

STOP

- Don't touch anything!



Today's Lesson: WORD

- WORD Ribbons
- Home Tab
- Font stuff
- Paragraph layout



Grades 4 and 5

Today's schedule...WORD Basics

- Lesson Objectives:
- Navigation and Ribbons
- Basics
- Document Level Stuff
- HOME and other Ribbons



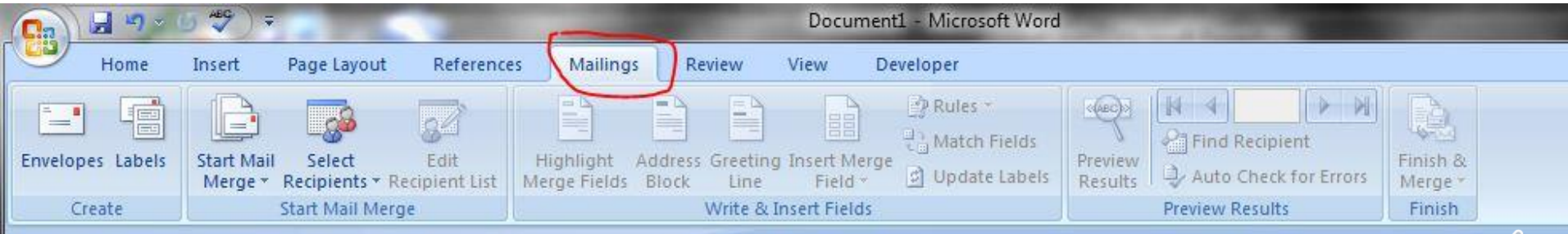
Microsoft WORD Competency

Microsoft WORD

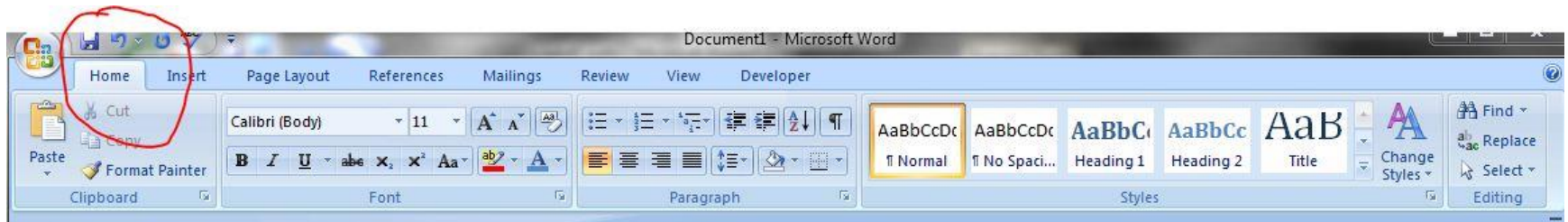
1. Start Word.
2. Key text into a document.
3. Perform basic text editing.
4. Name and save a document.
5. Print a document.
6. Close a document and exit Word.
7. Open an existing document.
8. Select, copy, paste, delete text.
9. Save a revised document.
10. Apply character formatting.
11. Change font types and font sizes.
12. Change line / paragraph spacing.
13. Set paragraph indents.
14. Bulleted and numbered lists.
15. Check spelling.
16. Find and replace text.
17. Move text.
18. Change margins.
19. Use soft and hard page breaks.
20. Add page numbers.
21. Add headers and footers.
22. Create a table.
23. Key and edit text in tables.
24. Select cells, rows, and columns.
25. Format tables and cell contents.
26. Create multiple-column layouts.
27. Insert Clip Art.
28. Move and format clip art.
29. Create WordArt.



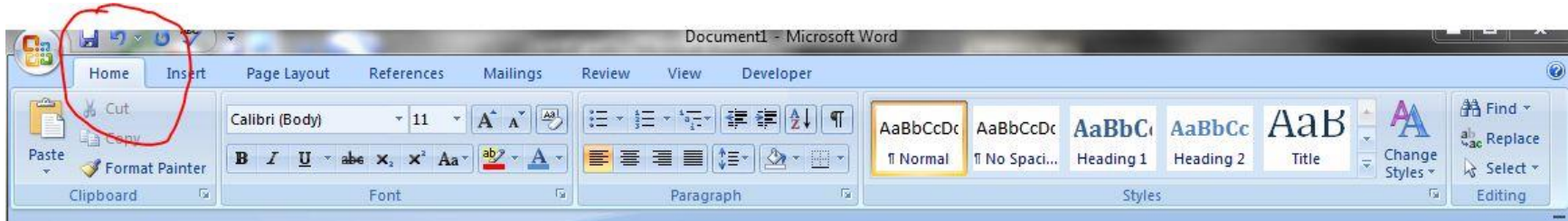
WORD RIBBONS



HOME TAB



WORD: Home Tab



- Fonts
- Font sizes
- Paragraph
- Styles
- Editing
- Extras *



Report Format & Style

The parts of a report may include:

