

WORD IN MICROSOFT OFFICE 365

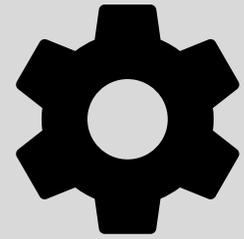
STUDENT LESSONS

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LINKS TO APPLIED DESIGN, SKILLS & TECHNOLOGIES CURRICULUM



Having our students become proficient in the use of technology is an important aspect to helping all students become successful.

Microsoft Office 365 contains many useful features to help our students with their learning. It is not simply just a way to make writing neater or to publish an assignment.

Teaching our students about the learning tools that technology offers us can help make learning accessible for all.

BRITISH COLUMBIA ADST CURRICULAR COMPETENCIES

The lessons that are included in this unit cover the following ADST Competencies (Applied Skills)

Grade 4-5	Grade 6-9
Use familiar tools and technologies to extend their capabilities when completing a task	Select, and as needed learn about, appropriate tools and technologies to extend their capability to complete a task
Choose appropriate technologies to use for specific tasks	Identify and evaluate the skills and skill levels needed, individually or as a group, in relation to a specific task, and develop them as needed
Demonstrate a willingness to learn about new technologies as needed	Identify the personal, social, and environmental impacts, including unintended negative consequences, of the choices they make about technology use
	Effective and efficient keyboarding techniques

These lessons are designed to be student self-directed.

MAKING A NEW WORD DOCUMENT SD57

Name: _____

Teacher: _____

Date: _____

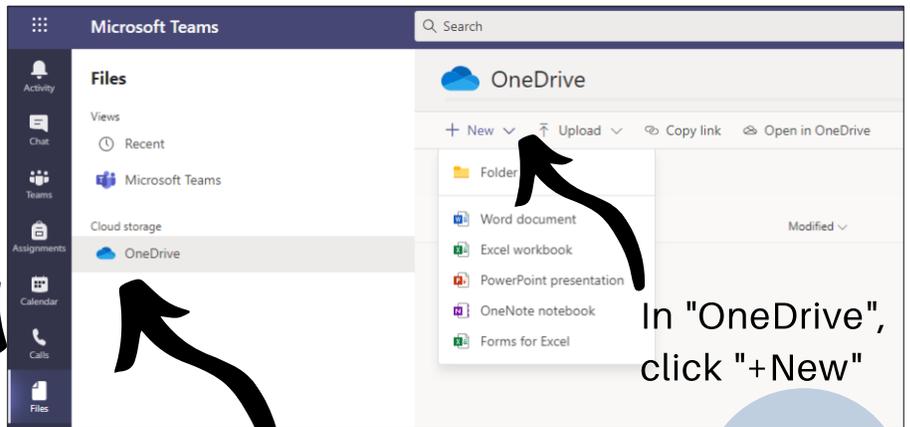
To protect your information in Office 365, School District 57 has not placed Word on the Home Page of your account. Log in to your Office 365 account.

TEAMS



1 On the Home Page, click the "TEAMS" app, found on the left side of the page.

2 On the left side of the TEAMS window, click "Files" (You may need to click the ... below to find files)



3 In the "Files" pane, click "OneDrive"

4 In "OneDrive", click "+New"

Word document



Your Name Assignment

.docx

Create

Name and Create your document

5

INTRODUCTION TO WORD

Name: _____

Teacher: _____

Date: _____

Word for the web (included in Office 365 accounts, is a powerful tool to help you with your learning. Log into your Office 365 account and open up a word document.

KEY VOCABULARY

1. The **Ribbon** is at the top of your page and allows you to use different commands to complete your task.



2. There are 8 **tabs** at the top of the ribbon. Each tab has a specific group of related commands. Write the names of the tabs below.



-----/-----/-----/-----/-----/-----/-----/-----

-----/-----/-----/-----/-----/-----/-----/-----

3. Within each tab, there are different **sections** that group commands together. The names of the sections are written at the bottom of the ribbon and are separated by vertical lines.

In the "Home" tab, there are 9 sections. Write the names of the sections below.

-----/-----/-----/-----/-----/-----/-----/-----/-----

-----/-----/-----/-----/-----/-----/-----/-----/-----



4. In each section, there are buttons that do specific tasks. If you hover your mouse over the button, a pop up will tell you what each button does.



Sometimes, there are arrows beside the button. This brings up a drop down list of more specific tasks.

In the "Home" tab, "Font" section, list the 5 buttons that have drop down lists.

-----/-----/-----/-----/-----/-----/-----/-----/-----

CHECKIN

I can identify a tab

I can identify a section

I can identify a drop down list



SETTING UP A WORD DOCUMENT

Name: _____

Teacher: _____

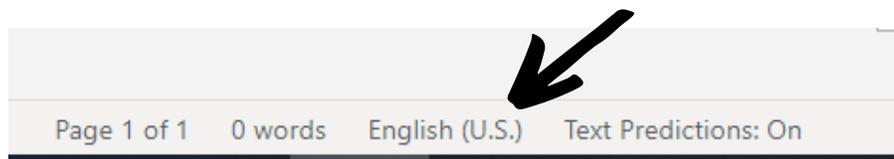
Date: _____

After opening a new document, the first thing you should do is to set up your page.

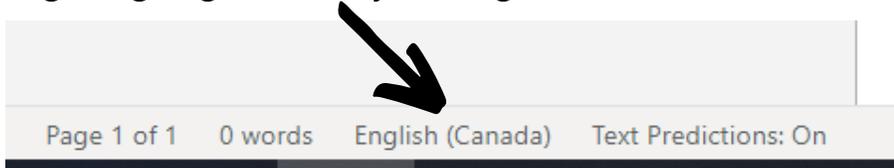
PROOFING LANGUAGE

This is the language that you want to write in and the language that the program will check your spelling and grammar with.

In the bottom left corner of your blank document, click on "English (U.S.)"



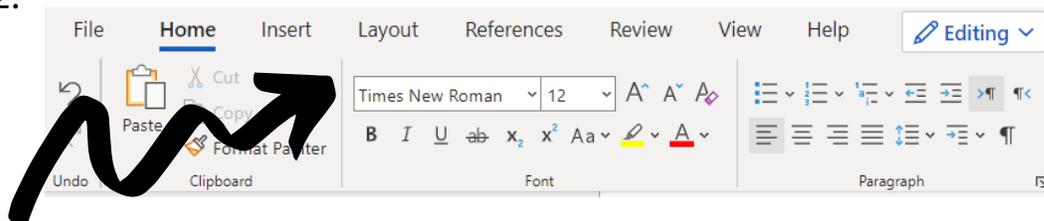
Set your proofing language (usually to English (Canada) or French (Canada))



FONT AND SIZE

Font is the style of letters and **size** is the size your words will print on the page.

