

Lesson Notes for Microsoft Word

Lesson 2: Manipulating Text

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.	1.1.1 1.1.4 2.1.1 2.1.2	Search for text Show and hide formatting symbols and hidden text Find and replace text Insert symbols and special characters	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4-5	Changing the View		Review the different view modes, pointing out the advantages of each. Familiarize yourself with the visual clues on the screen that can help you move quickly to your last edit location. Be aware that the appearance of this tool varies, depending on the zoom percentage and the view that is in use.	10-15
6-7	– Adjusting the Zoom		Discuss how students can use zoom to focus on a specific area of the document or to see the overall layout of the document. Point out how the buttons at either end of the zoom slider can be used to increase or decrease the zoom by 10% increments.	10-15
8	– Using Show/Hide ¶	1.1.4	Many new users find this feature to be very confusing, especially when they don't understand how it can be beneficial, such as when viewing a tabbed document. Depending on the knowledge level in your class, you may want to introduce formatting marks by focusing on the paragraph mark and explaining that it indicates each time the ENTER key was pressed.	5-10
9-10	– Splitting the Window		Provide examples of when splitting the window can be helpful, especially with long documents. If time permits, you may want to mention that windows can be synchronized when you need to compare content side by side.	10-15
	Learn to change the view	1.1.4	Students change document views.	5-10
11	Selecting Text		You do not need to spend a lot of time on the different ways to select text but it is crucial that students understand the purpose of selecting text. Your demonstration should include applying simple formatting to selected text.	10-15

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12	– Selecting Consecutive Text		This section introduces the most common methods students will use to select text. You may want to explain that the methods they use to select consecutive text are the same methods they can use whenever they need to select items in any program.	5-10
13	– Selecting Non-Consecutive Text		Your demonstration should include an example of when you may want to select non-consecutive text, such as selecting various client names that appear in different locations on a page.	5-10
	Learn to select text		Students select text in a document.	5-10
14-15	Working with Text – Using Undo – Using Repeat or Redo		Have students select non-consecutive text and bold the text. Then, after selecting another piece of text, use Repeat to apply the bold. Explain that Undo can be used only to reverse sequential actions. Use Redo to reapply the bold formatting.	15-20
16-17	– Inserting Special Characters	2.1.2	As you demonstrate how to insert symbols, you may want to include some that are not described in the content. For example, you may want to show students how to insert currency symbols, check boxes, mathematical expressions or fractions to show the wide variety available. Ask students to find characters such as the degree symbol (used for temperature measurements) or even a symbol such as ☐ or ☒. Take a few moments to have students peruse the list of Special Characters for other characters that are commonly used. (Note that the Symbol quick list will update to show the most recently used symbols.)	10-15
	Learn to modify a document	2.1.2	Students modify a document, use Undo, and insert special characters.	10-15
18-19	– Using Cut, Copy and Paste		Emphasize that the process to cut, copy and paste items remains the same regardless of the application program.	10-15
20	– Using the Office Clipboard		Point out the visual clues in the Clipboard that can help students identify items in the Clipboard. Up to 24 items remain in the Clipboard regardless of which Office program is currently open.	10-15

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			As Office programs are closed, the Clipboard retains the entries unless you use the Clear All button or shut down the computer.	
21	– Moving Text Using Drag and Drop		This skill is best suited for moving text over short distances, especially if students are still getting used to using a mouse.	5-10
	Learn to cut, copy and paste	2.1.2	Students use the copy, cut and paste commands.	10-15
22-23	Finding and Replacing Items – Finding Items	1.1.1 2.1.1	Include a demonstration about how to find items with specific formatting.	5-10
24-26	– Using the Navigation Pane		Check the Navigation Pane and be sure you are comfortable with the three tab options that will be introduced.	5-10
27-28	– Using the Find and Replace Dialog Box		It isn't necessary to provide a demonstration of all the options when the More button is active, but ensure students understand how each can be used.	5-10
29	– Replacing Items		Using the Replace feature is an easy way to remove unwanted items such as paragraph marks or tab characters. For instance, you can replace all instances of double hard returns (where the ENTER key was pressed twice) with a single hard return. After removing the extra hard returns, you can set the paragraph spacing and make it consistent throughout a document, regardless of the font size.	5-10
	Learn to use Find and Replace	1.1.1 2.1.1 2.1.2	Students find and replace text, formatting and characters.	15-30
30	Lesson Summary		Review the objectives with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.	5-10
			Total (Hours)	3.0-5.0