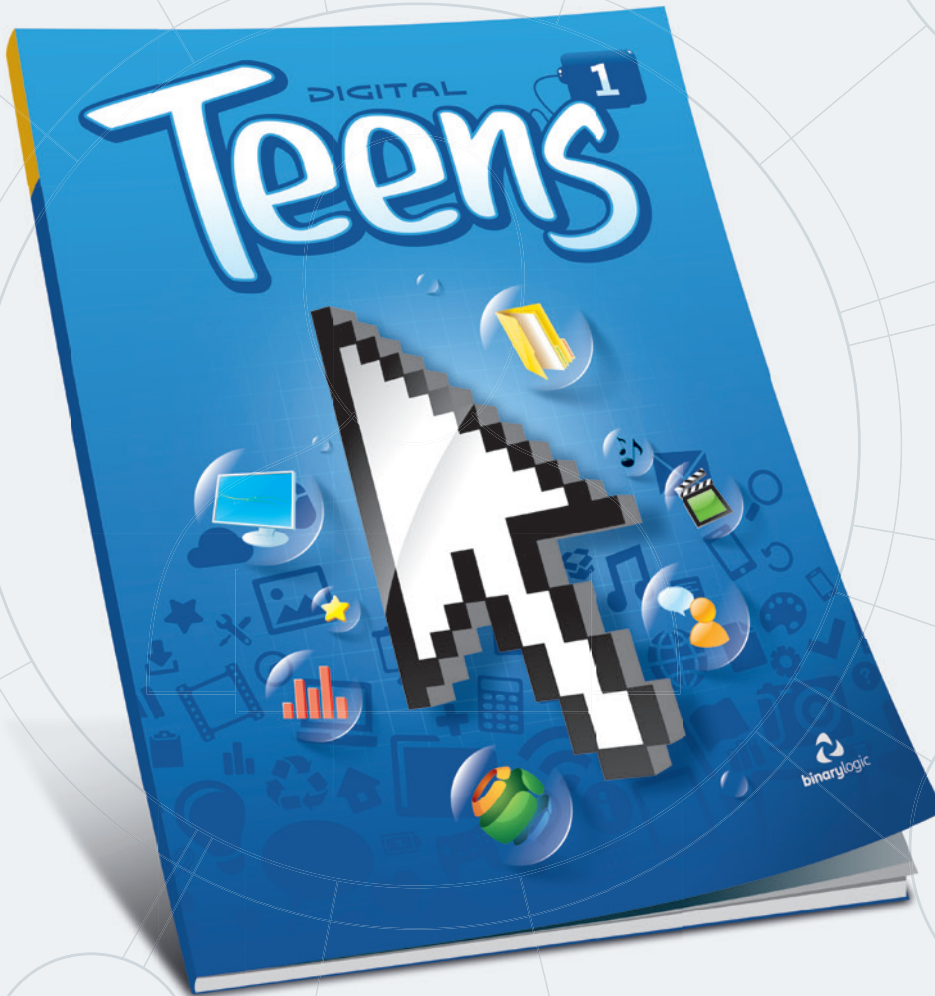


Online Teaching Resources

Digital Teens 1



Samples of

- > Lesson Plans
- > Activity Worksheets
- > Self-Evaluation Sheets

Syllabus

Learning the basics

1. Computers and devices
2. The operating system
3. Files and folders
4. Basic settings
5. Hints and tips
6. Project

Creating a document

1. Formatting text
2. Advanced font formatting
3. Images and graphics
4. Working with tables
5. Check and print
6. Project

Getting online

1. Surfing the web
2. Use online resources
3. Send and receive email
4. Organizing email
5. Be safe online
6. Project

Working with numbers

1. Rows and columns
2. Advanced formatting
3. Simple calculations
4. Logical functions
5. Create a chart
6. Project

Presenting your ideas

1. Slides, text and images
2. Transitions and animations
3. Sound and video
4. Charts and graphs
5. Tips and tricks
6. Project

