

# Lesson Notes for Microsoft Word

## Lesson 4: Formatting Documents to Print

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	<b>The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.</b>	<b>1.2.1</b> <b>1.2.2</b> <b>1.2.3</b> <b>1.2.4</b> <b>2.3.1</b> <b>2.3.2</b> <b>2.3.3</b>	<b>Set up document pages</b> <b>Apply style sets</b> <b>Insert and modify headers and footers</b> <b>Configure page background elements</b> <b>Format text in multiple columns</b> <b>Insert page, section, and column breaks</b> <b>change page setup options for a section</b>	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4	Modifying the Page Setup	1.2.1	Take a few moments to introduce the Page Setup dialog box, focusing on the Margins and Paper tabs. Briefly introduce the Layout tab but don't spend a lot of time on it because these options are not required for the Associate exam level.	5-10
5	– Changing the Paper Size		<p>The default paper size will depend on the region or locale where your class is held.</p> <ul style="list-style-type: none"> <li>For instance, in North America the standard Letter paper size is used.</li> <li>In the UK the A4 paper size is the standard.</li> </ul> <p>You may need to adjust the exercises to recognize different "page ends/breaks" if you are using a different paper size than what is shown in the content.</p>	5-10
6	– Changing the Orientation		<p>Use the following analogies to explain the direction of the orientations:</p> <ul style="list-style-type: none"> <li>Portrait is analogous to waiting to have your picture taken.</li> <li>Landscape is analogous to viewing the horizon or sunset.</li> </ul>	5-10
7-10	– Changing the Margins <ul style="list-style-type: none"> <li>Using the Ruler</li> <li>Using the Margins Command</li> <li>Using the Page Setup Dialog Box</li> </ul>		<p>Make sure students understand what margins are and why they might want to change them.</p> <ul style="list-style-type: none"> <li>Demonstrate how to change the margins using the different methods shown in the content.</li> </ul> <p>The Margins tab in the Page Setup dialog box can be used when students know they want to change all margins at the same time.</p> <ul style="list-style-type: none"> <li>The ruler is the better option when changing only the left, top, or right margins.</li> </ul>	10-15
	<b>Learn to modify the page setup</b>	1.2.1	Students will specify page setup options.	5-10

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11-12	– Inserting Page Breaks	2.3.2	<p>Ensure students understand the difference between a soft page break and a hard page break.</p> <p>Demonstrate how the page break code appears when it is displayed and how simple it is to delete it if it is no longer needed.</p> <ul style="list-style-type: none"> <li>• Tie this in with pagination options as a way to show how inserting page breaks may be necessary when you need to force a paragraph to the next page or a heading to a location three pages ahead.</li> </ul>	10-15
13-14	– Working with Section Breaks	2.3.2 2.3.3	<p>It may take students longer to understand the concept of section breaks and when or why they may need to use them.</p> <p>It is not necessary to demonstrate all the different section breaks now; the first two will be clearly demonstrated when students use columns and the last two will be introduced with headers and footers.</p> <ul style="list-style-type: none"> <li>• The exercise inserts a section break before changing the orientation.</li> </ul>	15-20
	<b>Learn to use breaks</b>	2.3.2 2.3.3	<b>Students will use page and section breaks.</b>	5-10
15-16	– Working with Columns	2.3.1 2.3.2	<p>Discuss what newspaper style columns are and point out how text “snakes” from the bottom of one column to the top of the next column.</p> <p>Open a discussion regarding the five column layout options for the Columns command, giving students an opportunity to think of different documents where they may have seen these layouts, such as in web pages, newsletters, brochures, and so on.</p>	10-15
	<b>Learn to use columns</b>	2.3.1 2.3.2	<b>Students will apply columns and add column breaks.</b>	15-20
17	Using Headers and Footers	1.2.3	<p>Explain what headers and footers are and how they affect the overall layout of a document.</p> <p>Provide examples of headers and footers.</p> <ul style="list-style-type: none"> <li>• Some examples may include only a footer with a company name and page number, while other examples may include this information in the header.</li> </ul>	10-15

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18	– Inserting Page Numbers	1.2.3	<p>Ensure students understand that even though page numbers are placed within the header or footer area, they do not need to add other information if they don't need to.</p> <ul style="list-style-type: none"> <li>Students need not create a header or footer to insert a page number; the header or footer will be created automatically when a position for the page number is selected using an option from the galleries.</li> </ul> <p>Students can easily change the page number format from within the Page Numbers menu.</p>	10-15
19-20	– Creating Headers and Footers	1.2.3	<p>Word provides several pre-designed headers and footers that are commonly used for reports.</p> <ul style="list-style-type: none"> <li>There are “matching” themes for headers and footers that students can use to create a consistent look for the report.</li> </ul>	10-15
	<b>Learn to insert a footer</b>	1.2.3	<b>Students will insert a footer with a page number.</b>	5-10
21	Working with Document Style Elements – Adding Watermarks	1.2.4	<p>Mention that anything placed on the background appears when you view the document online.</p> <ul style="list-style-type: none"> <li>Printed output does not always look the same as it does on screen.</li> </ul> <p>Students have most likely seen watermarks but may not know what they are called.</p> <ul style="list-style-type: none"> <li>Remind students that watermarks can be text or pictures and are not limited to the default options shown in the gallery.</li> </ul>	5-10
22	– Adding Background Colors	1.2.4	<p>Remind students that the background color does not print; only the content prints.</p> <p>Adding a page color is best used for displaying documents online.</p>	5-10
23	– Adding Page Borders	1.2.4	<p>Page borders can be used to enhance a document, but can begin to distract from the message when too many other elements (such as pictures, colored fonts, and so on) are applied.</p> <ul style="list-style-type: none"> <li>Demonstrate how students can use page borders to create effective designs, such as applying only a top and bottom border, or changing the color of a border.</li> </ul>	5-10

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24	– Applying Themes		<p>Students are often confused about what themes do – especially if they choose a theme in which some of the design elements do not display in an obvious manner.</p> <ul style="list-style-type: none"> <li>Do not spend a lot of time on the ways you can customize a theme – these skills are required for the Expert level exam.</li> </ul> <p>As time permits, mention that you can create and save your own theme for future use. You need not spend a lot of time on this because it is not an exam objective.</p>	5-10
25	– Using Document Style Sets	1.2.2	<p>Style sets can be tied into using themes and customizing backgrounds or other text elements that extend beyond using the default styles.</p> <ul style="list-style-type: none"> <li>As with styles, a gallery contains the most common types of style sets that are used with typical business documents.</li> <li>The consistency achieved by using document style sets can reduce the amount of time spent formatting with individual styles or a theme.</li> </ul>	5-10
	<b>Learn to use document style elements</b>	1.2.2 1.2.4	Students will use various methods to apply a background to a document.	15-20
26	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
			<b>Total (Hours)</b>	<b>3.0-5.0</b>