

# **Grades 4-6**

## **MS Word Skills Review Lessons**

**DAY 1** – May or may not get through all of this on the first day, depending upon the group. Save however far you get and then continue on a second day if necessary.

### **1. Creating Folders**

- 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 a name for your folder. I suggest subject areas, but you might have a different idea.
  - Math
  - Science
  - Social Studies
  - Reading
  - Writing
  - Misc
- Click in the white space to make the name “stick.”
- Follow same procedure to create as many subfolders as are appropriate.
- Close the windows by clicking the x in the top right corner

### **Stump the Student** – Word Basics Review and Beyond

Now we’re going to play a game of “Stump the Student.” I’m going to give you directions and I’m going to see if you can listen and follow them. If you get stumped, if you don’t remember or know how to do something, that’s okay. Just raise your hand and we’ll come around and help you. If lots of people are stumped on something, we’ll put it up on the big screen to show you all. Some of the things that I’ll ask you to do might be new to everybody, especially near the end.

- 1 Open Word **\*\*NEW\*\*** Task Pane in Word XP on the right-hand side of the screen. Just close it by clicking on the small x in the upper right-hand corner of the task pane itself.
- 2 Type your name and:
  - Center it
  - Make it BOLD
  - Underline it
  - Make it size 20
  - Change the font to Catsup

<b>Remember – Need to highlight BEFORE you can make a change</b>
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- 3 Move your cursor 2 lines down
- 4 Move cursor back over to the left hand side of the page
- 5 Type 1 sentence about yourself, using the correct spacing, capitals, and punctuation.
- 6 Do you know how to indent WITHOUT using the space bar?
  - Instruct on using Tab key to indent
- 7 Make the following changes to your sentence.
  - Font style
  - Size
  - Color
- 8 Move cursor 4 lines down from the end of your sentence.
- 9 Can someone tell me how to insert Clip Art? Have student describe File > Insert > Clip Art
  - **\*NEW\*** - In Word XP clip art is searchable
  - Type “kids” as search term and find clips
  - Double-click to insert
- 10 Does anyone know how to change the size of the picture WITHOUT stretching or smooching it funny? Have a student describe, demonstrate as necessary, stressing using the corner handles and moving diagonally.
- 11 Make your picture smaller
- 12 Make your picture larger but keep it all on one page.
- 13 Save this in your Misc folder and name the file with your name
  - Demonstrate as necessary
  - File > Save as > Find your P drive > Your folder (for grades 4 & 5) > Your Misc folder > rename file > save

This ends “Stump the Student.” How did you do?

A few other things you might or might not know about

Demonstrate and have students do along with you:

- Use of Page Setup to change:
  - Margins to .5 on all sides

- Page orientation to portrait and landscape

**Portrait –**  
Like a  
photo of a  
person  
usually is

**Landscape –**  
Like looking out a window or at  
the horizon at the landscape  
outdoors

- Use of Print Preview to see how it will look when printed
- Use of Spell Check
  - Demonstrate this on teacher computer with several things spelled wrong and some wrong spacing and capital errors to show difference between red underlines and green underlines.