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TASK 1

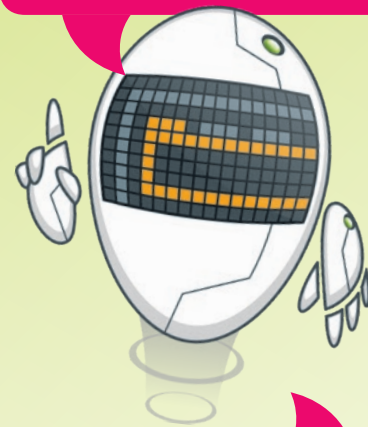
Formatting text

One of the most common tasks that we do on a computer is to write text. It can be anything from a small note or an email to a friend, to a school project. Text is so important that many different programs have been developed to create and edit it. **Microsoft Word** is a very powerful program, not only for writing but also for formatting text, making tables and labels or even having fun with pictures and shapes. The environment of **Microsoft Word** is simple and easy to use.

The Ribbon is dynamic. When you select an object, let's say a picture, a new tab offering new options for pictures will appear. If you change the size of the main window, the Ribbon may hide some options.

To open Word:

- > Click the **Search** button, type **Word** and press **Enter ↵**.
- > The program opens.



This is the Ribbon. From here you can access all the tools in Microsoft Word. Each tab deals with a specific task, e.g. the page layout.

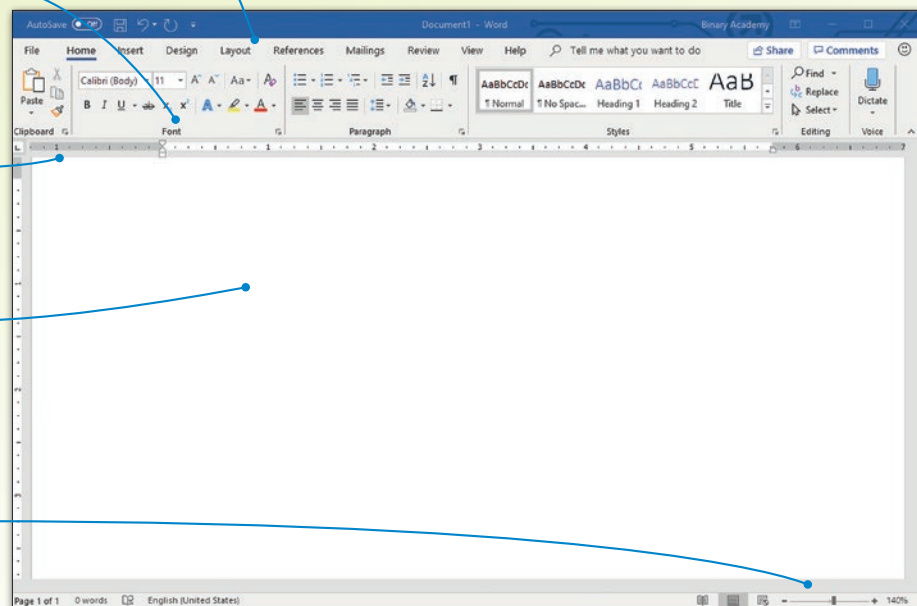
Each tab consists of groups with buttons and drop-down lists. This is how the program organizes its features.

Rulers allow you to align your text or change the size of a table.

The white area is the "page" where you can type your text.

These are the View buttons and the Zoom slider. Here, you can change how you view your document or you can zoom in or out.

Grouping the buttons is very important, because some buttons do similar things. For example, the Font group gives you all the necessary tools to format the font of your text.



Start typing

It's very easy to start typing in **Microsoft Word**. Just click the white page and as soon as the cursor starts flashing, use your keyboard and type away!

