, but it doesn't always type everything you say correctly. You also have to say 'period', 'comma', etc. to insert punctuation into your writing.

If you use the dictate feature, be sure to check for mistakes!

Making Lists Using Bullets or Numbers

For resumes, you might sometimes want to use bullets or numbers to organize information.


Make a list by hitting the **Enter button** on the keyboard after each item on the list. Then click the bullets or the numbers button  on the menu bar at the top of your screen, and the lists will be organized like this:

- My first job.
- My second job.
- My third job.

Or like this:

1. My first job.
2. My second job.
3. My third job.

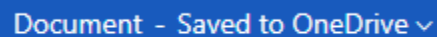
Quick Tip:

- ✓ For letters and resumes, it's also important to space your document properly.
- ✓ Before you start a new document, click the three dots  in the top right corner, and you will be given the option to change line spacing.
- ✓ Choose the **2** for double spacing.

3. Saving Your Work

The online version of MS Word saves your work as you go, but it is important that you **name your documents** so that it is easy to find them later, when you want to go back to them or print them.

To save your work, click the word **Document** at the top left:



You will be given the chance to **rename** your document. Try to give it a clear name, especially if it is something important like a resume or letter.



You will also be given the chance to change where the document is **saved**. The default is OneDrive, which means it is saved for you online in the Microsoft account that you created, and it will be there when you return.

4. Other Helpful Features

If you are having trouble seeing what you are writing, you can **make the screen bigger** user this bar on the bottom right:



This bar on the bottom left keeps track of how many **pages and words** you have written, and allows you change the language to check for spelling:

Page 1 of 1 0 words English (U.S.)

These buttons on top are also useful:

File Home Insert Layout References Review

You start on the Home option. By clicking **Insert**, you can insert pictures. By clicking **File**, you can start a **new document** or **print** the one you are working on.

Sign out by clicking on the circle with your initials in it in the top right corner. Remember to always sign out, *especially if you are using a public computer!*

Activity #1



- ✓ Create an account or sign into MS Word.
- ✓ Choose an interesting font and make a list of your favourite fruits (hit “enter” or “return” on the keyboard after each word).
- ✓ Organize the list using the “bullets” or “numbers” buttons.
- ✓ Choose your favourite fruit of all and make it **Bold**.



Google Docs

1. *Creating an Account*

Go to Google.com and click the **Google apps** symbol in the top right-hand corner of your screen. It looks like this:



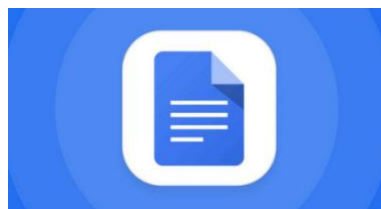
Click the **Google Docs** symbol. It looks like this:



You will be asked to sign into an existing Google account or to create one.

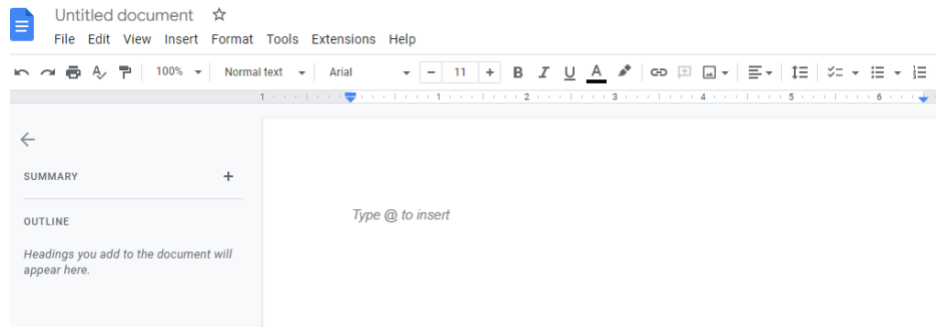
To create a new Google account:

- a. Enter your first name and last name.
- b. Choose a username and a password. **(Remember to keep these private!)**
- c. At this point, you may be asked to enter a phone number. If so, you will receive a text to that phone number with a code.
- d. **Enter the code.**
- e. You will be asked for a little more information about yourself. Then you will be taken to **Google Docs!**

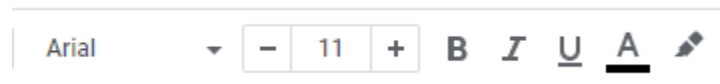


2. Using Google Docs

You will arrive at a screen that looks like this:



A quick look will show you that many of the buttons are similar to those used in MS Word:




Just like in MS Word, the first box allows you to change the **font style** and the second allows you to change the **font size**. Other similarities:

- ✓ **The bold button.** **B**
- ✓ *The italics button.* *I*
- ✓ The underline button. U

And the next two buttons allow you to change the **colour of the text** or the **colour of the highlight**:



Google Docs also has the all-important **UNDO** button  in case you make a mistake. Just click it, and it will “undo” the last changes you made.

Here are some other key SIMILARITIES in both MS Word and Google Docs

- ✓ **Spelling mistakes** are underlined in a squiggly red line:

Odg

- ✓ You can start a new document using **File**, and you can insert a picture using **Insert** at the top:

File Edit View Insert Form

- ✓ Google Docs saves your work as you go, but you should **rename** your document by clicking this (top left):

Untitled document

And here are some DIFFERENCES between MS Word and Google Docs

- ❖ Unlike MS Word, Google Docs has a **PRINT button** on the top left to print your work:



- ❖ Unlike MS Word, Google Docs has a **REDO button**, in case you change your mind about an UNDO:



- ❖ Unlike in MS Word, Google Docs has a button (top right) for **line spacing**:



3. Signing Out

When you are finished using Google Docs, you should sign out—***especially if you are using a public computer!*** To sign out, click the coloured circle with your first initial in it in the top right corner.



Activity #2

- ✓ Create an account or sign into Google Docs.
- ✓ Write a sentence or two, experimenting with fonts.
- ✓ Rename the document: ACTIVITY 2.
- ✓ Sign out, and then sign back in and find your saved work.

Review

- ❖ Now you are familiar with word processors and how they are used.
- ❖ You've also learned about two of the most common word processors: MS Word and Google Docs.
- ❖ You have a better understanding of their similarities and differences and can use the one you like best.
- ❖ You can go back to this guide any time if you want to review the steps for using word processors.

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