

# Level Up

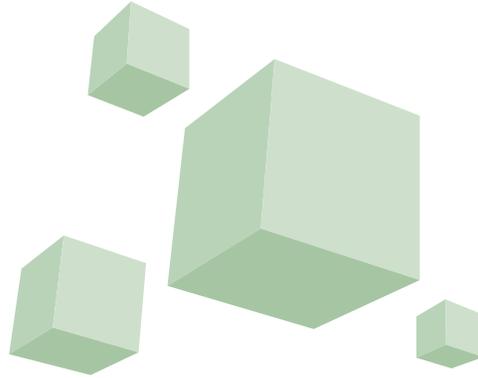
Through Digital Discoveries

7



For Review Purposes Only

**SAMPLE  
COPY**



# Level Up

Through **Digital Discoveries**

7

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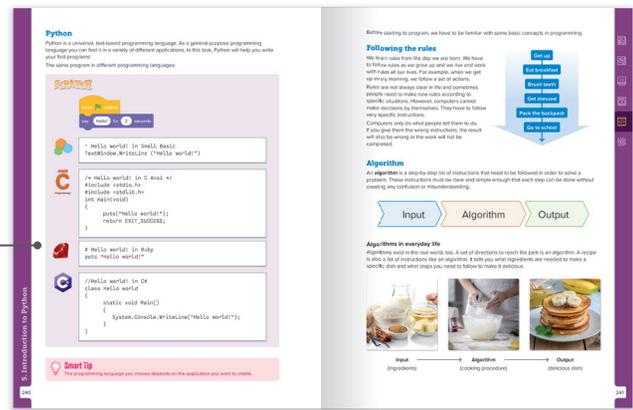
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# Key Features

An innovative approach to building digital competencies, developed by expert educators.

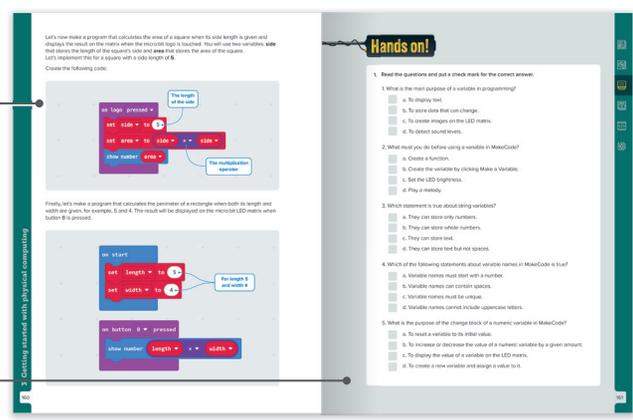
Each unit offers straightforward explanations and contemporary examples, making technology concepts accessible and relevant.



Curriculum aligns with the latest industry standards, preparing students for certifications and future careers.

Every unit includes a variety of tasks and activities designed to help students build essential digital competencies.

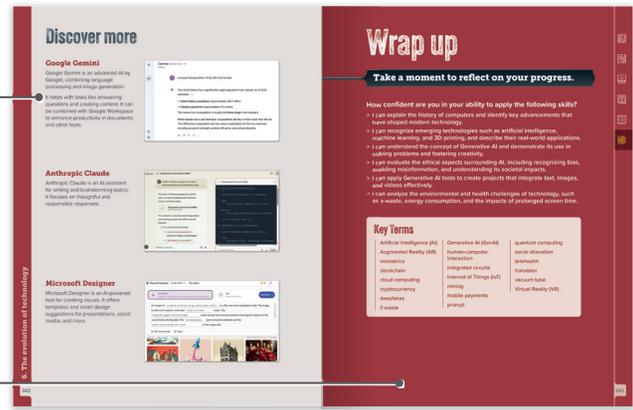
Projects and exercises throughout the course reinforce students' understanding and practical application of digital skills in real-world scenarios.



Well-defined learning goals and hands-on, applicable digital skills.

Students learn about platform diversity, expanding their digital toolkit and adaptability.

Each unit organizes key terms that are crucial for digital literacy, equipping students for today's technology-driven workplace.



# 1. Creating a document

Creating well-structured, clear documents is a useful skill for both school and future careers. Clear and organized documents help you effectively communicate your ideas and leave a professional impression. This unit covers how to format text, use colors and borders to improve readability, insert images to complement content, organize data with tables, and use tools like the Thesaurus to polish your work before printing.

## Learning Objectives

In this unit, you will:

- > navigate the interface of word processing software, including the Ribbon and tabs.
- > type, save, and open documents, and choose the right file format.
- > format text by changing fonts, font sizes, and styles, and applying bold, italic, and underline effects.
- > align text, create bullet points and numbered lists, and adjust line spacing and indentation.
- > apply advanced paragraph formatting, including borders, shading, indents, and alignment.
- > adjust font styles, sizes, and colors, alter character spacing, and apply special text effects.
- > insert, modify, and position images, including resizing, cropping, and applying effects, and wrapping text around images.
- > use graphic shapes, 3D models, and screenshots to enhance your document's content.
- > create and format tables, including setting up rows and columns and adjusting borders, shading, and layout.
- > use the Spelling and Grammar check, the Thesaurus, and the Find and Replace tool.
- > prepare documents for printing.

