Introduction to MS Word 2013

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LESSON PLAN

After this lesson, students will be able to:

- » Define word processor.
- » Give examples of word processors.
- » Describe what Word 2013 is.
- » List the things we can we do with MS Word.
- » Start Word 2013.
- » Label the components of the Word 2013 window.
- » Describe the function of:
  - o Title Bar
  - o Quick Access Toolbar
  - o Ribbon
  - o File Tab
  - o Rulers
  - o Scroll Bars
  - o Status Bar
- » Create a new file.
- » Type text in a document.
- » Select text in a document using mouse.
- » Select text in a document using keyboard.
- » Change font, font size and colour.
- » Apply bold, italic and underlined formatting.

» Open a new file.

» Save a file.

» Open a saved file.

» Print a file.

» Exit Word.

WARM UP

» List any five real-life examples where people create documents. For example: A teacher creates worksheets on the computer.

Ans. 1. In organisations.   2. In hospitals.

3. By the government to communicate its policies and welfare schemes to the people

4. In newspaper offices.   5. By people who do research.

CHAPTER NOTES

» A word processor is a software that is used to create text documents.

» It is used for typing text, adding pictures, changing the look of the document and many other things.

» Word processing software is typing software that provides tools for editing and formatting.

» Examples of word processing software are MS Word, WordPad, Notepad, Open Office Writer, Google Docs, etc.

» MS Word 2013 is a word processing software developed by Microsoft Corporation.

» It is part of a software package named MS Office.

» Word 2013 can be used to type, edit, format, save and print documents.

- » Components of Word 2013 include Title bar, Quick Access Toolbar, Ribbon, File tab, Rulers, Scroll bars, Status bar and Document window.
- » To type text, position the cursor at the place where you want to type and start typing the text using the keyboard.
- » For typing on a new line, press the Enter key.
- » To type continuous text like a paragraph, don't bother to press the Enter key.
- » The last word of the previous line gets wrapped to the next line automatically. This feature of a word processor is called Word Wrap.
- » Making changes in text is called editing.
- » Before making changes in text, we must select it.
- » We can select text with a mouse and keyboard.
- » Making changes in the appearance of text is called Formatting.
- » Formatting features include font type, size and colour, and effects like bold, italics and underline.

DEMONSTRATION

- » Starting Word 2013
- » Creating a new file
- » Typing text in a document
- » Selecting text in a document using the mouse
- » Selecting text in a document using the keyboard
- » Changing font type, size and colour
- » Appling bold, italic and underlined formatting
- » Opening a file
- » Saving a new file

- » Opening a saved file
- » Printing a file
- » Exiting Word

LAB ACTIVITIES

- » Open Word 2013.
- » In the Working area, type the text as given below:

> Dear Ritu,
>
> As you know, my birthday falls on 15th of September. I would like to invite you on my birthday party. The party will be held at my home. Please don't forget to bring your younger brother along with you. I have invited all my friends and will feel happy if you come, too. The party start from 6 o'clock onwards in the evening. I hope you will come.
>
> Your loving friend,
> Neetu

- » Save the document, using the button on the Quick Access Toolbar.
- » Close the document by clicking the Close option on the File menu.
- » Press the Ctrl + O keys in combination to open the document.
- » Save the file by pressing the Ctrl + S keys in combination.
- » Save the document again by clicking on the Save button in the File drop-down menu and then click on the Close button.

ASSESSMENT

- » Students should be able to type, edit and format any text.

SUGGESTED CLASS ACTIVITIES

A. Tick (✓) the correct option.

1. Which of the following applications is used to type text?

   (a) MS Word   (b) MS Paint   (c) Tux Paint

2. Which of the following contains the Save, Undo and Redo commands?

   (a) Title Bar   (b) Quick Access Toolbar   (c) Ribbon

3. The Status bar is displayed at the _____ of the Word 2013 window.

   (a) top   (b) bottom   (c) both (a) and (b)

4. The shortcut key to save a document in Word is:

   (a) Ctrl + C   (b) Ctrl + V   (c) Ctrl + V

B. Fill in the blanks with suitable words given in the box.

vertical   Ribbon   word   title

1. Microsoft Word is a _____ processing software.
2. The _____ bar displays the document name followed by the program name.
3. The _____ contains several tabs on it.
4. The _____ ruler measures the height of the Work Area.

C. Write True or False.

1. We use a notebook to type the text in a document. _____
2. We can create, open, save and print a file by selecting the File tab. _____
3. The vertical ruler is located at the top of the document window. _____
4. The Zoom slider is used to enlarge or reduce the size of the word document. _____