

Using Microsoft Word or Google Docs



Today's Goals

- Open a document in Microsoft Word or Google Docs
- Practice navigating around a document
- Format a document
- Insert a picture
- Save your document
- Email the document to yourself



Google Docs



Microsoft Word

Open Microsoft Word

- Where do you find the icon?
- Click on the **MS Word** icon
- Click on 'Blank Document'



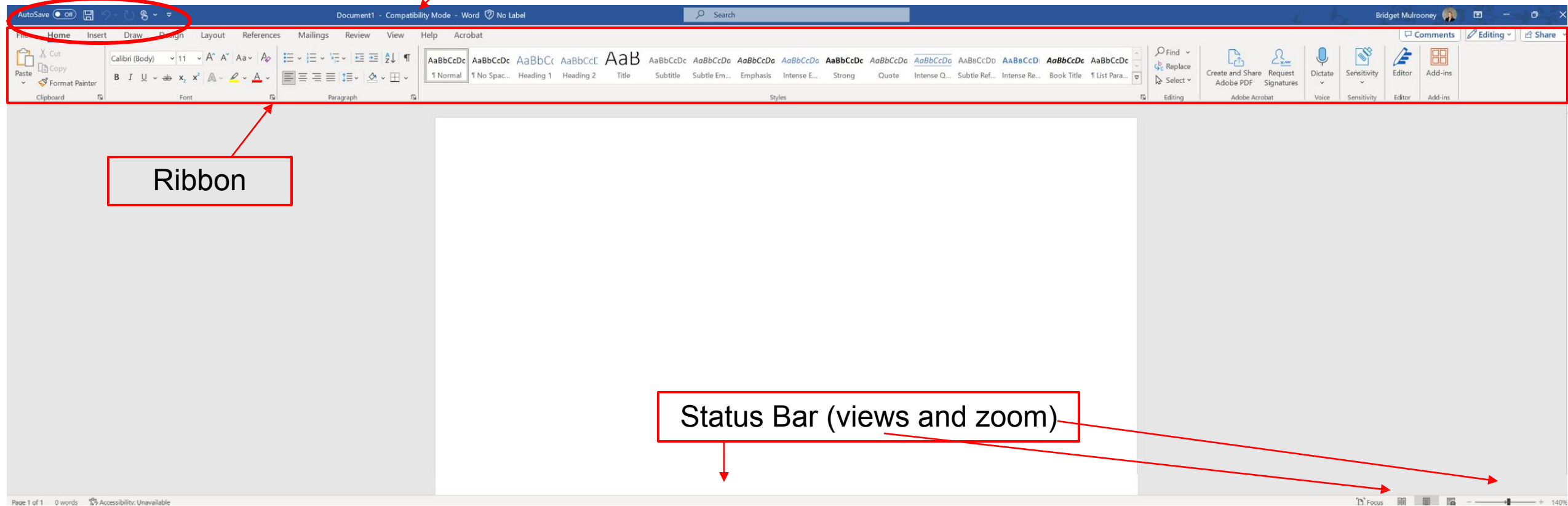
Parts of Microsoft (MS) Word Screen

Quick Access Toolbar

Title Bar

Ribbon

Status Bar (views and zoom)



Navigating MS Word

- **Font** – *Home* tab, font
 - Default is Calibri size 11
- **Undo/redo** – on quick access toolbar
- **Formatting characters** – *Home* tab, font
 - Bold (Ctrl +B)
 - Italic (Ctrl +I)
 - Underline (Ctrl +U)
- **Add a page:** press “Enter” until you have a new page



Text Alignment

- **Word wrap** – type to the margin and do not press enter! Only press enter at the end of a paragraph
- **Alignment** – on *Home* tab, paragraph
 - Four types
 - Left (default)
 - Center
 - Right
 - Justify