## Tools

- > Microsoft Word

## LESSON 1

# Formatting text

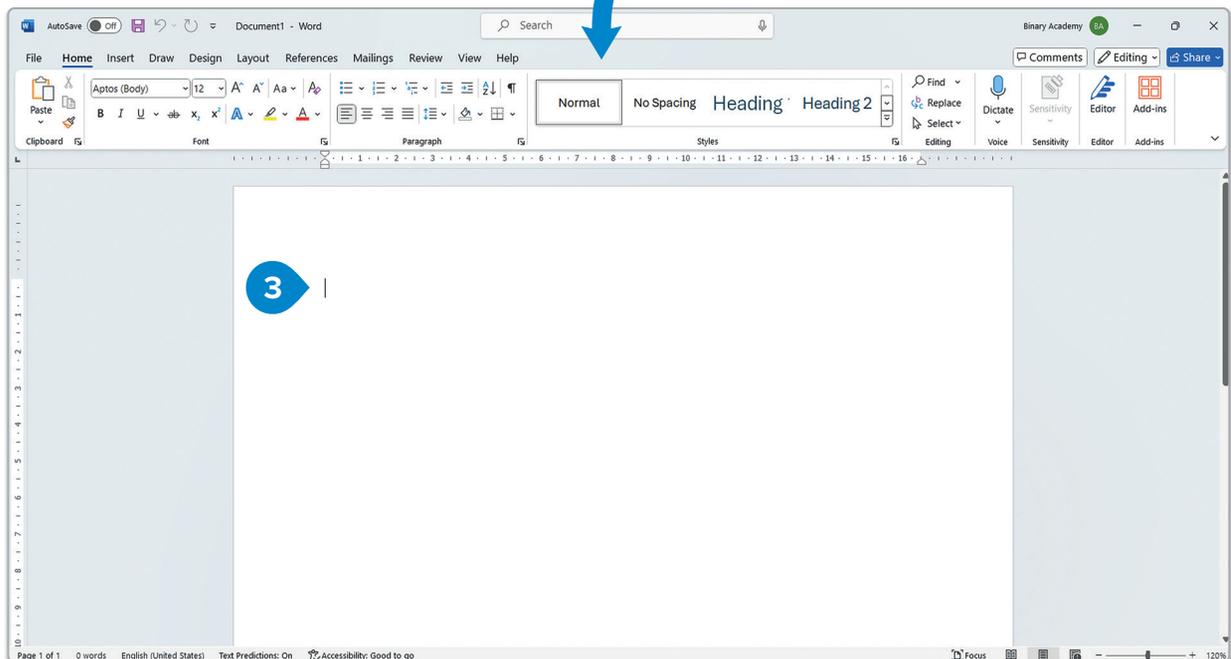
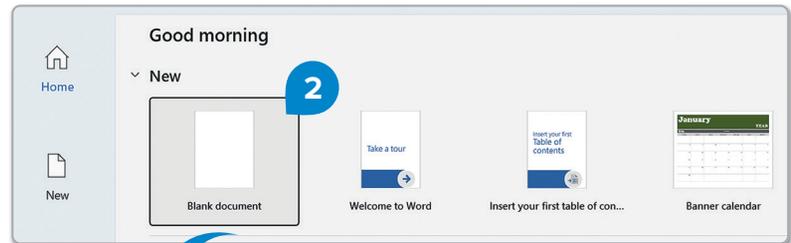
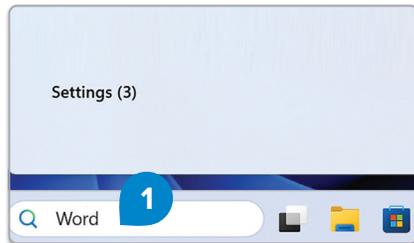


Have you ever written a letter or an email using a computer?  
Why do you think formatting text is important in documents?

Creating text on a computer is an essential skill. Many programs are available to create and edit text on a computer. One of these is **Microsoft Word**, a program that allows you to write text as well as format it. Formatting includes making tables and labels as well as including pictures and shapes in a document.

