BCS-Word

Back to Basic Computer Skills Training Plan

MS Word

Learning Objectives:

1. Is able to create a Word document.
2. Is able to use Styles feature in a Word document.
3. Is able to create a table in a Word document.
4. Is able to create numbered and bulleted lists in a Word document.
5. Is able to add a picture in a Word document.
6. Is able to add a header/footer in a Word document.
7. Is able to add a footnote in a Word document.

Learning Tasks:

Connection:

Show the participants the final version of the document (Sample.docx) that they will create.

Data Files for session

Content:

- Start Word. Have the participants watch. They are going to create a document from scratch using Word.
- Explain the office button, the toolbar, the tabs and the ribbon.
- To save your document, click the Microsoft Office Button image, click Save As. The Save As dialog box appears. In the File name box, enter Lesson1.docx. Click Save.
- Copy the contents of the sample.txt to the new document. In the View tab, click Draft. Click the Office button and select Word Options. Click Advanced tab. Go to Display section. Enter a number in the Style Area Pane Width in Draft and Outline Views text box. Click OK.
- On the first paragraph, in the Home tab, in the Styles group, click Heading 1. Delete next empty line.
- On the next paragraph, in the Home tab, in the Styles group, click Heading 2. Delete next empty line.
- On the next paragraph, in the Home tab, in the Styles group, click Normal. Delete next empty line. Highlight Lesson+1+videos. Click Styles button. Select Hyperlink. i Right-click on highlighted text. Select Hyperlink. Add url in the Address box. Click OK. Delete next empty line.
- On the next paragraph, in the Home tab, in the Styles group, click Heading 3. Delete next empty line.
- On the next paragraph, in the Home tab, in the Styles group, click Normal. Delete next empty line.
- On the next paragraph, in the Home tab, in the Styles group, click Heading 3. Delete next empty line.
- On the next paragraph, in the Home tab, in the Styles group, click Normal. Delete next empty line.
- On the next paragraph, in the Home tab, in the Styles group, click Heading 3. Delete next empty line
- On the next paragraph, in the Home tab, in the Styles group, click Normal. Delete next empty line.

We should be at Exercise 1.

- We want to change the style of Normal. Right-click on Normal and select Modify. Change to Times New Rom 11 Automatic Bold with spacing of 0 pt before and 6 pt after. We want to change the style of Heading 1. Right-click on Heading 1 and select Modify. Change to Arial 16 Automatic Bold with spacing of 12 pt before and 12 pt after and with alignment center. Change Heading 2 to Arial 14 Automatic Bold with spacing of 6 pt before and 6 pt after. Change Heading 3 to Arial 12 Automatic Bold with spacing of 6 pt before and 6 pt after.
- For the Exercise 1 paragraph, we want to create a new style. Click on Styles button. Click on New Style. The name of the style should be Exercise Title with Arial 14 Automatic with spacing of 12 before and 6 pt after. Delete next empty line.

- The next three paragraphs should be Normal. Delete empty lines.
- The next two paragraphs should be List Number 2. The HEB/GRK and the LXX/GRK should Strong. Delete next empty line.
- The next paragraph should be Normal. Delete next empty line.
- The next five paragraphs should be List Bullet 2. Delete next empty line.

We should be at Exercise 2.

- For the Exercise 2 paragraph, in the Home tab, in the Styles group, click Exercise Title. Delete next empty line.
- The next paragraph should be Normal.
- To insert table of Paratext resources, do the following.

    Enter Name, Full Name, Language.

    Enter NLT96, New Living Translation (2ndEdition), English.

    Highlight the above text. In the Insert tab, in the Tables group, click Table. Click Convert Text to Table. Set Commas. Set Autofit to Contents. There should be 3 columns and 2 rows.

    In the Design tab, in the Table Styles, choose the desired style.

    Add a new row: NIV84 New International Version 1984 English.

    Add a new row: NBS02 Nouvelle Bible Segond 2002 French.

- The next two paragraphs should be Normal. Delete empty lines.
- To insert Picture3.jpg, in the Insert tab, in the Illustrations group, click Picture. Navigate to Picture3,jpg and select it.

We should be at Exercise 3.

- For the Exercise 3 paragraph, in the Home tab, in the Styles group, click Exercise Title. Delete next empty line.
- The next two paragraphs should be Normal. The Open Project/Resource in Text Collection should be Strong. Delete empty lines.
- To insert Picture4.jpg, in the Insert tab, in the Illustrations group, click Picture. Navigate to Picture4,jpg and select it.
- The next four paragraphs should be Normal. Delete empty lines.
- To insert Picture5.jpg, in the Insert tab, in the Illustrations group, click Picture. Navigate to Picture5,jpg and select it. Resize the picture to fit under text.
- The next paragraph should be Normal.

We should be at Exercise 4.

- For the Exercise 4 paragraph, in the Home tab, in the Styles group, click Exercise Title. Delete next empty line.
- The next three paragraphs should be Normal. Delete empty lines. Translators Handbook for Matthew should be Book Title.
- To insert Picture7.jpg, in the Insert tab, in the Illustrations group, click Picture. Navigate to Picture7,jpg and select it. Resize the picture to fit under text.
- The next paragraph should be Normal.
- Create a table with header line and four rows and two columns. The headers should be Code and Description. Fill in the four rows.

We should be at Exercise 5.

- For the Exercise 5 paragraph, in the Home tab, in the Styles group, click Exercise Title. Delete next empty line.
- The next paragraph should be Body Text Indent. Delete empty line.
- The next paragraph should be Block Text.
- Now we want to add a header and a footer to the document.
- In the Insert tab, in the Headers & Footers group, click Header. Select Blank type. Type Lesson 1 into Header pane. Set Different First Page. Click Insert Alignment Tab. Set Center for alignment. Remove bottom border. Click Close Header and Footer.
- In the Insert tab, in the Headers & Footers group, click Footer. Select Blank type. In the Design tab, reset Different First Page. Click Insert Alignment Tab. Click Page Number and then select Current Position. Enter Page before page number into Footer pane. Remove top border. Click Close Header and Footer.
- Now we want to add a footnote.
- Go to the end of Exercise 1 line. In the References tab, in the Footnotes group, click Insert Footnotes. Enter This is a footnote for exercise 1.

Challenge

Have the participants do what you did in the Content section.

Changes:

Have the participants do the following exercises.

1. Change Normal style to Times new Roman 12 Dark Blue with spacing of 6 pt after.
2. Add a table listing the courses you are taken and the main instructor‘s name at the end of Lesson 1 document.
3. In the last paragraph, change Congratulations to Emphasis character style.
4. Add a footnote to the end of Exercise 2 line.
5. Add picture1.jpg after Exercise 2 line.