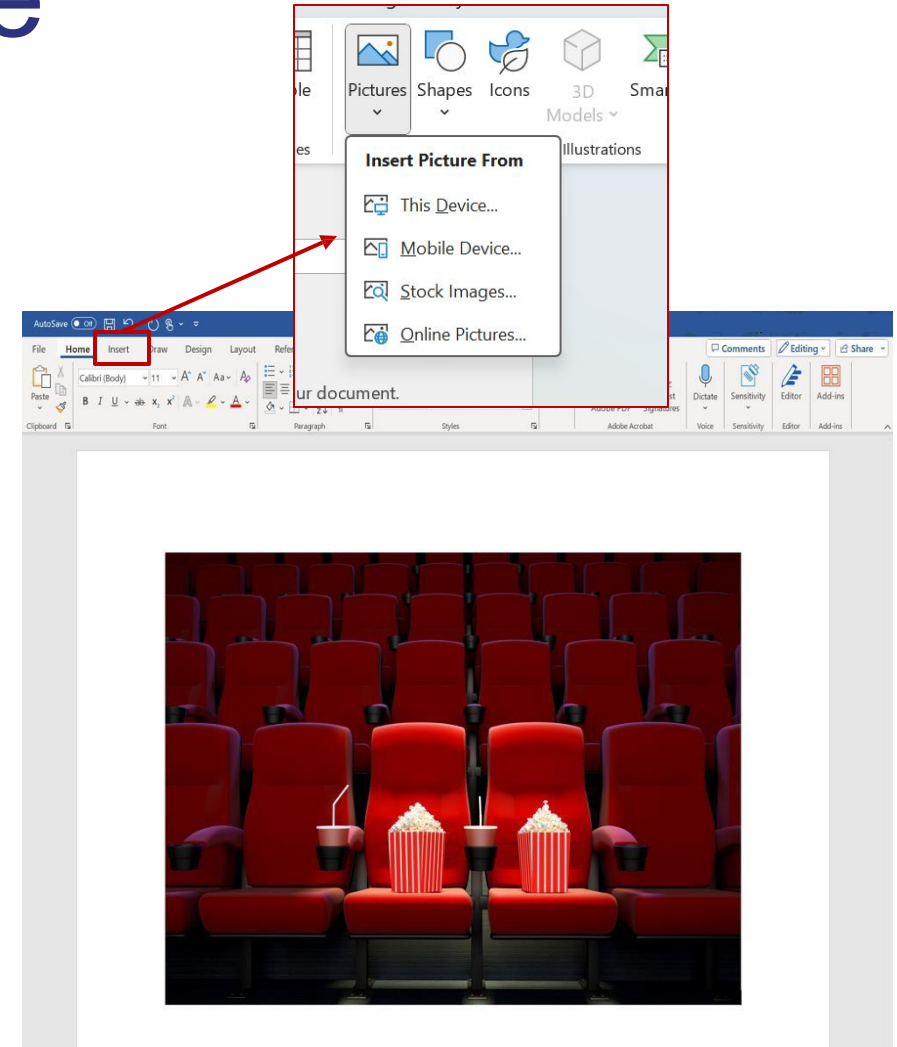
Example: Justified Text

If you are using a **home Wi-Fi network** to access the Internet, you should make sure it is secure; otherwise, your activity and information could be accessible to hackers and cybercriminals. Securing a wireless network can get technical, so beginners may prefer to get help from their **Internet service providers (ISPs)**. When setting up your wireless security, consider the following tips.