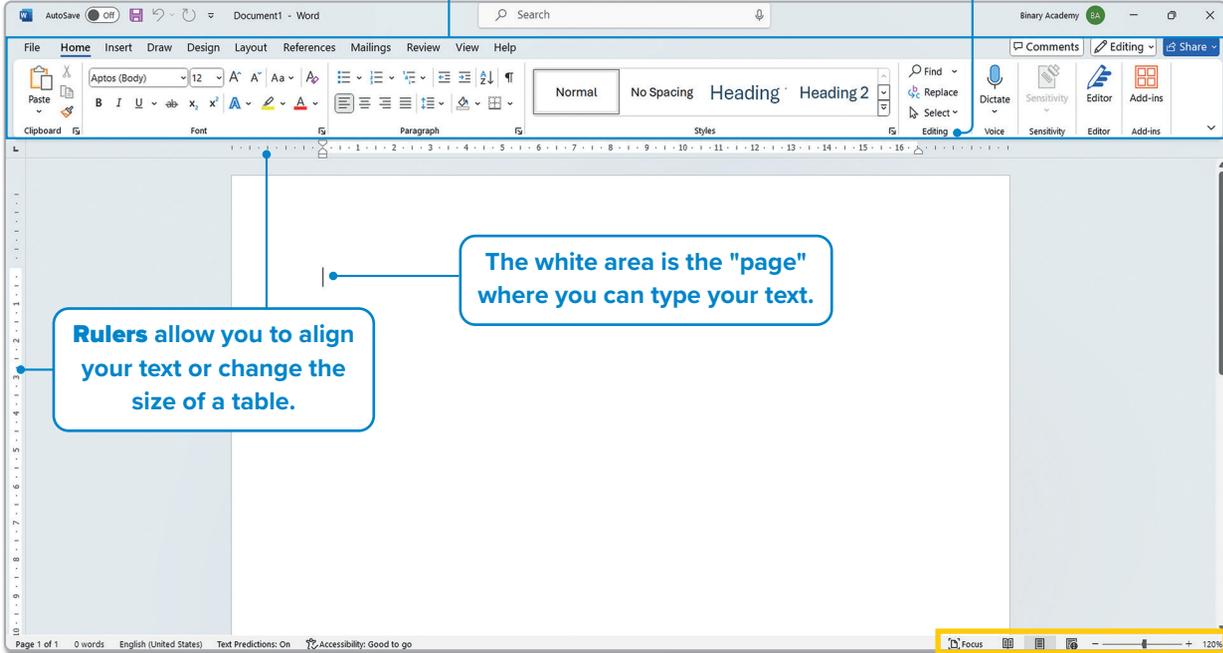
### To open Microsoft Word:

- > Click the **Search** button, type "**Word**" and press **Enter** ↵. **1**
- > Once the startup screen pops up, click **Blank document**. **2**
- > Now, you can work on a new document. **3**



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.

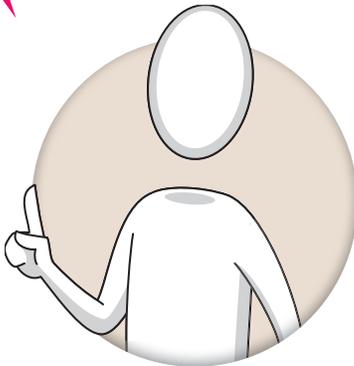
The white area is the "page" where you can type your text.

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.



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

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.



### Smart Tip

A horizontal and vertical ruler are displayed in the application layout, with the scale set in centimeters; to convert centimeters to inches, divide the number of centimeters by 2.54.

## Mastering touch typing

**Touch typing** is a skill that allows you to type faster and with improved accuracy. This method involves using both hands and assigning each finger to specific keys—imagine your keyboard divided into two areas: the left hand covers the keys from T, G, and B to the left, while the right hand works from Y, H, and N to the right. This method can reduce strain and help you focus on the screen rather than the keyboard, which may improve accuracy and consistency. However, it's important to recognize that everyone has individual abilities and needs. You can adapt typing techniques to find an approach that works effectively.



A screenshot of a word processing application interface. The top ribbon shows various tabs: Clipboard, Font, Paragraph, Styles, Editing, Voice, Sensitivity, Editor, and Add-ins. The main editing area contains a text box with the prompt "Now write your name." and a cursor. A callout box with a pink border contains the text: "Your teacher can help you place your fingers correctly and explain which keys you should press with which finger. It requires practice to become proficient." The interface is light-themed.