Select a font that works for the theme of your document and use it for the entire document. Common fonts are Times New Roman, Arial, and Calibri. Common size is 12.



Set your font: "Home" tab, "Font" section, "Font Name" button.

Set your font as "Times New Roman"

Set your font size: "Home" tab, "Font" section, "Font Size" button.

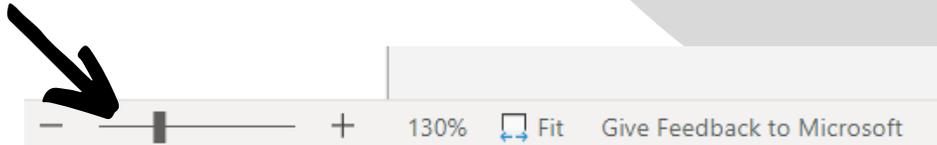
Set your font size as 12.



ZOOM IN AND OUT

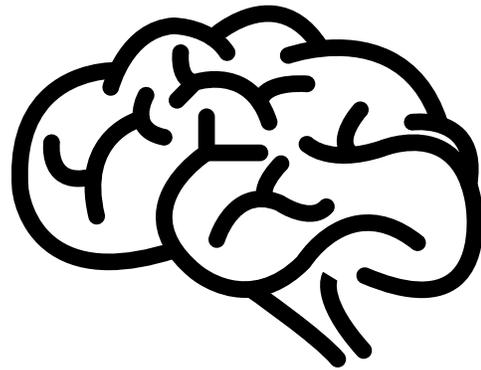
Sometimes it is very hard to read the words on the page and we need them to be bigger.

Rather than increase the font size, (which changes the size the words will print) use the **Zoom** button on the bottom right of your page.



CHECKIN

- I can set the proofing language
- I can change the font
- I can change the size
- I can zoom in and zoom out



TYPING IN A WORD DOCUMENT

Name: _____

Teacher: _____

Date: _____

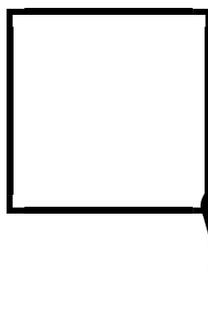
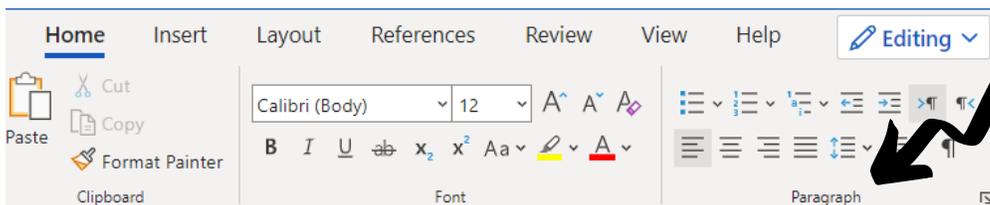
After setting up your page, you are ready to begin typing!

Before you begin this assignment, have a topic that you will write about. You can:

- Choose your own topic _____
- Use the topic provided by your teacher _____
- Use "The Grossest Meal I've Ever Eaten"

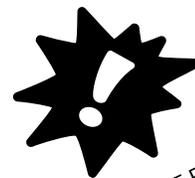
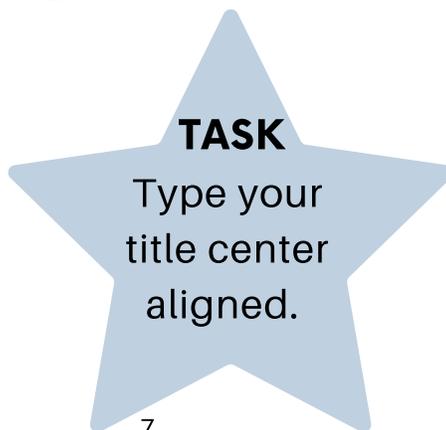
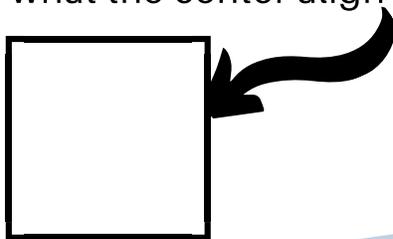
ALIGNMENT

Alignment means how your words will line up on a page. To change the alignment of text on the page, go to "Home" tab, "Paragraph" section.



When we write, every line usually starts on the left of the page. This is called **left align**. Find the left align button (by hovering your mouse over the buttons) Draw what the left align button looks like.

When we write a title, we want it to be centered across the page. To do this, you want to center align. Find the **center align** button (by hovering your mouse over the buttons). Draw what the center align button looks like below.



DO NOT PRESS TAB OR SPACE BAR TO MOVE YOUR WORDS TO THE CENTER OF THE PAGE

BOLD, UNDERLINE, ITALICIZE

Bold means to make the letters darker to have them stand out.

Underline means to make a line under the word.

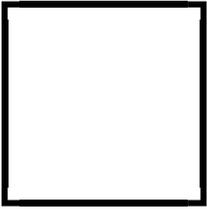
Italicize means to make the letters slant to the right to have them stand out.



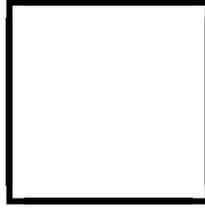
These text features are found in "Home" tab, "Font" section. Find the Bold, Underline and Italicize buttons (by hovering your mouse over the buttons)

Draw what each button looks like

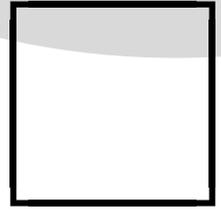
Bold



Underline



Italicize



TASK

Make your title **bold** and underlined.

Hint: If you have already typed your title, you can "select" the words you want to bold by moving your mouse to the beginning of the word, clicking and holding the left mouse button, and dragging the mouse over the word(s) you need. The words will turn grey. You can now select bold and underline and those words will change.

SPACING

Spacing means the amount of space between each line.

This is found in "Home" tab, "Paragraph" section. Find the "Line Spacing" button (by hovering your mouse over the buttons)

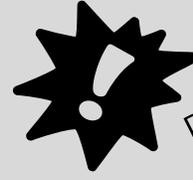
What are the 6 default line spacing options? 

TASK

Change your line spacing to 1.5 lines.

TYPING BASICS

- Starting a new paragraph: press enter to get to a new line
- Indent: press tab on the keyboard once
- Capitals: press and hold shift key and letter
- Spacing: use one space between words and after end punctuation



DO NOT PRESS SPACE BAR TO MOVE YOUR CURSOR OVER!

TASK

Start a new paragraph and indent. Begin writing!

