

Lesson Notes for Microsoft Word

Lesson 3: Formatting Text and Paragraphs

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.	2.2.1 2.2.2 2.2.3 2.2.4 2.2.5 3.3.1 3.3.2 3.3.3 3.3.4 3.3.5 3.3.6	Apply text effects Apply formatting by using Format Painter Set line and paragraph spacing and indentation Apply built-in styles to text Clear formatting Format paragraphs as numbered and bulleted lists Change bullet characters and number formats Define custom bullet characters and number formats Increase and decrease list levels Restart and continue list numbering Set starting number values	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4	Formatting Characters	2.2.1 2.2.5	Caution students not to "over-format" their documents. <ul style="list-style-type: none"> For instance, there should be no more than three fonts used in a document because too many can be distracting to the reader. In most cases, standards include one font for headings and another font for the body text. Color should be used with discretion and for emphasis only. Ensure students know where the Clear Formatting button is and how it can be used to quickly remove all formatting from selected text.	10-15
5-6	– Using the Font Dialog Box		It is not necessary to explain all the different effects available in the Font dialog box. <ul style="list-style-type: none"> It may be sufficient to have students select a piece of text (such as their name in a blank document) and then use the Preview to see how various effects change the text. Be sure to show the Text Effects items although you do not need to spend a lot of time explaining all the options. <ul style="list-style-type: none"> It is important for students to understand that a pane appears with several options for modifying the effects 	5-10

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			Point out the Text Effects and Typography button in the Font group of the Home tab, which makes the same effect options available that are found in the Format Text Effects task pane.	
	Learn to format text	2.2.1 2.2.5	Students use various methods to apply formatting to selected text.	5-10
7	Formatting Paragraphs	2.2.1 2.2.3	Ensure students understand that formatting attributes for paragraphs: <ul style="list-style-type: none"> • affect the entire paragraph. • do not require them to select the entire paragraph before applying the format option (unlike character formatting). 	5-10
8-9	– Aligning Text		If you have a sample of how each alignment affects the position of text, display it so that students can consider how they might use each alignment type.	10-15
10-12	– Changing the Spacing	2.2.3	You can adjust the line spacing and/or the paragraph spacing to make it easier to view and read text. Ensure students understand the difference between setting line spacing and paragraph spacing, and when each option may be advantageous.	10-15
	Learn to apply formatting	2.2.3	Students apply various alignment methods to format paragraphs.	5-10
13	– Indenting Paragraphs	2.2.3	You may need to allocate extra time for this topic to ensure students understand when indents are used and how they may be adjusted and used effectively. Use the diagram in the content to explain how different indents can be set within a document, emphasizing that each indent type serves a particular purpose for most documents: <ul style="list-style-type: none"> • Hanging indents are used with list information such as bullets and numbering. • First line indents usually denote the beginning of a new paragraph. 	10-15
14-15	– Setting Indents on the Ruler		This is likely the easiest and fastest method for new students to set indents. There may be some frustration in clicking the correct indent marker.	5-10

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			<ul style="list-style-type: none"> Ensure that students recognize the visual clues when they point at the ruler that provide helpful tips to ensure they are selecting and clicking the correct marker. Reiterate that the vertical dashed line appears as a guide when moving markers to the required location on the ruler. <p>Instruct students to click through the Tab Selector box so they can see the characters that appear.</p> <ul style="list-style-type: none"> Tabs are discussed in the next set of topics but should be introduced here briefly. 	
16	– Using the Paragraph Group		Point out how this feature is useful when students need to set precise measurements for the indents, such as setting 0.25" (0.64 cm) instead of the default increments that Word provides.	5-10
17	– Adjusting the Indents		<p>This feature is very easy when using the ruler. If precise measurements are needed, use the Paragraph group.</p> <p>If your students seem to pick up the skills relatively quickly, introduce the ALT method to set precise measurements on the ruler.</p> <p>The other quick method is to use the Increase or Decrease Indent buttons.</p> <ul style="list-style-type: none"> These buttons adjust in increments equal to the set tab measurement within the document, which is 0.5" (1.3 cm) by default. 	5-10
18	– Setting Tabs	2.2.3	<p>It is important that students recognize the tab stop characters.</p> <p>This topic often takes a lot more time if students have never had to manually set up a large report with columns of data.</p> <p>Depending on the age of the students, they may have used spaces in the past to align the data in each column or they may have simply pressed Tab to align the numbers as well as possible using the default tab stops.</p>	15-20