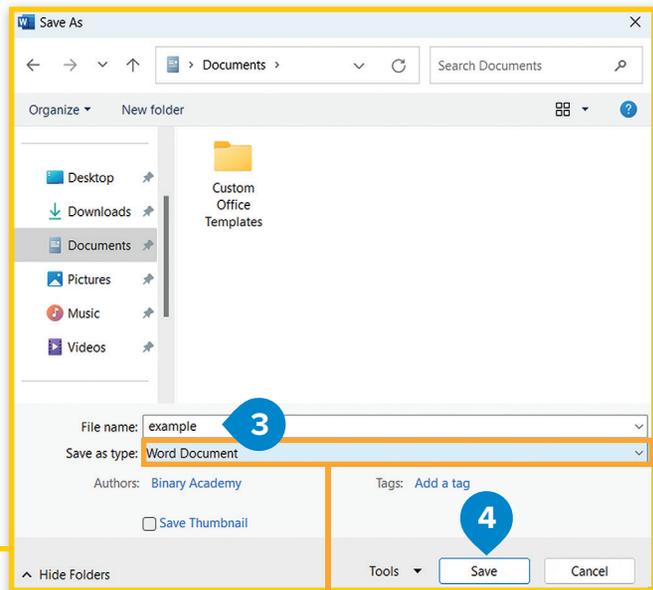
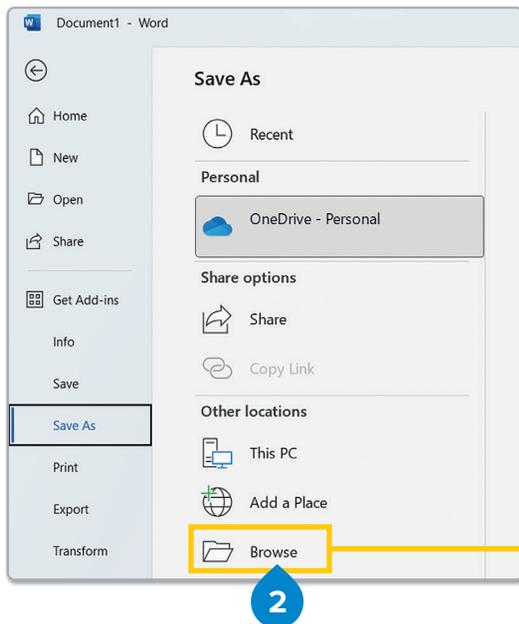
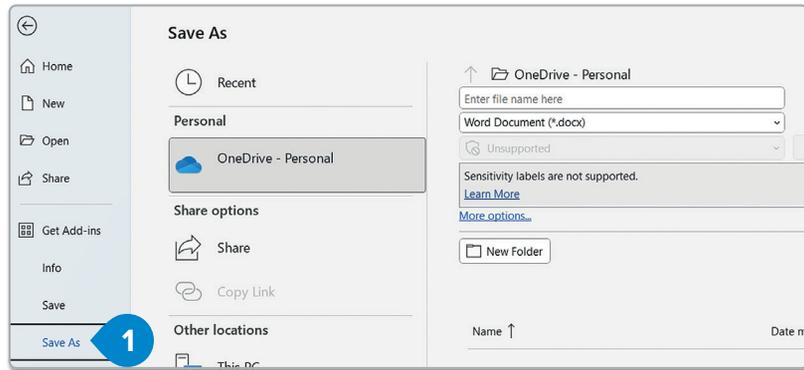
A screenshot of a word processing application interface in dark mode. The top ribbon shows various tabs: Clipboard, Font, Paragraph, Styles, Editing, Voice, Sensitivity, Editor, and Add-ins. The main editing area contains a text box with the prompt "Type your name." and a cursor. A callout box with a pink border contains the text: "If you want to reduce the amount of blue light from a computer screen, you can enable the **Dark Mode** option via the **File** tab and the **Account** panel. This setting can make a screen more comfortable to use for extended periods." The interface is dark-themed.

## Save—Open—Create new document

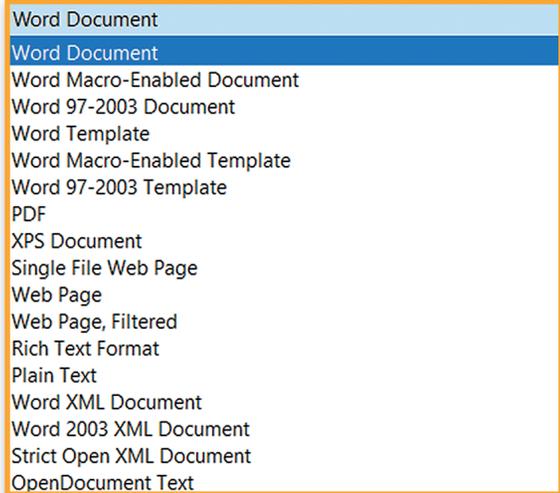
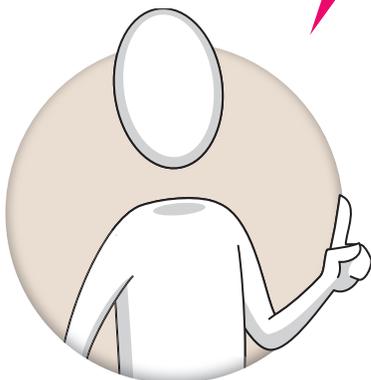
While you are working on a document, it's important to **save** it every now and then. That way, you don't risk losing your work if something goes wrong or you have to switch off the computer.

