

Grades 2-3 Word Into/Review Lesson Sequence

DAY 1 – May or may not get through all of this on the first day, depending upon the group.

1. Creating Folders -Optional

- Double Click on My Computer
- Double Click on P drive – You’ll recognize it by your user name at the beginning followed by a \$ and the letter P at the end
- Click on the little folder in the menu bar at the top with an orange sparkle on it
- Type your first and last name – Leave space between and use capitals in right places
- Click in the white space to make the name “stick.”
- Close the windows by clicking the x in the top right corner

2. Word

- Discuss what might be the best program for typing lots of letters and words
- Open Word (not sure if will have a shortcut or will need to use Start menu)
- **NEW IN XP** – Close task pane on the right-hand side by clicking small x in upper right corner of task pane
- Review using Shift key to make capital letters.
- Review use of ONE space between words.
- Type your name, using the correct capital letters and the correct spacing
- Use your Enter key to move your cursor down 2 lines
- Type 1 sentence about you, using the correct capital letters, spacing, and punctuation. If you have done the previous lesson using *Kidspiration* or *Inspiration*, you can use these notes now to begin writing your sentences.
- Talk about highlighting – Must always tell the computer **what** you want to change and **where** to put the changes before you can tell it to **make** a change
- Highlight your name – Show how to change:
 - Size to 24
 - Make bold
 - Underline
 - Center
- Highlight your whole sentence. Show how to change:
 - Size to 9
 - Size to 72
 - Size to 14

- Font to Catsup
- Font to
- Font to Comic Sans
- Color
- Repeat again and make color change to only one word at a time by highlighting just a word – Show that double-clicking on a word highlights just that word.

3. Saving

- File > Save As > Find P drive > Open folder, if you have created them. Otherwise just save “loose” on P drive.
- Rename document with your name as the title
- Save

4. Close Word

5. Log off

DAY 2 – Actually may not get through whole list above on Day 1, depending upon group. Continue where they left off, if didn't get this far.

1 Opening Files

- Open Word
- File > Open > Find P drive > Open folder, if there are folders > Open file saved last time (named with your name)

2 Tab

- Talk about indenting a paragraph
- Show how to use Tab key to indent
- Indent your sentence from last time.

3 Positioning Cursor to Continue

- Click at the end of your last sentence
- Use 2 spaces between sentences
- Add one more sentence. Remember to use only 1 space between words.

4 Clip Art – Inserting

- Use Enter key 4 times to move cursor under words.
- File > Insert > Clip Art (called “clip art” because you used to click, or cut, it out of paper and paste it onto your paper in days before computers)
- **NEW IN XP** – Searchable – Type the word, “kids” to search for clip art.
- Choose one and double-click it to insert.

5 Clip Art – Resizing

- Demonstrate how using wrong handles distorts picture
- Demonstrate using corner handle and dragging diagonally to resize
- Make your picture smaller
- Make your picture larger
- Choose a medium size for your picture.
- Demonstrate using the green dot to rotate picture.
- Rotate your picture and then put it back to where it should be.

6 Saving Again

- File > Save As > Find P drive > Open Folder, if there are folders > Save again without changing name
- Click Yes if it asks if you want to replace your old file with your new file.