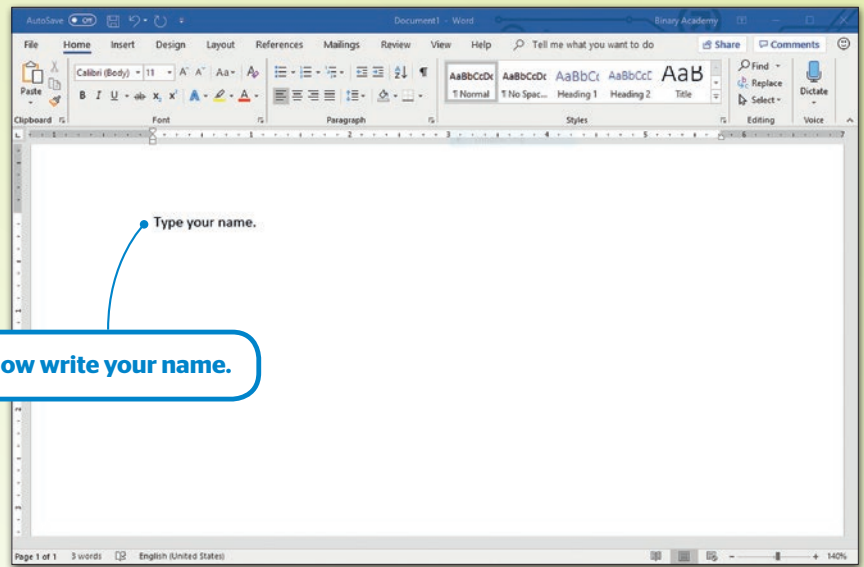
In order to learn how to type fast and correctly, you need to know how to place your hands on the keyboard. First of all, you need to use both hands.

Imagine that your keyboard is divided into two areas. You use your left hand in the area from the keys TGB keys and to the left and your right hand from YHN and to the right.



Your teacher can help you place your fingers correctly and explain which keys you should press with which finger. It's not that difficult, you just need to practice for a while.

Now write your name.