### To save your document:

- > On the **File** tab, click **Save As**. **1**
- > 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**



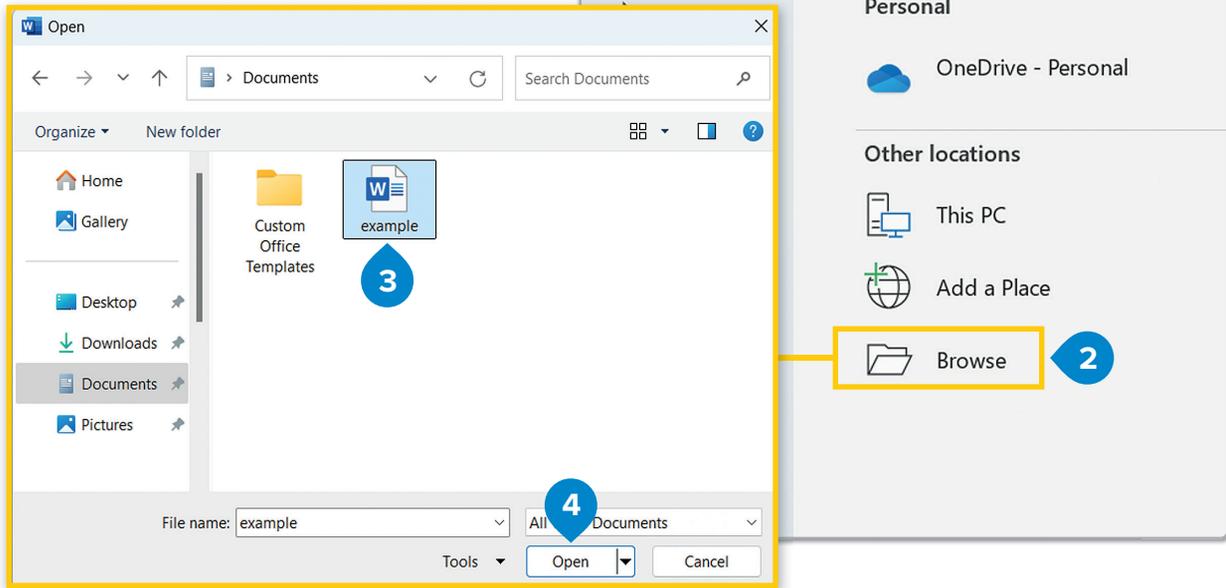
You can save your document in various file formats. By default, Microsoft Word saves your text as a Word document (.docx), but you can choose other types, such as PDF, HTML, or Plain Text.



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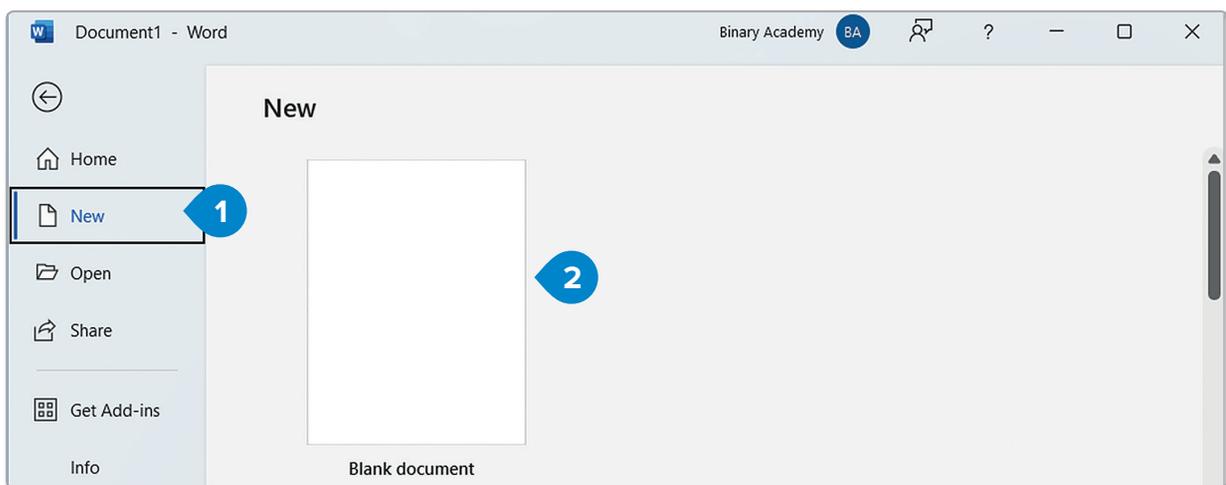
### To open a file:

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



### To create a new document:

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



### Smart Tip

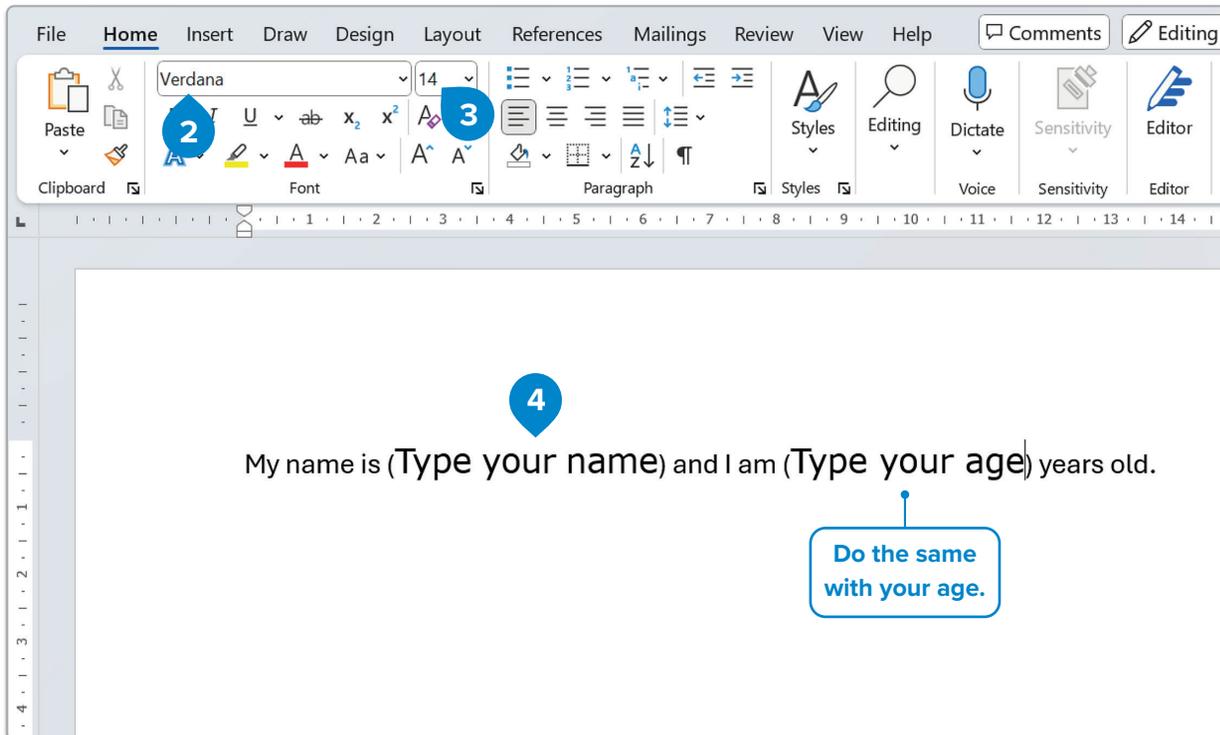
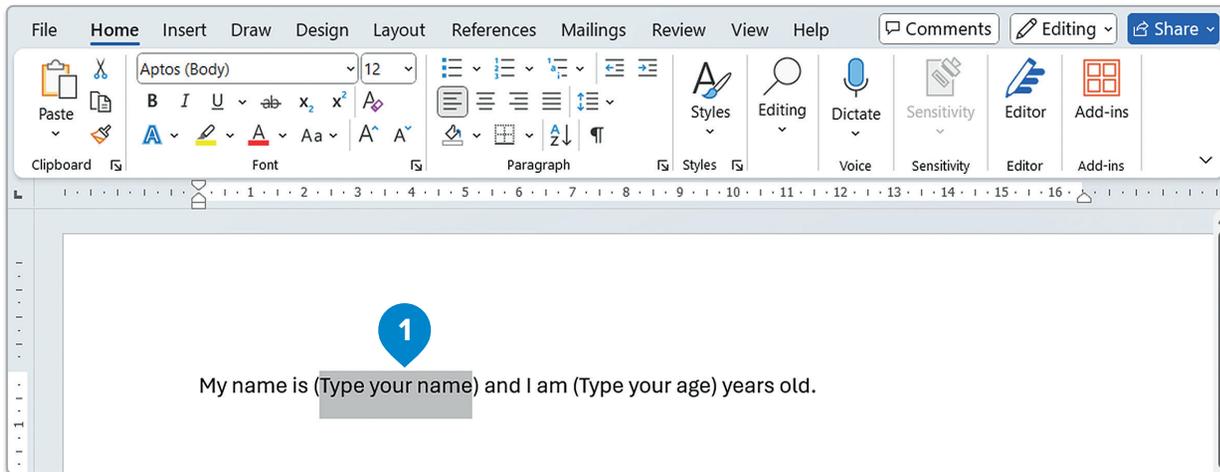
You can also press **Ctrl + N** to create a new document.