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19	– Using the Ruler	2.2.3	As with indents, setting tabs on the ruler is easier and faster than using the Tabs dialog box (discussed later). <ul style="list-style-type: none"> However, like indent markers, students may struggle with the placement of the tab character. Review how the tab character can be selected from the Tab Selector box and how students need to cycle through the options if they miss the character they want to use.	10-15
20	– Using the Tabs Dialog Box	2.2.3	The Tabs dialog box is best used when students need precise tab measurements, or when they need to set leaders or all tabs at one time. Many students may prefer to use the ruler because it is faster and “easier” to use and it allows them to see where the tab stops are being placed.	10-15
	Learn to use tabs	2.2.3	Students set tab stops and work with indents.	15-30
21	– Using the Format Painter	2.2.2	Remind students that they need to click another action to turn off the Format Painter if it is activated for multiple pieces of text.	
	Learn to use the format painter	2.2.2	Students apply formatting using the format painter.	10-15
22-23	Formatting with Styles	2.2.4	Ensure students understand the advantages of using styles instead of simply applying formatting to selected text. <ul style="list-style-type: none"> Show students how styles can be applied to quickly format a document. Point out that they can preview the styles to determine which one they want to use. 	10-15
24	– Using Quick Styles		This may be students’ first introduction to using a gallery and how the galleries work (live preview). <ul style="list-style-type: none"> Point out the visual clues that indicate which style is currently selected and which one is being previewed. Point out the ScreenTips. 	5-10
25	– Using the Styles Pane		Introduce the Styles pane and explain that the default styles in the pane should be the same as those that appear in the gallery.	10-15

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			As students open or create specific types of documents, they may notice other styles listed in the Styles pane. Students should understand that not all styles defined in a document appear in the Quick Styles gallery. Make sure students recognize the three buttons at the bottom of the Styles pane.	
	Learn to use styles	2.2.4	Students apply styles in a document.	5-10
26-28	Organizing List Information	3.3.1 3.3.2	Make sure students understand the three types of lists. <ul style="list-style-type: none">Be sure they recognize that list styles can be turned on or off as needed. Make sure students are aware of the different list styles that appear in the drop-down menu for each option. <ul style="list-style-type: none">The defaults may not always appear in the list or may vary between computers in the classroom.	10-15
29	– Customizing the Lists	3.3.3 3.3.5 3.3.6	Walk students through the process of customizing bullets. Review the other options in the Define New Bullet and Define New Number Format dialog boxes.	10-15
30	– Defining a New List Style		Students are not likely to use this option very often when they first use bullets and numbering; however, it gives them a glimpse of the types of customizations that are possible.	5-10
31	– Changing the List Numbering		Students often ask how to change the numbering, especially when they apply numbering as they type, or when working with multiple list items. <ul style="list-style-type: none">Make sure students understand that they need to click both options for <i>Continue from previous list</i> in order to apply the new numbering.	5-10
32	– Creating a Multilevel List	3.3.4	This is an important skill when working with bullets or numbers that must display at multiple indent levels. <ul style="list-style-type: none">Encourage students to type the list items first, pressing Tab whenever they want an item to appear at the next level.	10-15

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			<ul style="list-style-type: none"> Once the text has been typed, select it and then apply the multilevel style. 	
	Learn to work with lists	3.3.1 3.3.2 3.3.3 3.3.4 3.3.5 3.3.6	Students apply styles and simple bullets in a document.	15-20
33	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)	4.0-6.5