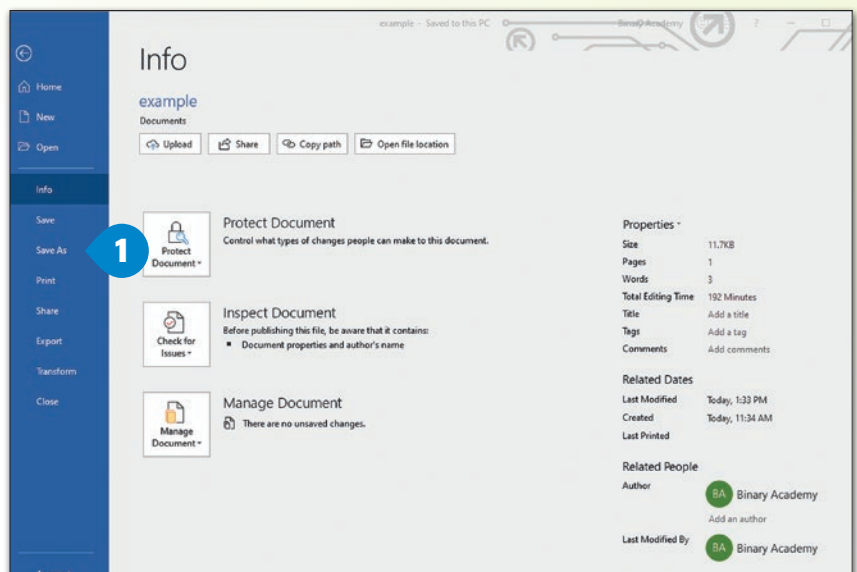


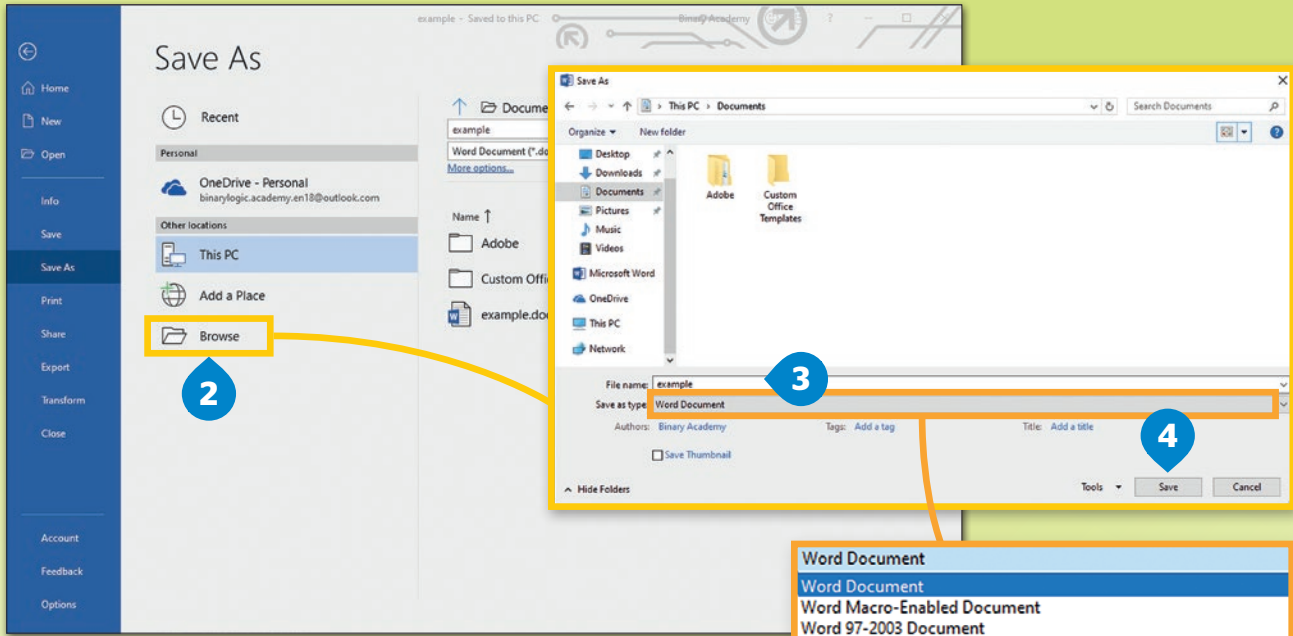
Save - Open - Create new Document

While you are working, a lot of things can go wrong. That's why it's very important to save your work every now and then. In this way, you can switch off your computer and continue working on a project later, without risking losing any work. You can also create a new document, so that you can work with multiple texts.

To save your document:

- > On the **File** tab, click **Save As** **1** or press **Ctrl + S**.
- > Click **Browse**. **2**
- > In the **Save As** window in the **File name** text box, **3** type a name for your file and click **Save**. **4**



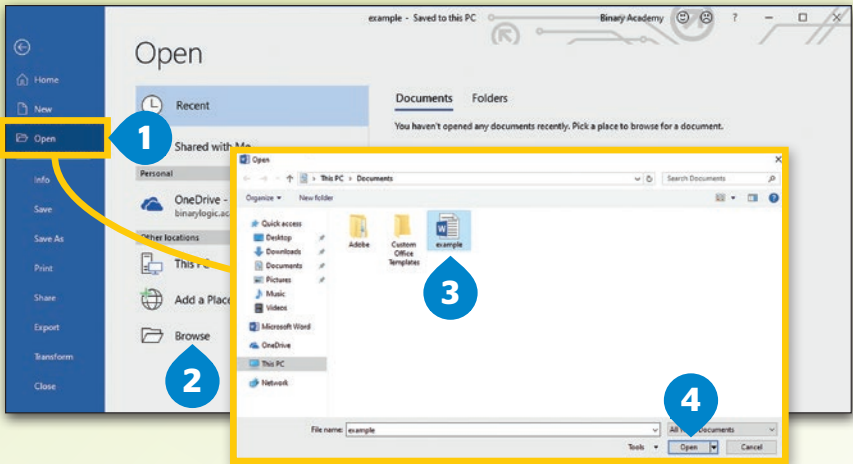


You can save your document in different types of formats. By default, Microsoft Word saves your text as a Word document (.docx), but you can choose other types, such as PDF, HTML or plain ASCII text.

