

Lesson Notes for Microsoft Word

Lesson 5: Distributing Documents

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 1.1.2 1.1.3 1.3.3 1.3.4 1.4.1 1.4.2 1.4.3	Search for text Link to locations within documents Move to specific locations and objects in documents Modify print settings Share documents electronically Locate and remove hidden properties and personal information Locate and correct accessibility issues Locate and correct compatibility issues	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4-6	Proofing Your Document		<p>This is not an exam objective but an important skill that students should learn.</p> <p>Ensure students recognize and understand the three different types of errors that Word marks in the document: spelling, grammar and contextual errors.</p> <p>Point out the visual clues that Word displays when it detects errors.</p>	15-30
	Learn to use the proofing tools		<i>Students use various proofing tools to review the document for spelling or grammatical errors.</i>	5-10
7	Navigating with References – Using the Navigation Pane	1.1.1	<p>This section will introduce efficient ways to move around in a document without the need to use the scroll bar or keyboard shortcuts.</p> <p>The Navigation Pane should be familiar from when students learned to search (find) information in Lesson 2. In this section, focus on the tabs and how the information displays.</p>	5-10
8	– Using the Go To Command	1.1.3	<p>Most students will be surprised to find out there are many types of items to which Word can go to quickly, not just pages.</p> <p>The shortcut keys for Go To are similar in Excel and other Office programs.</p>	5-10
9-10	– Working with Hyperlinks	1.1.2	Students will be familiar with hyperlinks from working with the Internet and using links to jump from one site to another. They may be surprised to find they can include hyperlinks within their	10-15

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			documents to enable others to move to a web site or email address. Take a few moments to introduce the options in the Insert Hyperlink dialog box.	
11	– Creating Bookmarks	1.1.2	Discuss how setting up bookmarks is similar to using physical bookmarks in a printed book.	5-10
	Learn to use navigation tools	1.1.1 1.1.2 1.1.3	Students use different navigation tools to move to different parts of a document.	10-15
12-13	Preparing to Print	1.3.3	Printing a document is not a difficult skill for students to master. However, confusion may arise when discussing the options available to manage the printing or the installed printer. Review the various options, especially how to select specific pages. The most common questions pertaining to printing involve how to print selected pages or a group of pages.	15-30
	Learn to set print options	1.3.3	Students preview a document and make some adjustments prior to printing.	5-10
14	Inspecting a Document – Maintaining Compatibility	1.4.3	Explain that compatibility issues arise occasionally, especially if sharing files with others. If you discover that a file is no longer in the correct format, use it as a teaching tool to have students save in the new format and review how compatibility issues can arise when sharing files between different systems.	5-10
15-16	– Using the Document Inspector	1.4.1	Ensure students understand why it is important to inspect documents before distributing them to others.	10-15
17	– Checking Documents for Accessibility	1.4.2	The accessibility tool ensures your documents meet global standards for accessibility	10-15
	Learn to check a document for issues	1.4.1 1.4.2 1.4.3	Students check a document for potential issues.	10-15

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18-19	Sharing Documents <ul style="list-style-type: none"> – Share Documents Electronically – Sharing from OneDrive or SharePoint 	1.3.4	Emphasize that when documents are shared with people who have edit permissions, everyone's changes are made in the same document. Remind students that, in order to share documents, the documents must be stored in the cloud.	10-15
20-21	<ul style="list-style-type: none"> – Changing Link Settings – Send a Copy or Link 	1.3.4	The most common default setting is that anyone with the link can edit the documents. Students must change this permission if they want people to be able only to view the documents.	10-15
22-24	<ul style="list-style-type: none"> – Sharing Documents Stored in OneDrive - Personal – Send as Attachment – Get a Sharing Link 	1.3.4	Students can specify to share a document as a link or as an attachment. Emphasize that, if students send a document as an attachment, the recipient will have a separate copy of the original document.	10-15
	Learn to share documents	1.3.4	Students explore the various ways they can share documents with others.	5-10
25	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)	2.5-4.5