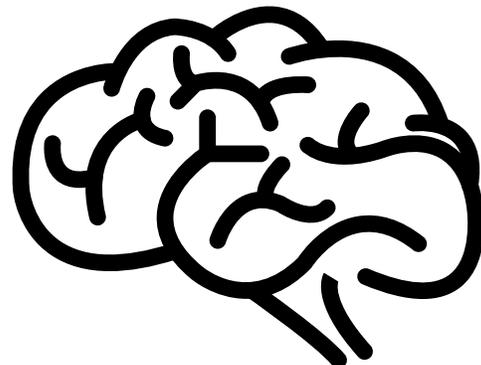
TASK SUMMARY

if you have been following along with the tasks in this lesson, you should have completed the following steps:

1. Title (center aligned, bold, underline)
2. Line spacing set to 1.5 lines
3. Paragraph left align
4. First line indented
5. Writing about topic completed with capital letters, punctuation and word spacing

CHECK IN

- I can change the alignment
- I can change the line spacing
- I can indent
- I can make capital letters and use correct word spacing



SPELLING/GRAMMAR IN A WORD DOCUMENT

Name: _____

Teacher: _____

Date: _____

Word has the ability to check your writing for spelling errors and correct grammar. This can be done during and after you type.

Before you begin this assignment, open a new word document.

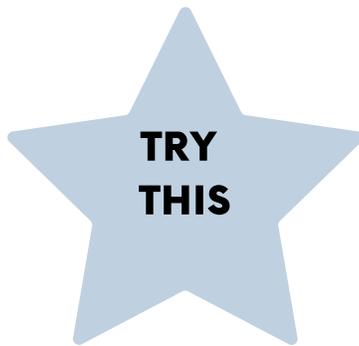
SPELLING

To allow Word to check your spelling accurately, you will need to have set your proofing language to the language that you are writing in.

As you type, Word constantly reads what you are writing and checks your words in its dictionary. If you type a word that is not in its dictionary, it will do one of two things:

1. Guess what word you were trying to type and change it automatically
2. Write the letters that you typed and underline the word in red. This tells you that Word does not recognize this word in its dictionary.

I want to write the word "beautiful". I am not sure how to spell it correctly, so I do my best with writing the sounds that I hear.



Type the words: beutiful life (exactly like that).
Describe below what Word did to beutiful.



Type the words: beeutiful life (exactly like that).
Describe below what Word did to beeutiful.

Notice that beeutiful is underlined red. To change the spelling, hover your mouse over top of the word and click the left mouse button. A list of suggestions will appear. Read the suggestions carefully, and IF the correct word is there, click on it. The correct spelling will appear on your page.



GRAMMAR

To allow Word to check your grammar accurately, you will need to have set your proofing language to the language that you are writing in.

As you type, Word constantly reads what you are writing and checks your words to see if you are using them correctly.

If what you are writing does not make sense, Word will underline that part in blue.

Type this sentence exactly as it is written.



The brown fox have a beautiful life.

**TRY
THIS**

Describe what Word did. _____

Notice that have is underlined blue. This tells you that you have used the wrong word. In this case, it is the wrong tense of the verb.

Hover your mouse over the word and click the left mouse button. A list of suggestions will appear. Read the suggestions carefully, and IF the correct word is there, click on it. The new word will appear on your page.

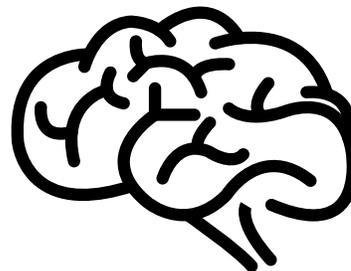
TASK

Open a new document and begin typing a story or open an existing document. Check to make sure that there are no spelling or grammar errors. There should be no red or blue underlining in any of your typing.

CHECK IN

I can use spell check

I can use grammar check



USING DICTATE IN A WORD DOCUMENT

Name: _____

Teacher: _____

Date: _____

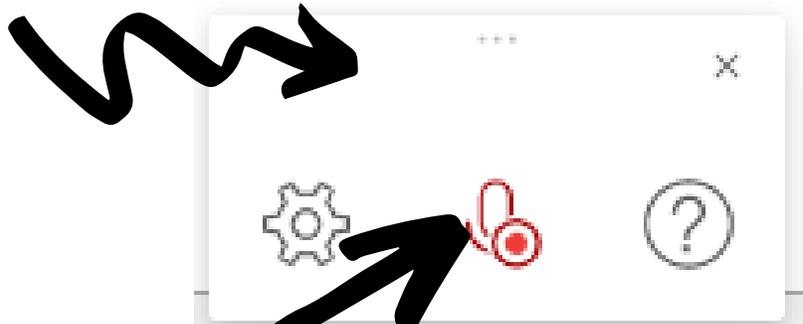
Dictate is an app built into Word for the web. It will type out anything that is spoken onto the page. Log into your Office 365 account and open up an existing or new Word document.

DICTATE

Dictate is found in the "Home" tab, "Dictation" section. Click on the microphone button.



A pop up window will appear near the bottom of the page.



When the microphone is red in the pop up window, it means that the microphone is on and word will write out what you say.

Click the microphone to turn it off or on.

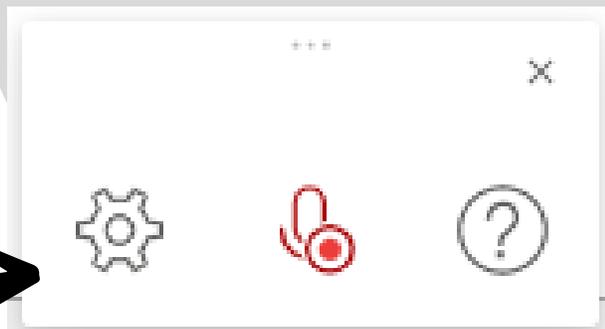
You may have to allow your computer to access the microphone



You will need to speak clearly so the computer will be able to understand your words. Sometimes, if your speech isn't very clear or there is lots of noise, it will write the wrong word or words!

SETTINGS

You can adjust how the computer interprets your words.



You can change the language that you are speaking, so that the computer will predict your words correctly.

Dictation Settings

Spoken language

English (Canada)

Microphone

Microphone (Realtek Audio)



[Microphone problems?](#)

Enable auto-punctuation

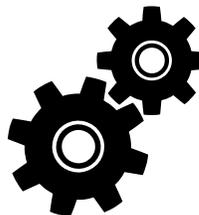
Filter sensitive phrases

Save

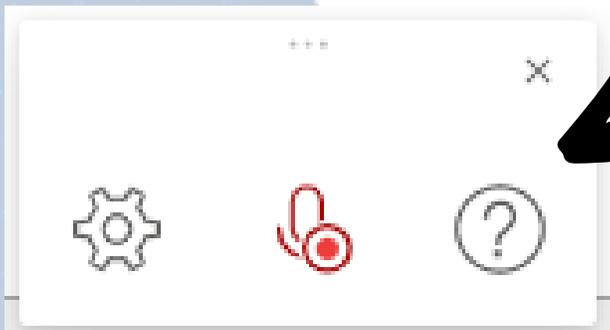
Cancel

You can have the computer automatically put punctuation into your speech.