- Word Document**
- Word Document
 - Word Macro-Enabled Document
 - Word 97-2003 Document
 - Word Template
 - Word Macro-Enabled Template
 - Word 97-2003 Template
 - PDF
 - XPS Document
 - Single File Web Page
 - Web Page
 - Web Page, Filtered
 - Rich Text Format
 - Plain Text
 - Word XML Document
 - Word 2003 XML Document
 - Strict Open XML Document
 - OpenDocument Text

To open a file:

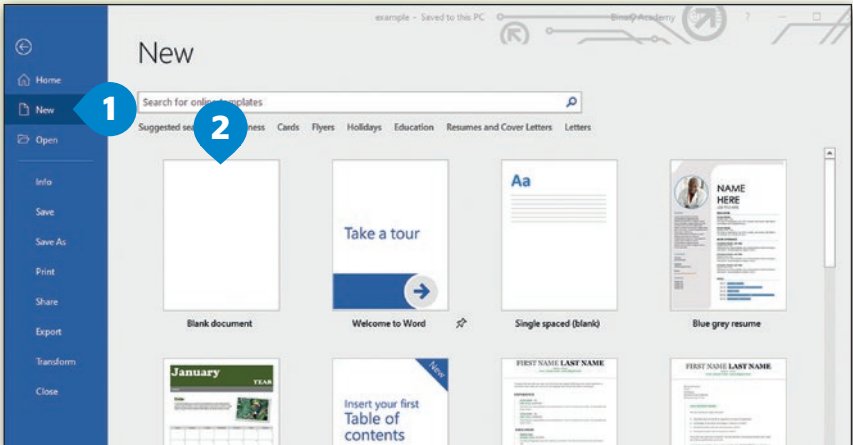
- > On the **File** tab, click **Open** 1 or press **Ctrl + O**.
- > Click **Browse**. 2
- > In the **Open** window, locate your file, 3 click it and then click **Open**. 4



To create a new document:

- > On the **File** tab, click **New** 1 and then click **Blank document**. 2

You can also press **Ctrl + N**

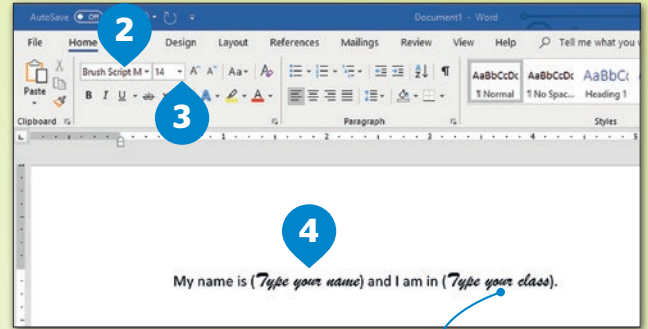
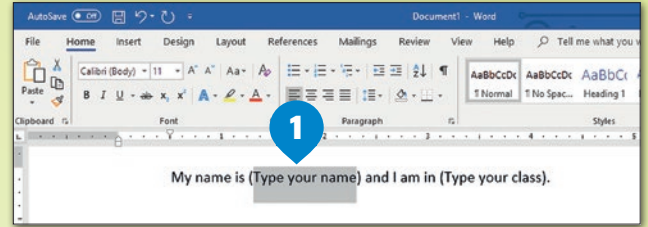


Format text

Now that you know how to save and open your work, let's see how you can play with your font so that you can make your document more attractive. Type **My name is** (type your name) **and I am in** (type your class).