1. Title Page (Only if your teacher asks for one!)
2. Outline
3. Report
4. Images
5. Appendixes if you have them
6. Works Cited (Bibliography)

[Enter Gallery](#)

Images 1-6 of 6



[MLA Sample First Page](#)



[MLA Outline](#)



[Title Page in MLA](#)



[Alternate First Page](#)



[Image Page](#)



[Sample MLA Works Cited List](#)



HOME tab exercise using:

Italics, Bold, underline, text color, list level,
font size, Broadway font, bullets, align level,
shape fill, shape outline



- Use WORD to duplicate this text

The 2015 preseason will kick off on Sunday, Aug. 9 (NBC, 8 p.m. ET), in Canton, Ohio, when the [Pittsburgh Steelers](#) face the [Minnesota Vikings](#) in the [Hall of Fame](#) Game.

2015 PRESEASON WEEK-BY-WEEK SCHEDULE
NFL/HALL OF FAME GAME (Aug. 9)

Carolina at Buffalo
Dallas at San Diego
Denver at Seattle
Green Bay at New England
Indianapolis at Philadelphia

The NFL's slate of eight nationally televised preseason games will feature five 2014 playoff teams, including the NFC champion [Seattle Seahawks](#), one of the highlights of the 2015 NFL preseason schedule announced Thursday.

Italics, Bold, underline, text color, list level, font size, Broadway font, bullets, align level, shape fill, shape outline



- Use **WORD**: copy this text into **WORD**

The **2018 preseason** will kick off on Thursday, Aug. 2 (NBC, 8 p.m. ET), in Canton, Ohio, when the Pittsburgh Steelers face the Baltimore Ravens in the Hall of Fame Game.

NFL/HALL OF FAME GAME Aug 2

2018 PRESEASON WEEK 1 SCHEDULE Aug. 9-13

Los Angeles Chargers vs. Arizona Cardinals

Los Angeles Rams vs. Baltimore Ravens

Carolina Panthers vs. Buffalo Bills

Chicago Bears vs. Cincinnati Bengals

Minnesota Vikings vs. Denver Broncos

The NFL's slate of eight nationally televised preseason games will feature five 2017 playoff teams, including the NFC champion Philadelphia Eagles.

Italics, Bold, underline, color, align text, font size, Broadway font, bullets, align text



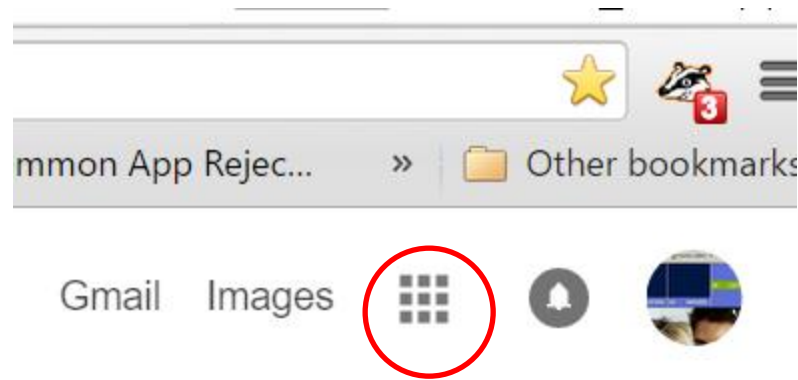
When Finished...

- PYHU
- OR...
- Name file, Save, to C:\downloads
- OR...
- Name file, Save & upload to sjbdigital.com
 - Into your Grade / homework Dir