If you disable auto-punctuation, what the computer writes will be a long sentence with no periods.



Sometimes, especially if you pause to think, the computer will think you ended the sentence and put periods in where you don't need them!



DICTATE HELP

Dictate Help

Get started with dictation



Change language or settings



Make corrections



What can I say?

English



Try saying "what can I say" to open the help pane while dictating. Other supported punctuation, commands, and symbols are below.

With practice, you can control what the computer does with your voice.

You can say things like "delete that" and it will delete the word you just said, or "next line" and it will skip down and begin writing on the next line.



**TRY
THIS**

Click into "Dictate". Be sure your language is set to English (Canada) and have punctuation enabled.

Speak the following words into the microphone.

"Once upon a time there were three little pigs who lived with their mother. One day their mother told them they were old enough to go out into the world and make a living for themselves."

Try to get dictate to write out exactly what is written, complete with punctuation.

CHECKIN

I can open Dictate

I can change the language



USING IMMERSIVE READER IN A WORD DOCUMENT

Name: _____

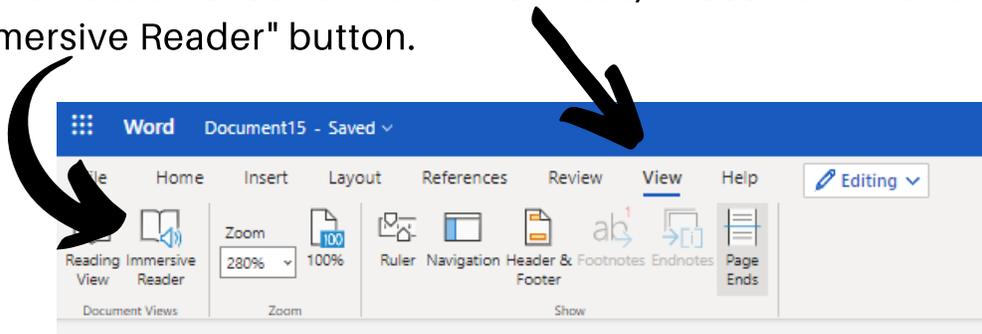
Teacher: _____

Date: _____

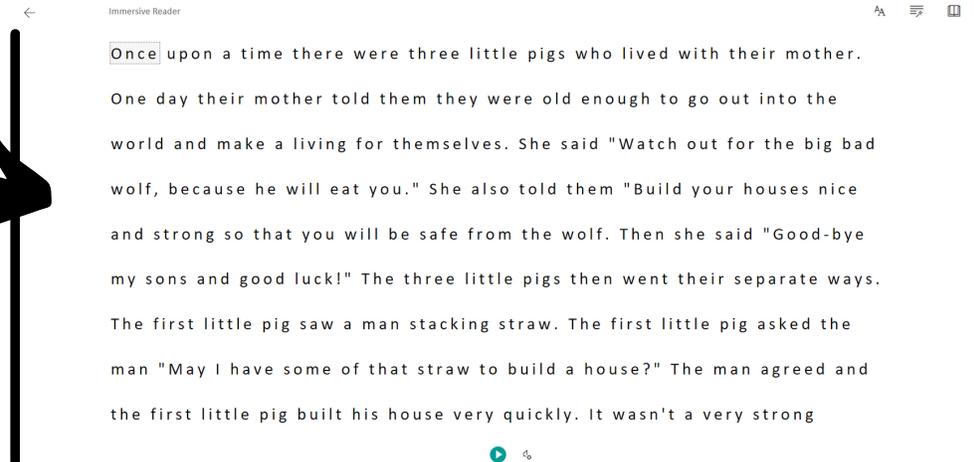
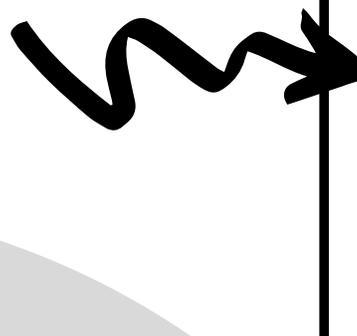
Immersive Reader is an app built into Word for the web. It will read aloud anything that is written on the page. Log into your Office 365 account and open up an existing or new Word document.

IMMERSIVE READER

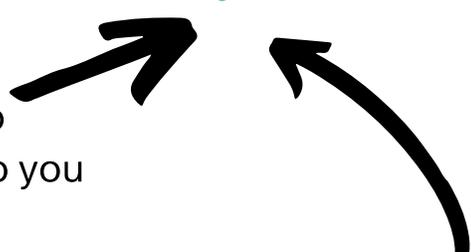
Immersive Reader is found in the "View" tab, "Document Views" section. Click on the "Immersive Reader" button.



A pop up window will appear with all of the words in the document.



Press the "Play" button at the bottom to have Immersive Reader begin reading to you



Change the Voice Speed and Voice Selection (Male or Female)



PREFERENCES

Within Immersive Reader, there are 3 "Preferences" in the top right of the page. These buttons allow you to customize how Immersive Reader works for you.



TEXT PREFERENCES

Text Preferences allows you to change how the text appears in the Immersive Reader window.

Text Size



You can increase or decrease the size of the letters (font)

Increase Spacing

Increase Spacing On



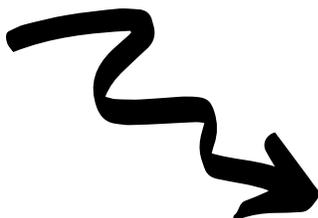
You can increase or decrease the spacing of the lines to make it easier to read

Font

- Calibri
- Sitka
- Comic Sans

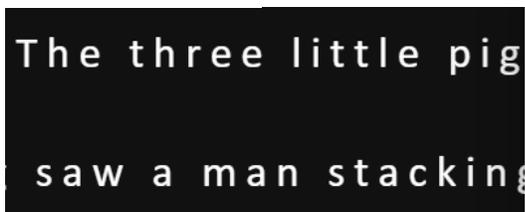
You can change the font to one of 3 fonts