To change the font of a word or phrase:

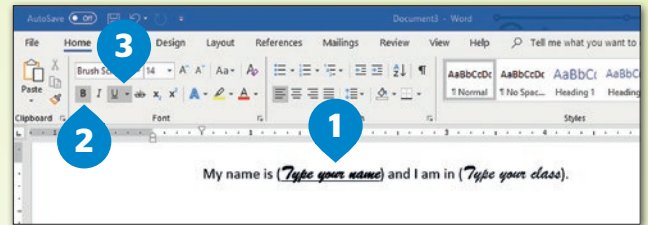
- > Select a word or phrase, for example your name. **1**
- > On the **Home** tab, in the **Font** group, click the font you want. **2**
- > Select the size of your font, so that your name looks bigger than the rest of the text. **3**
- > Your selected text will change accordingly. **4**



Do the same with your class.

To make your text bold and underline it:

- > Select your name **1** and on the **Home** tab, in the **Font** group, click the **Bold** button. **2**
- > Follow the same steps, but instead of **Bold**, click the **Underline** button. **3**



As you can see, all the buttons in the Font group work in the same way: first, select the text you want to format and then click the appropriate button to make the changes you want.



SMART TIP
To select a word, you can double-click it.

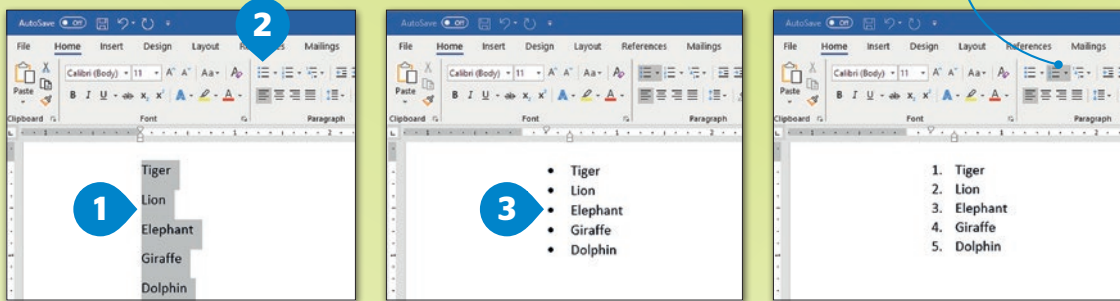
Bullets and numbering

Sometimes you may want to present a list of things, for example your favorite animals. Try to avoid just putting the words one below the other. Use bullets and numbering in order to create an attractive list.

To create a bullet list:

- > Select the text you want to convert to a list. **1**
- > On the **Home** tab, in the **Paragraph** group, click the **Bullets** button. **2**
- > Bullets will be applied to your selected text. **3**

Instead of **Bullets**, use **Numbering**. See the difference?



FORMAT A PARAGRAPH

A paragraph is a collection of sentences that deal with a specific subject. In **Microsoft Word**, most of the paragraph formatting options are on the **Home** tab, in the **Paragraph** and **Styles** groups.

Align text

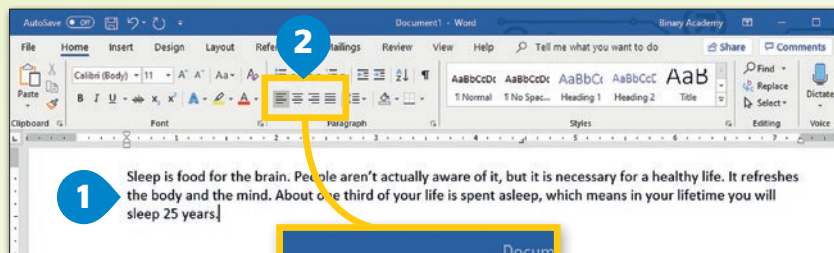
It's sometimes necessary to align the text in a different way in order to make it look better. We can align one or more paragraphs to the left, right and center or we can justify the paragraphs.

Type this small paragraph:

Sleep is food for the brain. People aren't actually aware of it, but it is necessary for a healthy life. It refreshes the body and the mind. About one third of your life is spent asleep, which means in your lifetime you will sleep 25 years.