## Format text

Since you know how to save and open your work, let's explore how to adjust your font to improve your document. Type the following sentence: Type "**My name is (type your name) and I am (type your age) years old.**"

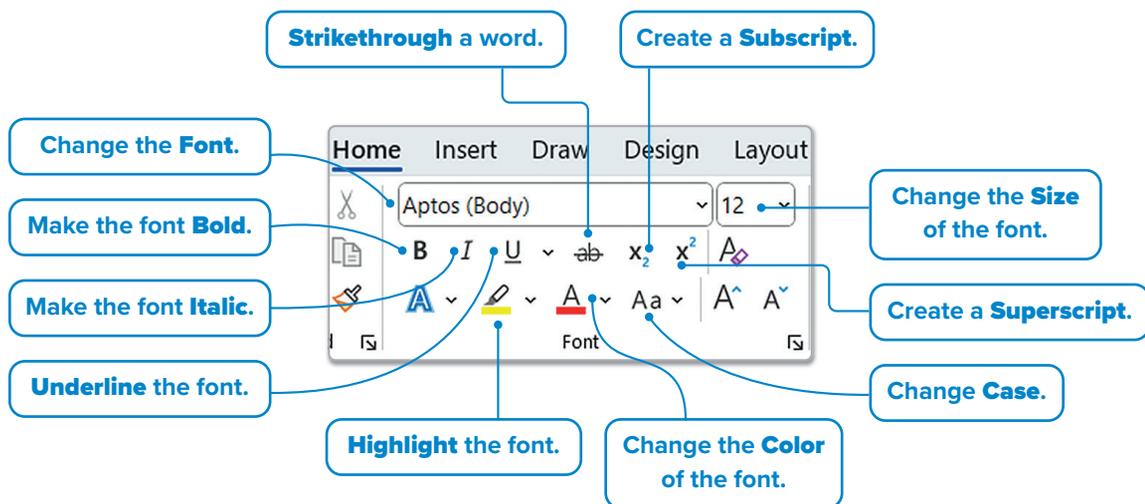
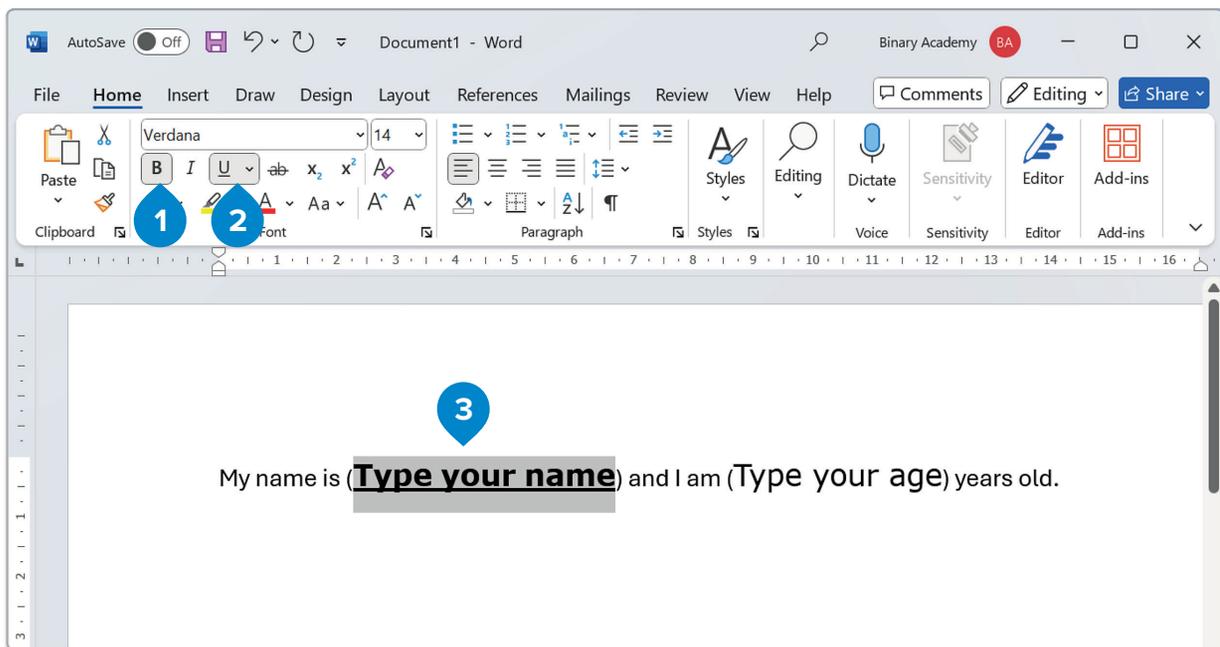
### To change the font of a word or phrase:

- > Select a word or phrase, for example, your name. **1**
- > On the **Home** tab, in the **Font** group, click the **font** you want. **2**
- > Adjust the **Font Size** to ensure that your name stands out clearly from the rest of the text. **3**
- > Your selected text will change accordingly. **4**



### To make your text bold and underline it:

- > Select your name and on the **Home** tab, in the **Font** group, click the **Bold** button. ❶
- > Follow the same steps, but instead of **Bold**, click the **Underline** button. ❷
- > Your selected text will change accordingly. ❸



Therefore, all buttons in the **Font** group operate similarly: first, select the text to be formatted, then click the desired button to apply the changes.