Themes



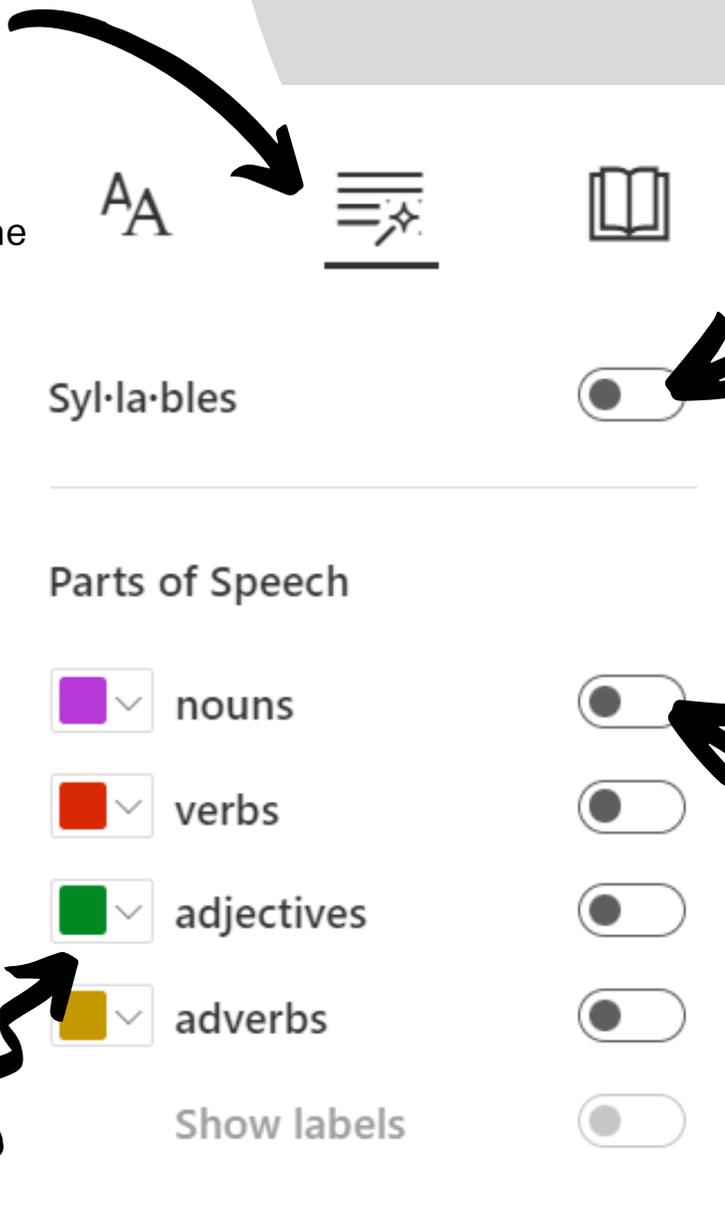
You can change the Theme. This changes the background colour and the colour of the font to make it easier to read.

More colors ▾



GRAMMAR OPTIONS

Grammar Options allows you to have different parts of speech shown in the Immersive Reader window.



You can have words broken up into syllables to have them easier to read

You can change colours. This will change the colour of the font for each part of speech to that colour. This allows you to easily identify different types of words.

You can toggle parts of speech on or off.

Once up·on a **time** there **were** three **lit·tle** **pigs** who **lived** with their **moth·er**. One **day** their **moth·er** **told** them they **were** **old** **e·nough** to **go** out in·to the **world** and **make** a **liv·ing** for them·selves. She **said** "**Watch** out for the **big** **bad** **wolf**, be·cause he **will** **eat** you." She **al·so** **told** them **Build** your **hou·ses** **nice** and **strong** **so** that you **will** **be** **safe** from the

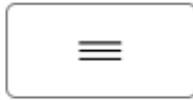
AA



READING PREFERENCES

Reading Preferences allows you to customize the way the print appears to you in the Immersive Reader window.

Line Focus



You can toggle line focus on or off and then select the number of lines that appear on the page at a time. This helps your eyes track from line to line more easily.

Picture Dictionary

© Boardmaker



Picture dictionary shows a picture when you click on a word to help you understand that word.

Translate



By word



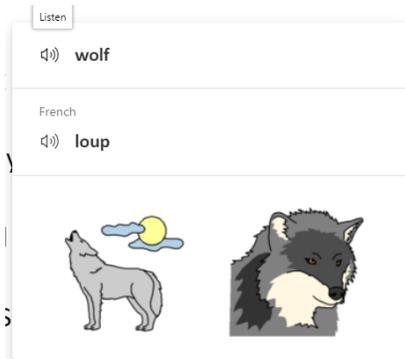
Document



You can have the words translated into 100's of languages. This only changes it in the Immersive Reader window.

If you click on a word, the translation for that word will appear, and you can have it read to you.

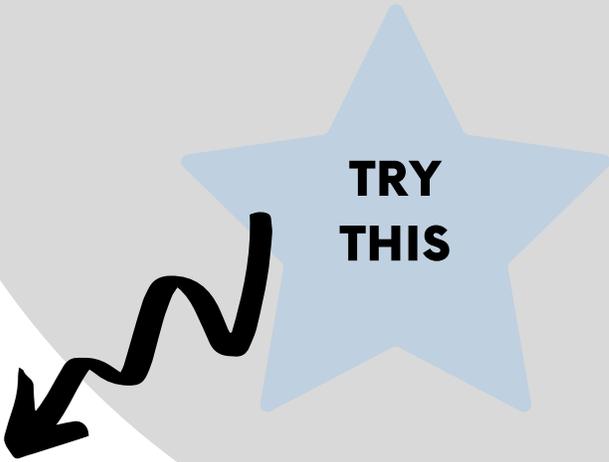
The entire document will be translated, and you can have it read to you.



be safe from the wolf.



Use Immersive Reader. You may type sentences into a new document or use a document you have already typed in. Experiment with the different features to determine what works best for you.



1. Change the text size to 48.
2. Change the theme to black print with a yellow background.
3. Change the line focus to single line.
4. Experiment with translate into another language, with word and document options.
5. Change the voice to female

When using Immersive Reader, these are the preferences that work best for me:

Voice Selection: _____

Voice Speed: _____

Text Size: _____

Theme: _____

Line Focus _____

CHECKIN

- I can open Immersive Reader
- I can set the preferences that work best for me
- I can use the translate feature



PICTURES IN A WORD DOCUMENT

Name: _____

Teacher: _____

Date: _____

Adding pictures to your projects is a great way to make them more visually appealing.

Log into your Office 365 account and open up a word document.

INSERTING PICTURES

To add a picture to your page, go to the "Insert" tab, "Picture" section and click the arrow on the button.

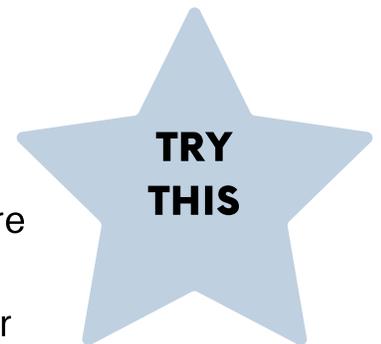


You can insert a picture from your device (one that you may have saved before), from your OneDrive (cloud-based storage in Office 365), stock images (from Word) or search for one on the internet.