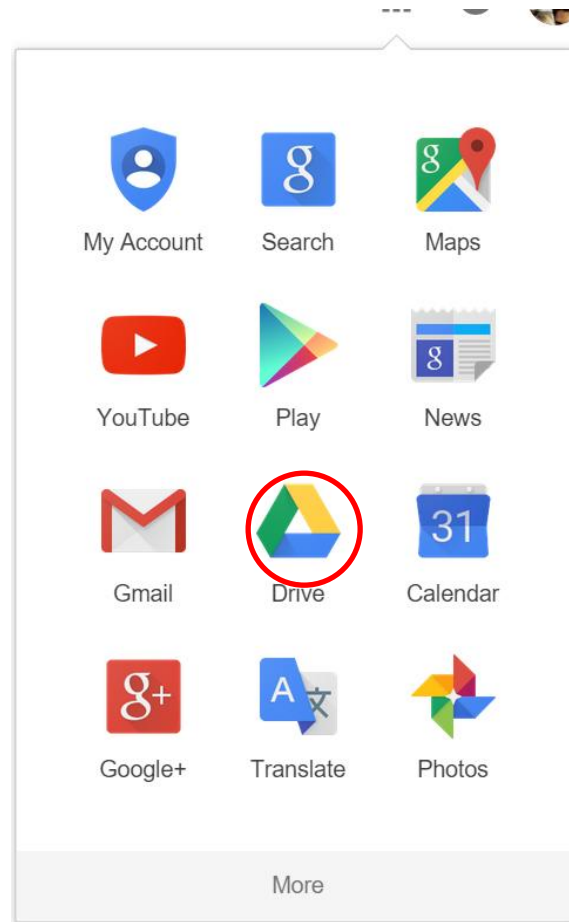


Chromebooks: save to Google Drive

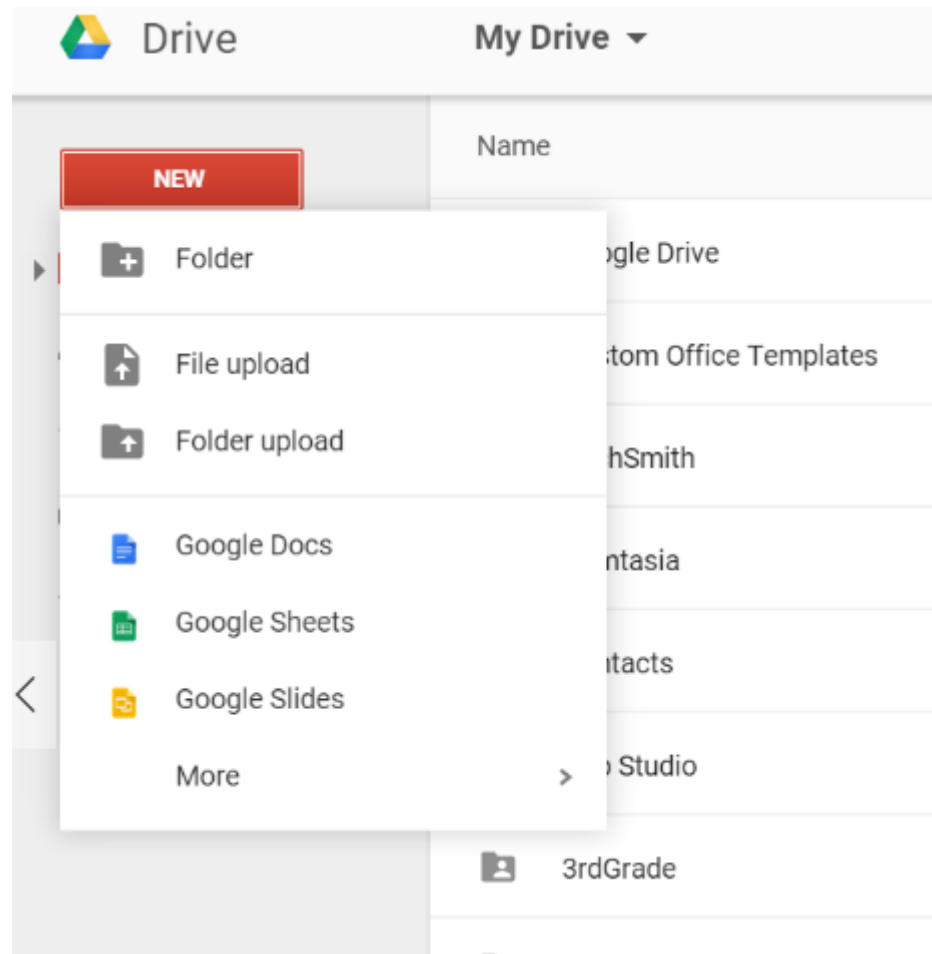
- <https://www.youtube.com/watch?v=-HU9Z5gtQVk>



Google Apps



Create a new Document



Copyright protection

- Copyright protection attaches to an original work the very moment the creator puts it in a fix or tangible format. These may include some of the following subjects:
- **Literature** - novels, short stories, essays, poems, manuscripts, articles, computer software, and smartphone apps
- **Music** - musical notes, melodies, and lyrics of a song or jingle, operas, and musical plays
- **Sound recordings** - podcast, CD, and recorded speeches
- **Audio-visual** - movies, television shows, online videos, stage plays, video games and slideshows, pantomimes, and choreography
- **Art** - graphics, fine arts, photographs, maps, diagrams, and sculptures
- **Architectural** - architectural plans and the drawings associated with it

Works without copyright protection

- Titles, slogans, and taglines
- Ideas and concepts
- Procedures, methods, and systems
- List of ingredients
- Standard information (e.g., height or weight charts, measurements, calendars)
- Familiar symbols, such as a "no smoking" sign