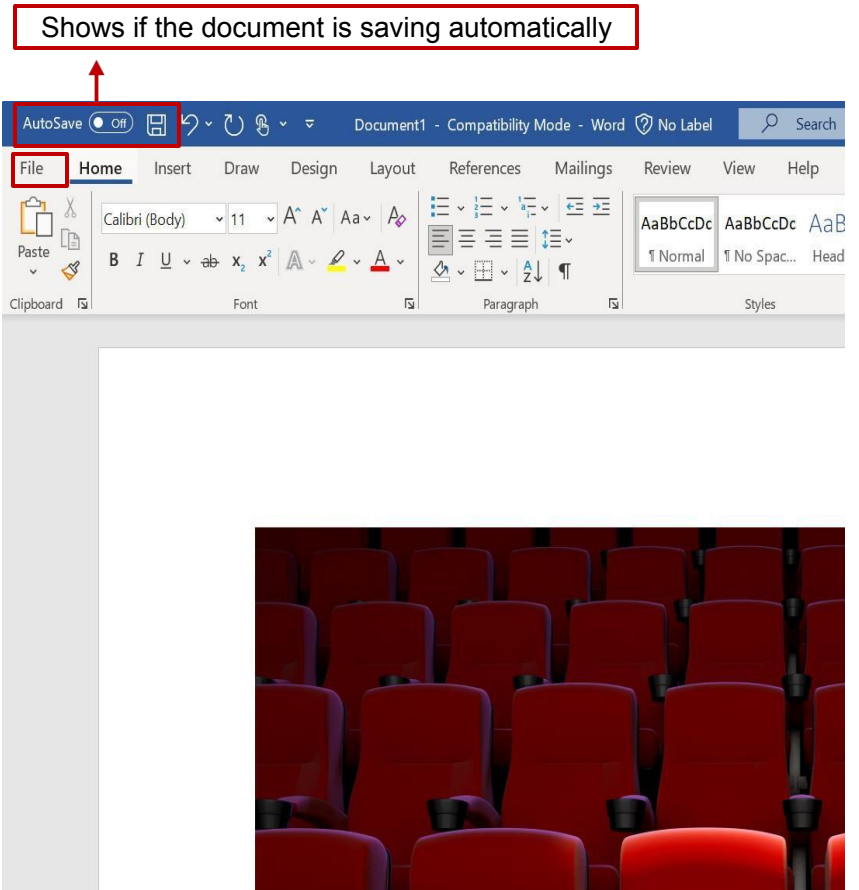
Insert and Format a Picture

- Click on ***Insert*** tab
- Click on “**picture**” and “**stock images**”
- Type a **keyword** in the **search box** to find a stock image
- Select a picture by clicking on it, and selecting insert
- To **format** the picture:
 - Click on the picture to activate it
 - Click on a corner and drag it to the size you want
 - Click on one of the corners until the 4-sided arrows appear. Click, hold, and drag the picture to where you want it on the page



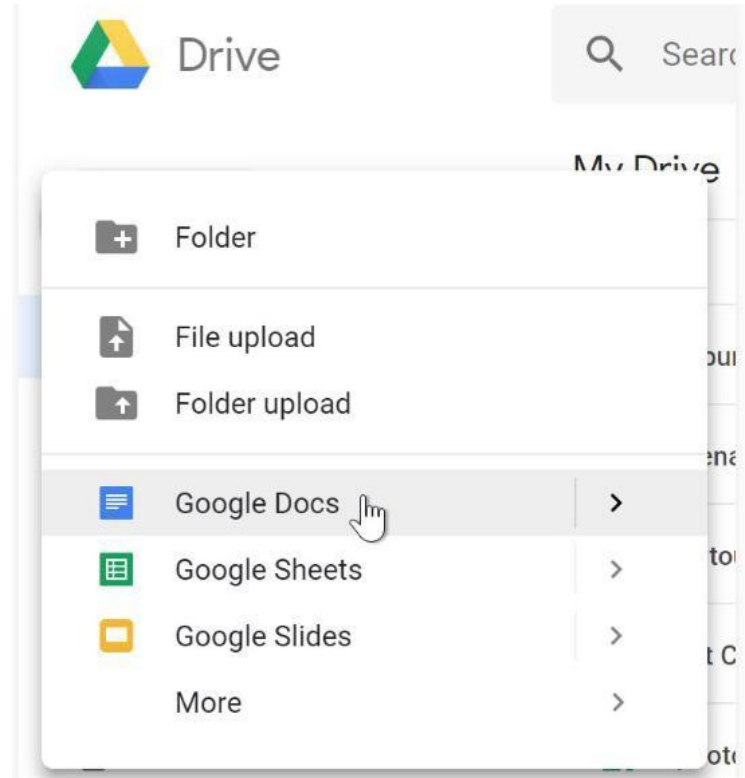
Save Your Document

- Click on **File** tab
- Click on **Save as** in the left-hand menu
- Click on **Computer**
- Click on **Desktop**
- Give your document your name and type it in the **file name** box
- Click on **Save**