Search for pictures of monkeys on the internet using "Bing Pictures".



When you find one that you like, select the picture by clicking on it, and then click "Insert". Your picture will appear on your document where your cursor is.

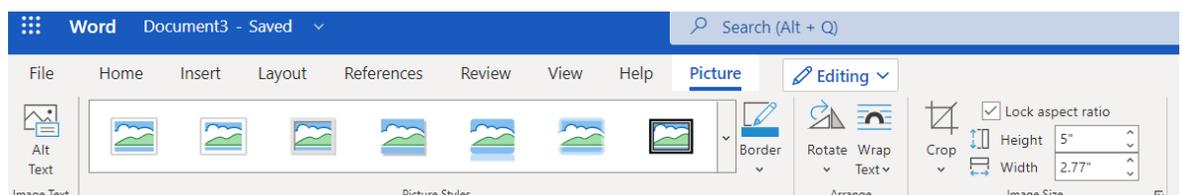


Your picture may not be in the place where you want it to be. You need to format your picture!



Select your picture by clicking on it. A box with dots will appear around your picture.

A NEW tab will appear called "Picture". Click on the "Picture" tab.



FORMATTING A PICTURE

In the "Picture" tab, the sections allow you to change your picture.

You can:

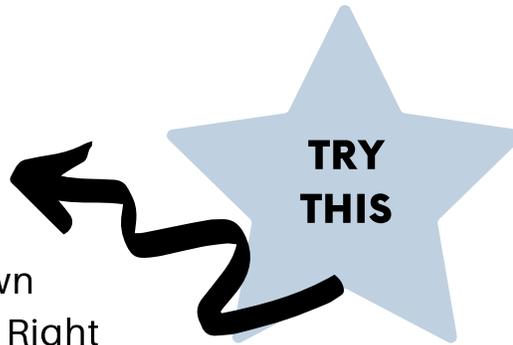
- Put a frame around the picture
- Put a border around the picture (can change the colour of the line, the thickness (weight) of the line, and the style (solid, dashed etc)
- Rotate the picture
- Set where the picture will be on your page in relation to the text (wrap text)
- Crop the picture (cut out parts of the picture)
- Change the size of the picture

Select your monkey picture by clicking on it.

Go to the "Picture" tab

Format your picture:

- Green border
- 3 pt weight
- dotted line
- Rotate upside down
- Wrap Text Square Right



You can also resize your picture by clicking on the dots on the border of the picture and dragging your mouse in or out.

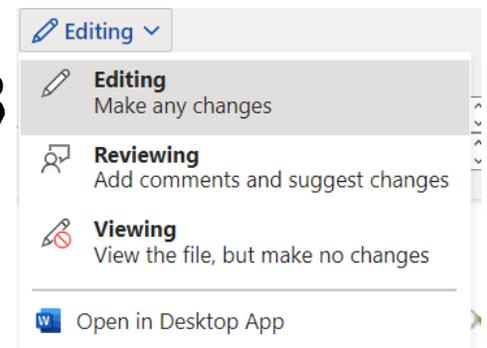


You can rotate your picture by clicking on the arrow circle on the border of the picture and moving your mouse.

There are more features for formatting pictures when you use the desktop app of Word. To get to the desktop app, click the "Editing" button on the ribbon.



If this is the first time you have done this, you may be prompted to download the app.



**Adding text boxes is only available through the desktop app.

CHECK IN

I can insert a picture

I can put a border around my picture and change the colour and line style

I can rotate my picture and change the text wrap

I can open the desktop app



BULLETS AND LISTS IN A WORD DOCUMENT

Name: _____

Teacher: _____

Date: _____

Using bullets and lists is a great way to draw attention to information in your document. Log into your Office 365 account and open up a Word document.

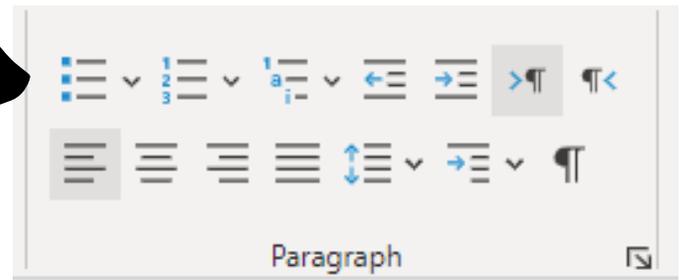
BULLETS

Bullets are symbols that are used before a word or a phrase in a vertical list.

Common bullet symbols are:

- dots
- check boxes
- ✓ check marks
- ★ stars
- ✕ X's

To make a bulleted list, in the "Home" tab, "Paragraph" section, click the arrow beside the button with 3 vertical dots.



TRY THIS

Click the arrow beside the bullet button and select a bullet type.

Type the word "soccer" and press enter.

Another bullet will appear on the new line. Type "hockey" and press enter. Continue typing 4 more sports in a bulleted list.

When you no longer want the bullet, press backspace to bring your cursor to the left margin.

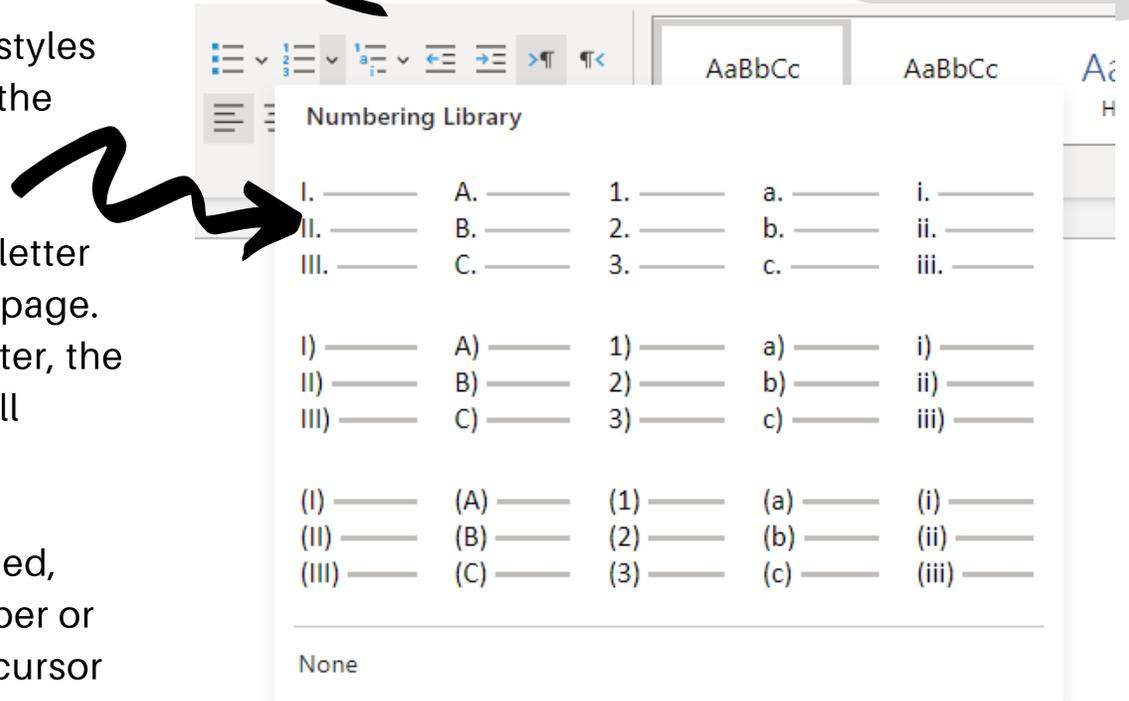
NUMBERED LISTS

Another way to organize information is to make a numbered list. A numbered list usually orders information according to importance, or, is used to clearly show the number of items in a list.

