

NAME _____ CLASS _____ DATE _____

Graphic Organizer

KWL Chart

Topic: Microsoft Word 2010

K <i>What I Know</i>	W <i>What I Want To Learn</i>	L <i>What I Have Learned</i>

Name _____ Grade _____ A B

Century 21 Microsoft Word Unit

Standard: Students will utilize the word processing software, Word Unit
 Essential Question: How would students use a word processing software and its features to create a professional document?

Skill Tested	Lesson	File Name	Date Completed	Passed Y N	Grade
MLA Reports, Line Spacing, Select text, Format Paragraphs, Fonts, Headers, Footers, Page Number	Lesson 66	66A Report			
		66B Report			
		66C Font			
		66D Report			
		66E Report			
Outline, Word Citation, Bullets, Numbering, Indents, Page Breaks,	Lesson 67	67A Lists			
		67B Report			
		67C Outline			
		67D Outline			
		67E Indents			
Spelling and Grammar, Page Numbering, Style Features, References	Lesson 68	68A Spell			
		68B Page			
		68C Styles			
		68D Report			
		68E Report			
Reports, Use Proofreaders, Mark Outline, Word Cited	Lesson 69	p. 346 outline for report C09 Outline			

You must have your work at the name required in order for it to be checked

Name _____ Grade _____ A B

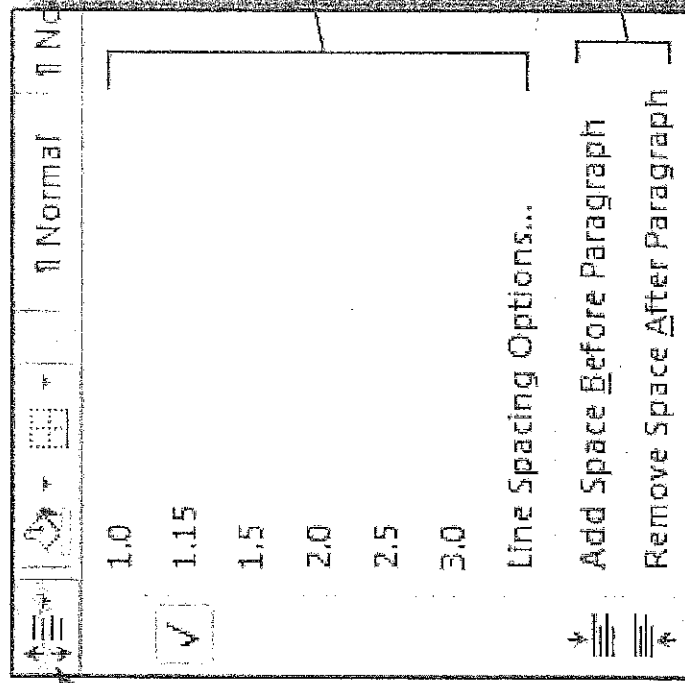
Century 21 Microsoft Word Unit Continued

Lessons/Videos	Date Completed	Notes Completed
Day 1 Lessons 1-6		
Day 2 Lessons 7-14		
Day 3 Lessons 15-23		

Skill Tested	Lesson	File Name	Date Completed	Passed Y N	Grade
Personal Business Letters Copy, Paste, Find and Replace	Lesson 71	71 B Letter			
		71 C Paste			
		71 D Paste			
		71 E Replace			
		71 F Replace			
Personal Business Letters	Lesson 72	72 C in class			
		72 D in class			
		72 E Letter			
Envelopes, Format Business Letters	Lesson 73	73 A Tabs			
		73 B Date			
		73 C Practice			
		73 E Letter			
Modified Block Style Letters, Tabs, Insert Date & Time	Lesson 74	74 A Table			
		74 B Table			
		74 C Table			
Tables: Create a table, Insert a table and Format a table	Lesson 76	76 A Table			
		76 B Table			
		76 C Table 1 76 C Table 2			
Tables Changing row height borders and shades	Lesson 76	76 B Table			
		76 C Table 1			
		76 C Table 2			

You must have your work at the name required in order for it to be checked

Line Spacing



Block Format

Margins: Use 2" top and default settings for side and bottom margins.