To Align a paragraph:

- > Select the paragraph. **1**
- > On the **Home** tab, in the **Paragraph** group, click the **Center Alignment** button. **2**
- > Your paragraph has been aligned to the center. **3**

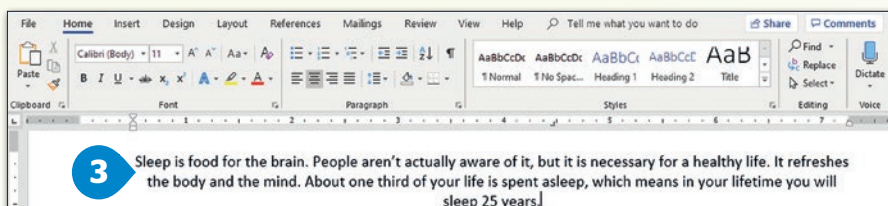


Align text to the left **Ctrl + L**.

Align text to the right **Ctrl + R**.

Align text to the center **Ctrl + E**.

Align text to both left and right margins / justified **Ctrl + J**.

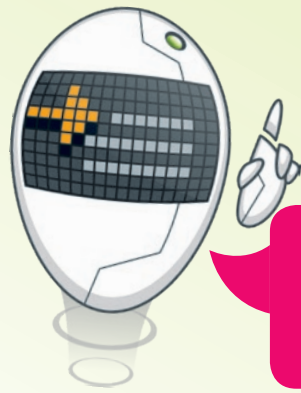


Paragraph indentation

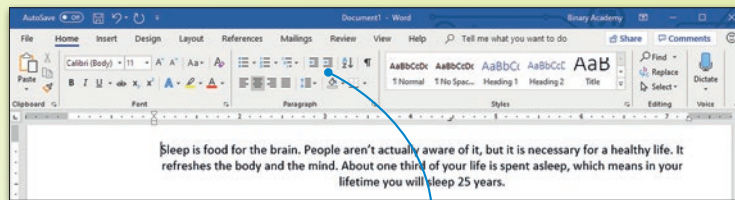
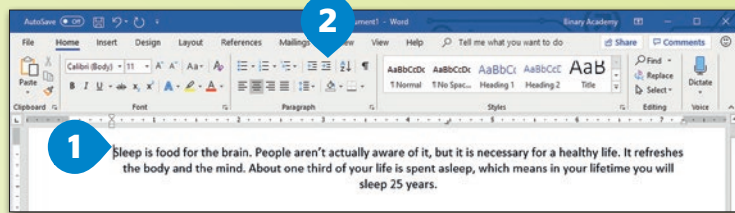
Paragraph indentation determines the distance of the paragraph from either the left or the right margin.

To apply paragraph indentation:

- > Place your cursor at the beginning of your paragraph. **1**
- > On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** button. **2**



*Sometimes you want the first line of your text to have some empty space at the beginning. We call this an indented line. To do this, click the beginning of the paragraph and press **Tab**.*



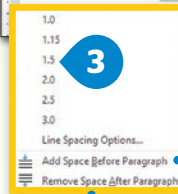
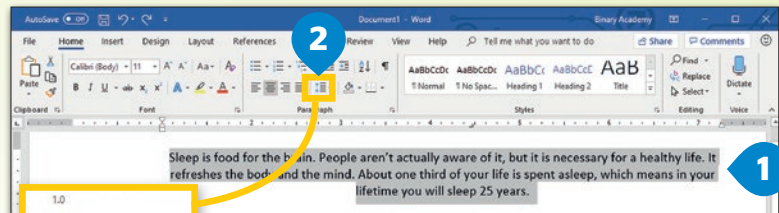
To change the indentation of the paragraph click the **Indent Increase** or **Decrease** button, on the **Home** tab, in the **Paragraph** group.

Line spacing

Line Spacing is the distance between the lines or the paragraphs of the text. Sometimes you may want to have more or less space between the lines.