To make a numbered list, in the "Home" tab, "Paragraph" section, click the arrow beside the button with 1, 2, 3 vertically.



A list of numbering styles will pop up. Select the style you want.



The first number or letter will appear on your page.

When you press enter, the next in the series will appear.

When you are finished, delete the last number or letter to bring your cursor to the left margin.

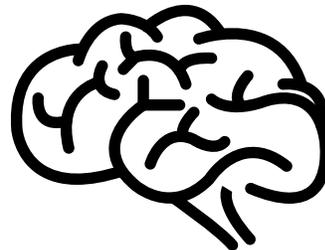
Make a 6 item numbered list of your favourite foods.



CHECK IN

I can make a bulleted list

I can make a numbered list



TABLES IN A WORD DOCUMENT

Name: _____

Teacher: _____

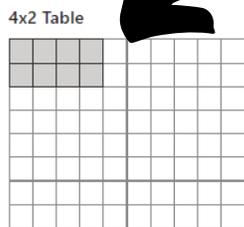
Date: _____

Tables are a great way to organize information into horizontal rows and vertical columns. Log into your Office 365 account and open up a Word document.

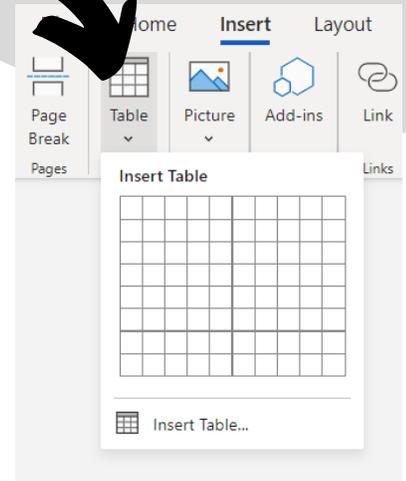
MAKING TABLES

To make a new table, go to the "Insert" tab, "Table" section.

Click on the arrow below the table. Drag your mouse over to select the number of columns (vertical lines) and down to select the number of rows (horizontal lines).



Insert Table...



You will see a number at the top that says how big your table will be.

Ex: 4x2 means 4 columns and 2 rows

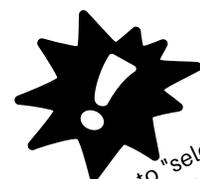
TRY THIS

Make a table that has 2 columns and 6 rows

WRITING IN TABLES

To type information into a table, click in the cell (box) that you want to type in.

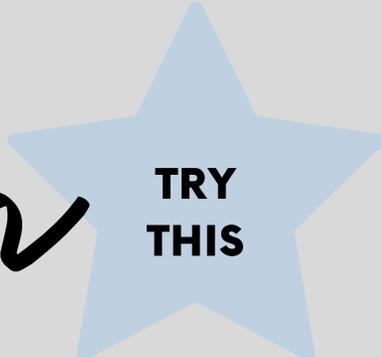
You can format the font and font size of the typing in a table by selecting the cells you want to format and then go to "Home" tab, "Font" section. Formatting the font in a table is done the same way as usual.



Be sure to "select" the cells by highlighting them with your mouse.

In your table, type "Favourite Animal" in Row 1, Column 1, and "Number of Students" in Row 1, Column 2.

Change the font and size of the typing in your table to Times New Roman 12. Make the typing in Row 1 centred and bold.



**TRY
THIS**



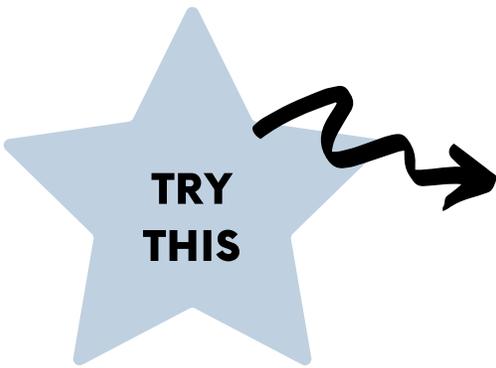
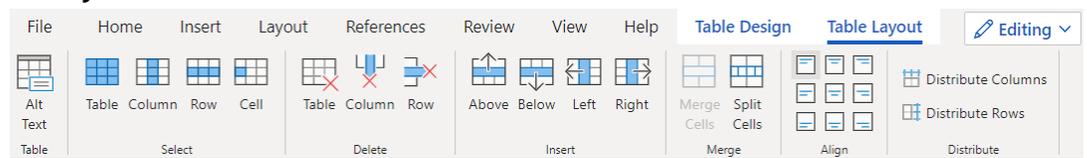
Favourite Animal	Number of Students

WRITING IN TABLES

You can continue writing information in a table, in rows and columns, but clicking into the cell you need.

If you need more columns or rows, you can add them by clicking the cell near where you want to add rows or columns. Go to the "Table Layout" tab, "Insert" section, and select the button to add a row above or below, or a column left or right, from your cursor.

You can delete columns or rows by highlighting the row or column you wish to delete, go to the "Table Layout" tab, "Delete" section and select the button to delete a column or row.



**TRY
THIS**

In your table, type the following information into the correct column.

24 students said dogs were their favourite animal while
23 students said cats were their favourite animal. 14 students liked horses, 19 students liked chickens and only 5 students said their favourite animal was a pig.

Remember your typing should be left aligned and in Times New Roman 12.