Line spacing: Use default settings (1.15 line spacing with 10 points of space after paragraphs.)

At 2"

[23633 Real Court
Valencia, CA 91355-2125
March 26, 20--]

Use SHIFT ENTER after these two lines.

[Ms. Denise Joyce
3209 Snyder Avenue
Modesto, CA 95356-0140]

Use SHIFT ENTER after these two lines.

[Dear Ms. Joyce]

[My English teacher, Mr. Holten, has been discussing with me the importance of considering the audience when I write.]

[He emphasizes that the language I use when I am instant messaging, e-mailing, or text messaging with my friends is not the language I should use when I am writing to adults. He tells me that the language my friends and I use when writing each other is quite informal and chatty, even though we may be writing about a topic that is important to us.]

Block Format (cont'd)

[Since you are a professional writer, Mr. Holten suggested I write you and request the names of a few resources I can use to learn more about audience consideration. Also, I'm enclosing a letter that our FBIA club wants to send to area businesses. Would you mind reviewing it and giving us feedback on the style and tone we have used? Thanks. I look forward to hearing from you.] ↓ 1

[Sincerely] ↓ 2

[Catherine Kinze] ↓ 1

[Enclosure]

Open Punctuation: Do not use punctuation after the salutation or complimentary close.

Mixed Punctuation: Use a colon after the salutation and a comma after the complimentary close.

MLA Report Style

1" top, bottom, and side margins

Sarah N. Kellum
Mrs. Torres
English
15 February 20--

Kellum 1

Formatting School Reports

School reports are often keyed using a simple form of the MLA (Modern Language Association) style.

The top, bottom, left, and right margins on all pages are 1 inch. Right-align a page number in a header on each page. The writer's last name should come before the page number.

Double-space the entire report. The report heading lines begin 1 inch from the top of the page. Left-align and double-space the report heading lines. They include the writer's name, teacher's name, subject name, and date (day/month/year style) on separate lines.

Center the report title below the date. The title is keyed using rules for capitalizing and punctuating titles. The report title may be keyed in a slightly larger font size to make it stand out. However, it should not be underlined or placed in quotation marks.

Slide 13

MLA: Works Cited

1" top and side margins

Works Cited

Ackerman, Jennifer. "Cranes." National Geographic Apr. 2004: 44.

Anson, Chris M., and Robert A. Schwegler. The Longman Handbook for Writers and Readers. 3rd ed. New York: Addison-Wesley Educational Publications, Inc., 2003.

Braun, Lillian Jackson. The Cat Who Went Up the Creek. New York: Jove Books, 2003.

Hoggatt, Jack P., and Jon A. Shank. Applied Computer Keyboarding. 6th ed. Cincinnati: South-Western, Cengage Learning 2009.

"Mesa Verde." National Park Service. 13 July 2004 <<http://www.nps.gov/mewe/index.htm>>.

Anderson 3

At least 1" bottom margin

Slide 15

Unit 8

WORKSHEET 8B

Match the Application

Directions: From the list write down the best application for each of the following tasks.

- | | |
|--------------------------|-----------------------|
| word processing software | presentation software |
| spreadsheet software | database software |
| Web browser software | |

1. Write a business letter _____
2. Track sales _____
3. Monitor cybercrime _____
4. Edit a book/manuscript _____
5. Organize and store employee information _____
6. Teach a college course _____
7. Create a budget _____
8. Create a newsletter or flyer _____
9. Give a sales pitch _____
10. Research a college paper on the Internet _____
11. Track orders for a major online retail store _____
12. Make corrections to a legal document _____
13. Create a Web tutorial _____
14. Play video games with a friend in another country _____
15. Create a graph for a report _____
16. Send an assignment to a teacher _____
17. Compare and evaluate data _____
18. Create forms and receipts for customers _____
19. Give an oral report in a history class _____
20. Edit a friend's story _____

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Unit 3

WORKSHEET 3C

Internet Concepts

Directions: Choose the correct key term from the list, and write it in the blank. Not every term will be used!

