



Microsoft Word *Class Outline*



Timeline

3:30-3:45 Introduction to class

3:45-4:45 Curriculum

4:45-5:00 Explore!!

○ **Getting Started**

1. New Document
 - Blank Documents
 - Templates
2. Save & Save As
 - doc vs. docx
 - Adobe PDF
 - Push pins

○ **Tool Bar**

1. Home
 - Find & replace
2. Insert
 - Table... formatting: new row & columns, sorting, sizing
 - Picture...formatting: arrange, group, crop, brightness
 - Shapes...formatting: arrange, group, color
 - Smart Art
 - Chart
 - Hyperlink
3. Page Layout
 - Orientation
 - Columns
4. Mailings
 - Mail merge
 - Labels

5. Review

- Spelling & grammar
- Thesaurus
- Word Count
- New Comment → Track Changes → Accept or Reject

6. View

- Side by Side
- Zoom in & out

○ **Miscellaneous**

1. Keyboard Shortcuts

<http://www.free-training-tutorial.com/msWord2007-shortcuts.html>

● Product

1. Edit a student's work using the "track changes" mode.
2. In a response to the student's work create a chart which shows area which the student could improve.
3. Save the file of the chart as a pdf file.

○ **Product**

1. Create a word document which includes an image, page border, proof of track changes and landscape orientation.
2. Save the file as .pdf and send to LCoburn@natickps.org