SHADING IN TABLES

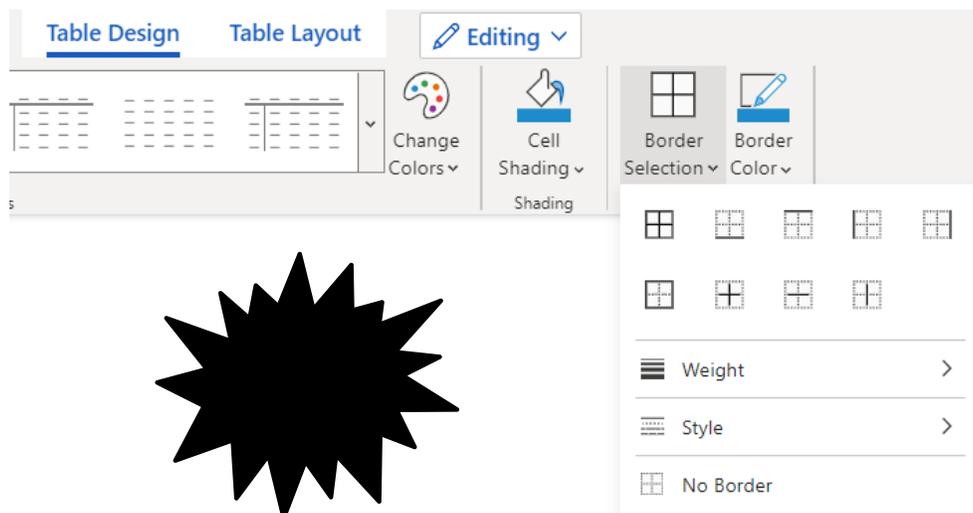
You can add shading or colour to your table to highlight cells, rows or columns.

Select the cell or cells that you wish to shade and go to "Table Design" tab, "Shading" section. Click the arrow beside the "Cell Shading" button and select the colour that you want.

BORDERS IN TABLES

You can change the weight (thickness) of the borders in a table.

Select the cell or cells that you wish to change and go to "Table Design" tab, "Borders and Shading" section. Click the arrow beside the "Border Selection". From here you can select which lines you want, the weight (thickness) and the style of the line. You can also remove the border.



You can also change the colour of the table border.

Select the cell or cells that you wish to change and go to "Table Design" tab, "Borders and Shading" section. Click the arrow beside the "Border Colour" and select the colour you want.



In your table, shade Row 1 green.

Change all of the border lines to weight 3.

CHECK IN

I can insert a table

I can change the font, size and alignment

I can add shading

I can change the border



SHARING A WORD DOCUMENT

Name: _____

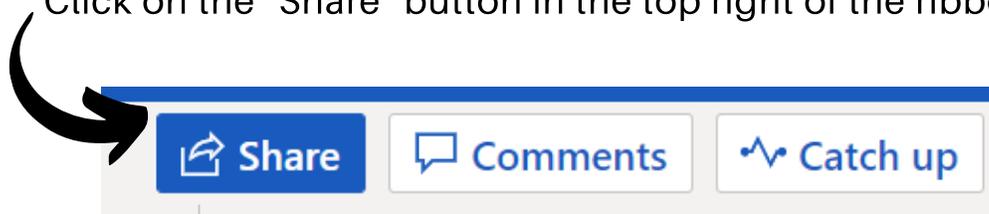
Teacher: _____

Date: _____

Word allows you to share a document with other Office 365 users. This is a great way to collaborate with a classmate or to share a document with someone to read. Log into your Office 365 account and open up a Word document.

You can share your Word document easily with others.

Click on the "Share" button in the top right of the ribbon.



Send link

Document7.docx

People you specify can view >

To: Name, group or email

Message...



Send



You can decide who will be able to see your document and if they will be able to just view it or if they will be able to edit (change) it.

Click the arrow beside "People you specify can view". The default setting is "Specific People" which means that only those who you name can see the document.

If you want the person or people you specify to be able to edit or change the document, then click allow editing.

Click Apply.

Link settings

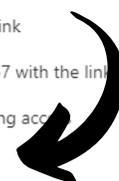
Document7.docx

Who would you like this link to work for? [Learn more](#)

- Anyone with the link
- People in schdist57 with the link
- People with existing accounts
- Specific people

Other settings

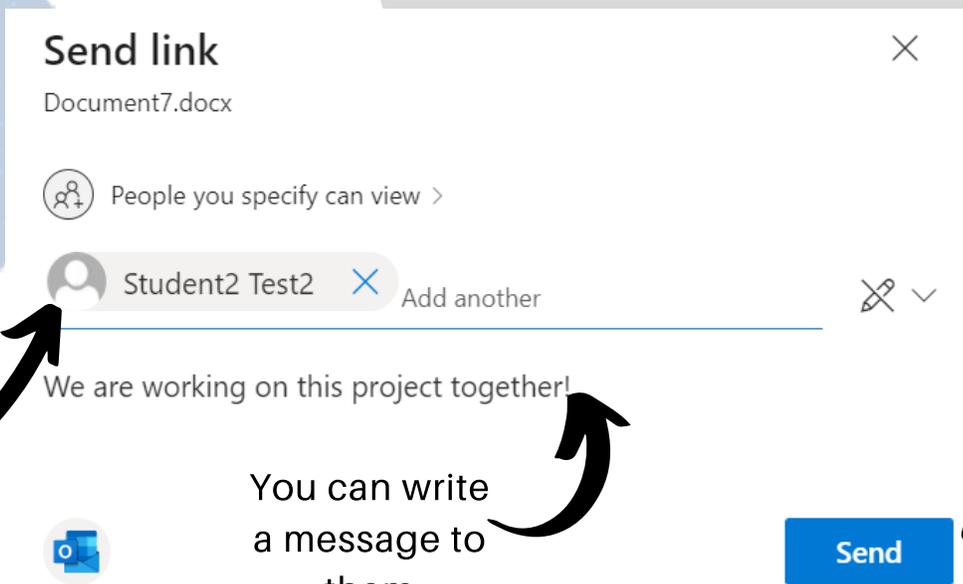
- Allow editing
- Open in review mode only
- Block download



Apply

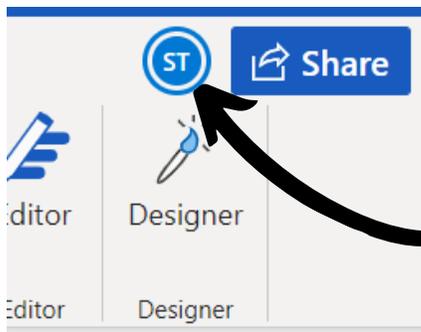
Cancel

You can type the name of the people who you want to share the document with.



You can write a message to them

Click Send and Word will send a message to their email in Outlook



In my document, I can see who it is shared with. The initials of the person will appear in a bubble beside the "Share" button on the ribbon. If it is shared with more than one person, there will be more than one bubble.

This is just a test.



I can also see who is typing. A coloured symbol will appear as their cursor.

Share a document with a friend by typing their name into the "Share" screen. Allow them to edit it. Together, try writing a few sentences to see how collaborating on a document might look.

TRY THIS

CHECK IN

I can Share a document with a specific person

I can allow a specific person to edit a document

I can collaborate on a document