1. Every Web site has its own unique address called a(n) _____.
2. A(n) _____ refers to the technical rules that all computers must obey in order to successfully connect to the Internet.
3. Customers access the Internet through a(n) _____, usually for a monthly fee.
4. Dial-up, cable, and DSL are three types of _____.
5. A(n) _____ is a software program designed to surf the Internet.
6. A(n) _____ uses keywords plus special symbols to find more specific information.
7. Bookmarks are called _____ in Internet Explorer.
8. Junk e-mail is called _____.
9. Google and Yahoo!igans! are two popular _____.
10. When you explore a Web site, you usually start with the home page and _____ to find more specific information.
11. A(n) _____ is a word that matches the topic you are looking for when you do a search.
12. A Web site's _____ is like an index in a book.
13. When you do a search in a Web browser, you can find the information you need by looking at the Web pages in the search _____ list.
14. The best way to save most Web pages is _____ files.
15. You can move from one Web page to another by using a(n) _____.

- HTML-only
- drill down
- Internet Service Provider (ISP)
- Favorites
- link
- search engines
- Uniform Resource Locator (URL)
- results
- site map
- spam
- internet protocol
- Boolean search
- Keyword
- Modems
- Web browser
- World Wide Web
- hidden codes

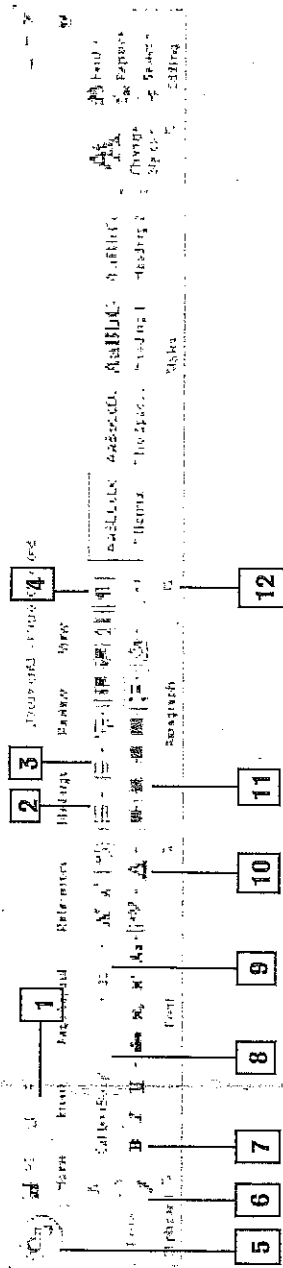
Unit 4

WORKSHEET 4C

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Microsoft Word Ribbon

Directions: Look at the Microsoft Word Ribbon below. Label each item on the screen using the correct key term from the list.



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Bold	Office Button	Bullets	Numbering
Font Color	Alignment	Format Painter	Show/Hide
Paragraph Dialog Box Launcher	Font Size	Font	Quick Access Toolbar (QAT)

DOWN

1. Three Word commands used to move text or images are _____, copy, and paste.
2. Ethics are the rules that we use to determine _____ from wrong.
4. The _____ Painter allows you to copy formatting quickly.
6. A table arranges information into _____ and rows.
7. _____ is another name for letters, words, numbers, or symbols.
9. A(n) _____ arranges information into columns and rows.
11. The Shift key is used in conjunction with a letter key to key in upper _____.

ACROSS

1. The space in a table where a column and row meet is called a(n) _____.
3. Text alignment can be set as Left, Right, Center, or _____.
5. An excellent tool in Word for creating colorful, eye-catching text is _____.
8. Landscape and Portrait are two types of paper _____.
10. Commands can be found at the top of a document on the _____.
11. A properly formatted research paper requires you to _____ your sources.
12. A(n) _____ is used to find synonyms and antonyms.