Open Google Docs

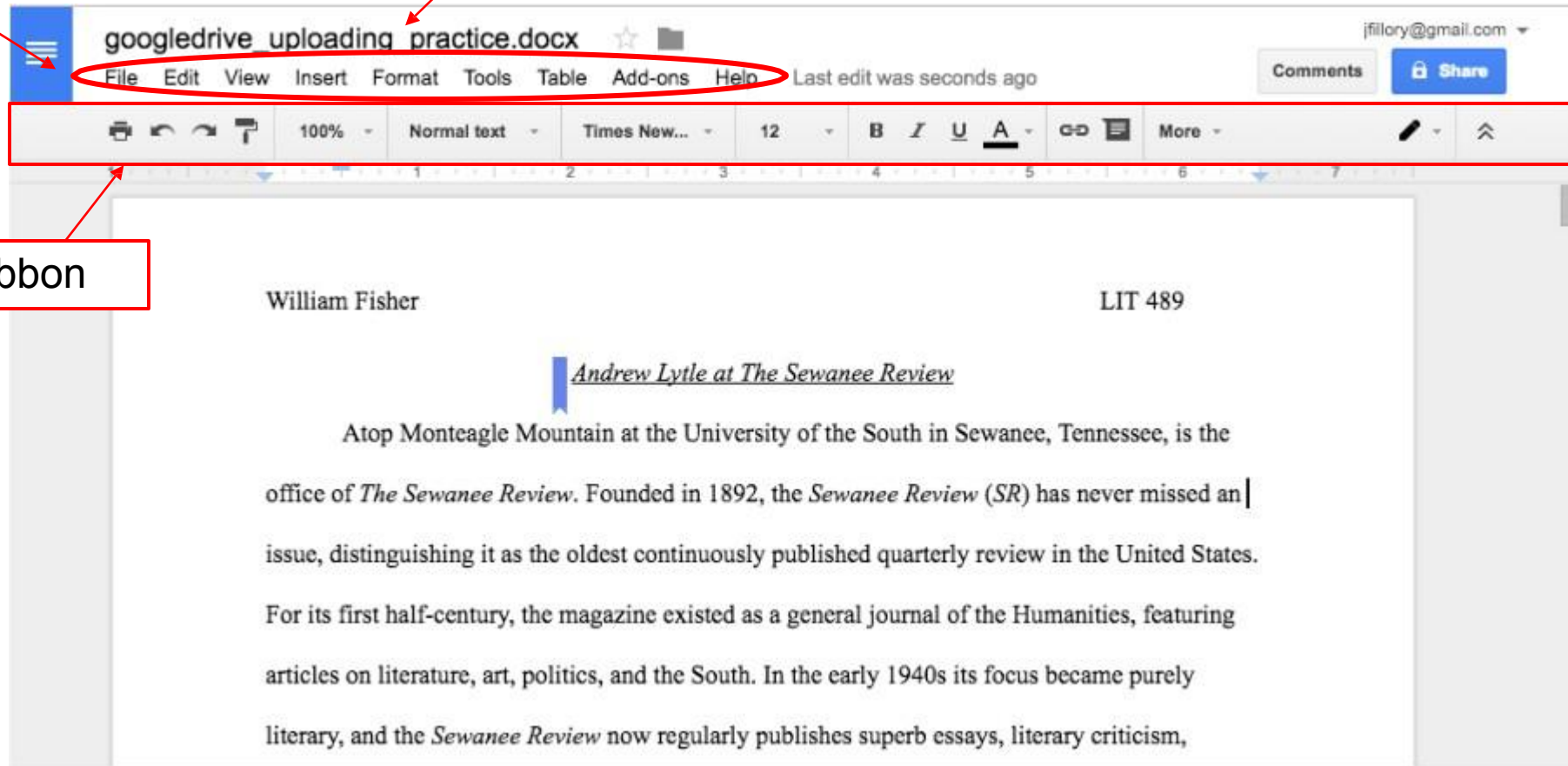
- Open your Internet browser
- Log into your Google (Gmail) account – <http://accounts.google.com>
- From Google Drive, select the **New** button, then choose **Google Docs** to create a new document
- Your new document will appear in a **new tab** in your browser