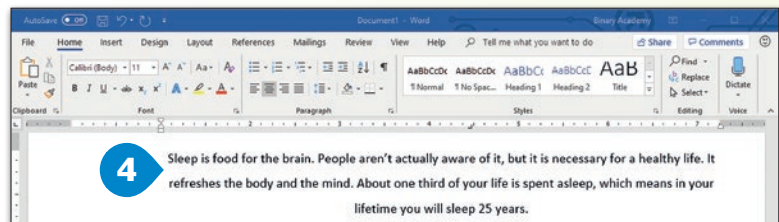
To apply line spacing:

- > Select your paragraph. **1**
- > On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button. **2**
- > Click **1.5**. **3**
- > The distance between the lines has been changed. **4**



Click **Add Space Before Paragraph** to add more space before the selected paragraph.

Click **Remove Space After Paragraph** to remove space after the selected paragraph.



HISTORY

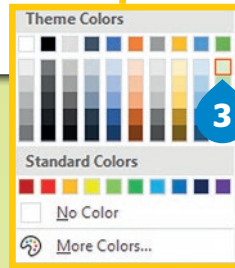
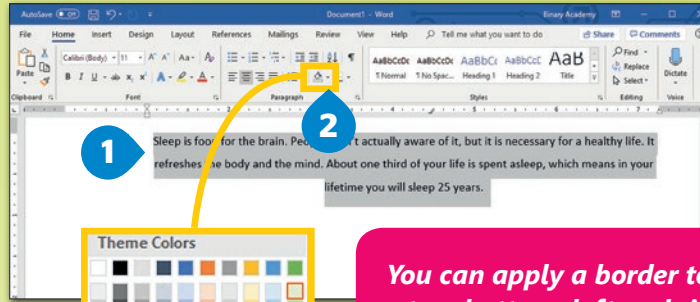
Before computers, people used to type text on typewriters. Typewriters first appeared in the 18th century, but the first one commercially successful was invented in 1868 by Sholes and Glidden.

Borders and shading

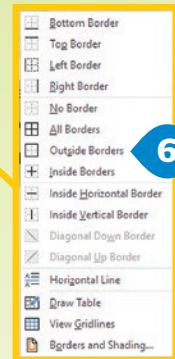
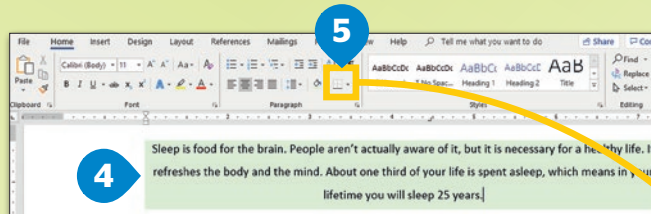
You can change the color behind your text or put a border around it. You can apply borders and shading to a single word, phrase, paragraph or even an entire text or page.

To apply shading and borders to your paragraph:

- > Select your paragraph. **1**
- > On the **Home** tab, in the **Paragraph** group, click the small arrow next to **Shading** button. **2**
- > Click a color **3** and it will be applied in the background of the selected paragraph.
- > Select your paragraph.
- > On the **Home** tab, in the **Paragraph** group, click the small arrow next to the **Borders** button. **5**
- > Click **Outside Borders**. **6**



You can apply a border to the top, bottom, left and right side of your text. If you select more than one paragraph, you can also apply horizontal borders between paragraphs.



hands on!

Type the following text and format it in the same way on your computer.

Mission to Mars

Mars is the **second** closest planet to **Earth**. Because of its color, we call it the '**red planet**'! People have studied this *amazing* planet since the invention of the telescope.

Scientists have known for over a hundred years that Mars has two moons *Phobos* and *Deimos*. Since the **1970s**, we have sent *satellites* around Mars and we have learnt more about the '**red planet**'. Mars is a cold and dry place. **There is a mountain named Olympus Mons which is three times higher than Mt Everest!**

Recently, we have sent *robots* to Mars and they have taken some *amazing* pictures. However, astronauts haven't travelled to Mars yet. This is the next step. The first person to walk on another planet!