Crossword

Directions: Fill in the crossword puzzle using the clues below. Every word from the list will be used once.

- cell
- thesaurus
- text
- orientation
- columns
- cut
- WordArt
- right
- Format
- table
- Ribbon
- cite
- case
- Justify

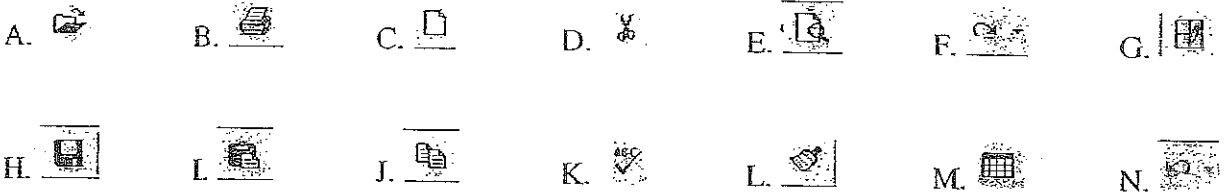
WORKSHEET 4E



Unit

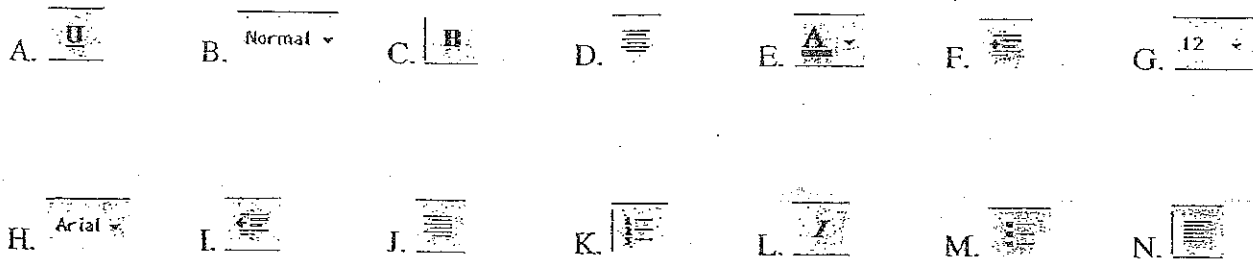
Name _____ Date _____ Class _____

Standard Toolbar Buttons



- _____ 1. Prints the active file - for more print options go to the File menu and select Print
- _____ 2. Creates a new blank document based on the default template
- _____ 3. Redo - Reverses the action of the Undo button, use the pull-down menu to redo several steps
- _____ 4. Copy - Copies the selected item(s) to the clipboard
- _____ 5. Saves the active file with its current file name, location and file format
- _____ 6. Undo - Reverses the last command, use pull-down menu to undo several steps
- _____ 7. Format painter - Copies the format from a selected object or text and applies to other objects or text
- _____ 8. Print preview - Shows how the document will look when you print it.
- _____ 9. Paste - Places the content of the clipboard at the insertion point
- _____ 10. Spelling, grammar and writing style checker
- _____ 11. Cut - Removes the selection from the document and places it on the clipboard
- _____ 12. Opens or finds a file
- _____ 13. Displays the Tables and Borders toolbar
- _____ 14. Insert a table into the document, or make a table of selected text

Formatting Toolbar Buttons



- _____ 1. Underlines selected text and numbers
- _____ 2. Makes a numbered list or reverts back to normal
- _____ 3. Decreases the indent to the previous tab stop
- _____ 4. Aligns to the left with a ragged right margin
- _____ 5. Select the style to apply to paragraphs
- _____ 6. Changes the font of the selected text
- _____ 7. Centers the selected text
- _____ 8. Aligns to the right with a ragged left margin
- _____ 9. Makes selected text and numbers bold
- _____ 10. Add, or remove, bullets in a selected paragraph
- _____ 11. Formats the selected text with the color you click
- _____ 12. Changes the size of selected text and numbers
- _____ 13. Makes selected text and numbers italic
- _____ 14. Indents the selected paragraph to the next tab stop