Parts of Google Docs Screen

Quick Access Toolbar

Title Bar



Ribbon



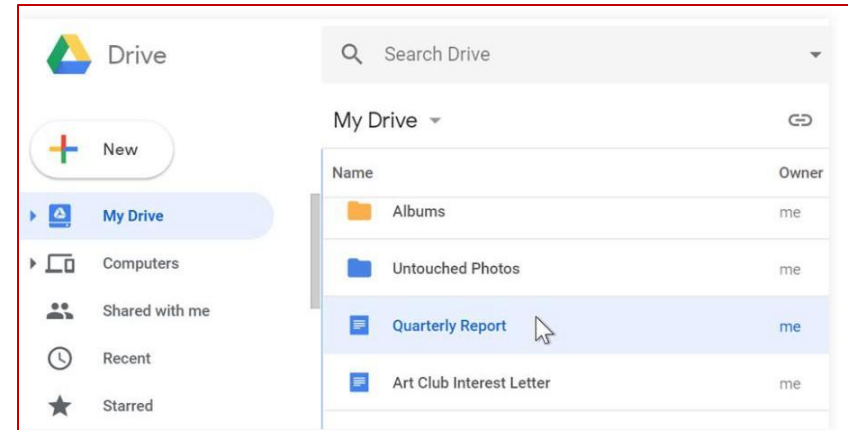
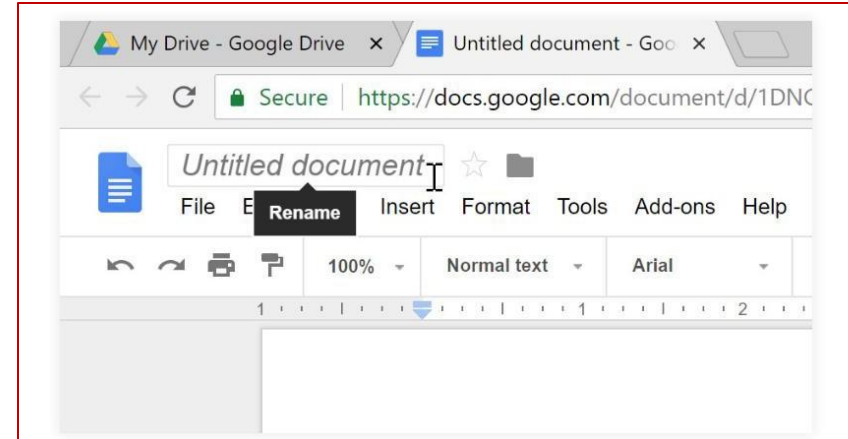
Navigating Google Doc

- **Font** – ribbon, font
 - Default is Arial size 11
- **Undo/redo** – on the ribbon
- **Formatting characters**
 - Bold (Ctrl +B)
 - Italic (Ctrl +I)
 - Underline (Ctrl +U)
- **Add a page:** press “enter” until you have a new page



Save Your Document

- Locate and select **Untitled document** in the upper-left corner
- The **Rename** dialog box will appear. Type a name for your file, then click **OK**
- Your file will be renamed. You can access the file at any time from your **Google Drive**, where it will be saved automatically



Email the Document to Yourself

- Open your email
- Compose a message to someone in the class or a friend or family member
- Attach your document
- Send the message with the attachment



Video Instruction

- How to Use Microsoft Word: <https://youtu.be/j-ZAVHk5SaU>
- How to Create a Google Doc: <https://youtu.be/BNLpkIYOyr0>



Vocabulary

- Microsoft (MS) Word – create a document
- Google Docs – create a document
- Title bar – shows the “title” of your document
- Quick access toolbar – save, undo, redo
- Cursor – the insertion point on your screen
- Ribbon – quick access to document editing
- Status bar (views and zoom) – your view of the document
- Scroll bar on right of screen – move up/down within a document
- Font – the printed style of your text
- Undo/redo – reverse a change to a document/repeat a previous change
- Formatting characters – change the appearance of text (bold, italic)
- Word wrap – when a sentence automatically continues to the next line
- Alignment – when all the text lines up the same
- Insert – put a picture, chart, or art in your document
- Stock photos – a library of pictures and art to insert
- Keyword – a word to help you find something in MS Word
- Format – change the size, color, or shape of something



Materials sourced/adapted from: **Rhode Island Family Literacy Initiative** (2016), Computer Skills Curriculum For Adult Learners. Accessed at: <https://oercommons.org/authoring/11481-computer-skills-curriculum-for-adult-learners>. and **GCFGlobal**, (n.d.), Homepage. Accessed at: <https://edu.gcfglobal.org/en/>