### Smart Tip

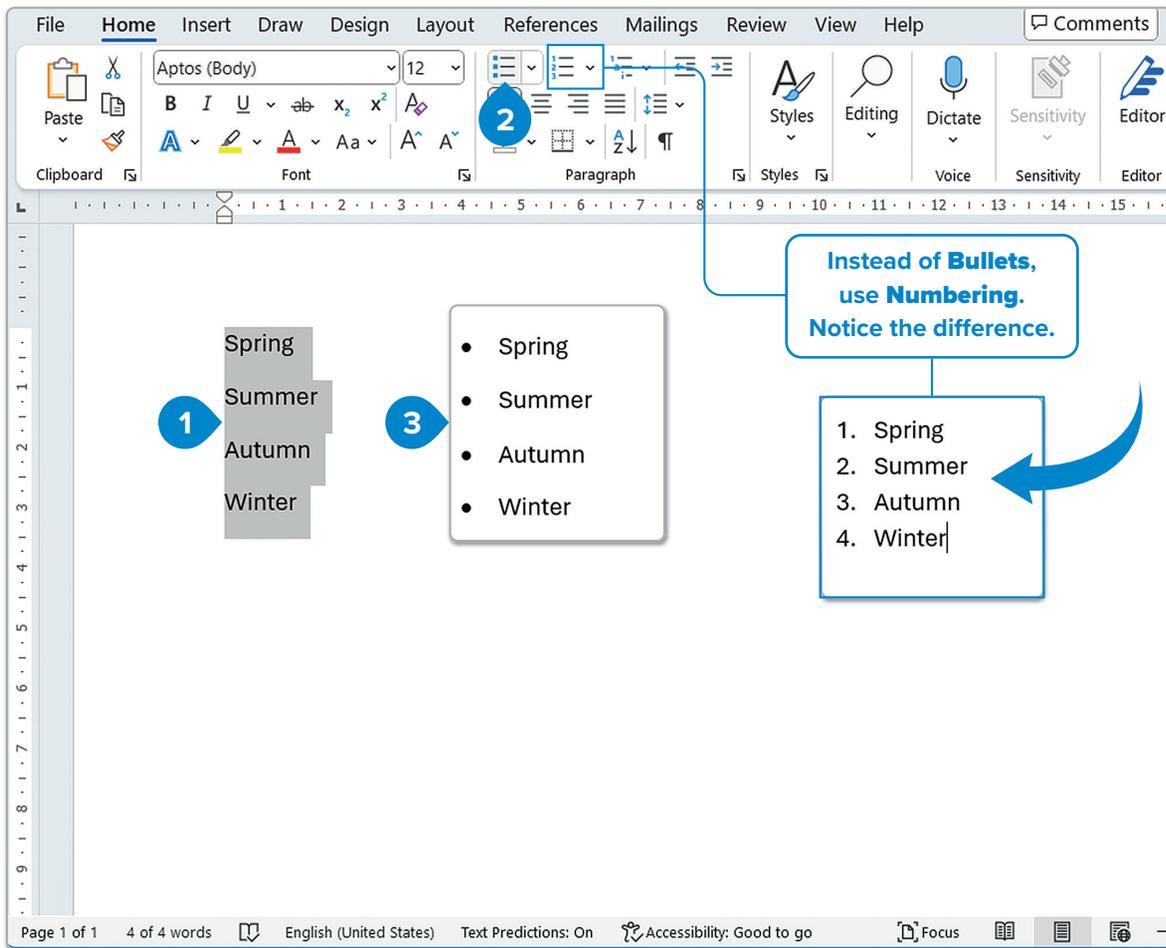
To select a word, you can double-click it.

## Bullets and numbering

Sometimes a list of items, such as the four seasons, may need to be presented. Instead of simply placing the words one below the other, use **bullets** or **numbering** to create a more organized and easy-to-read list.

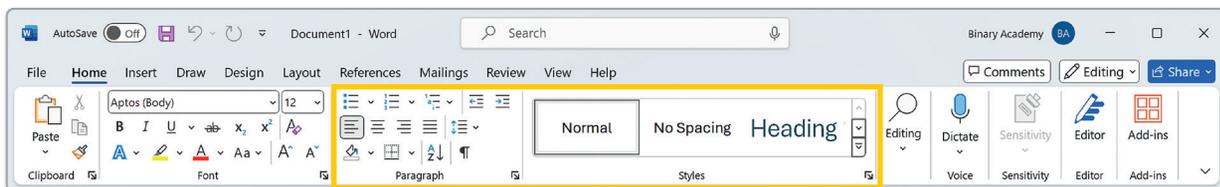
### To create a bullet list:

- > 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**



## Format a paragraph

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



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## Align text

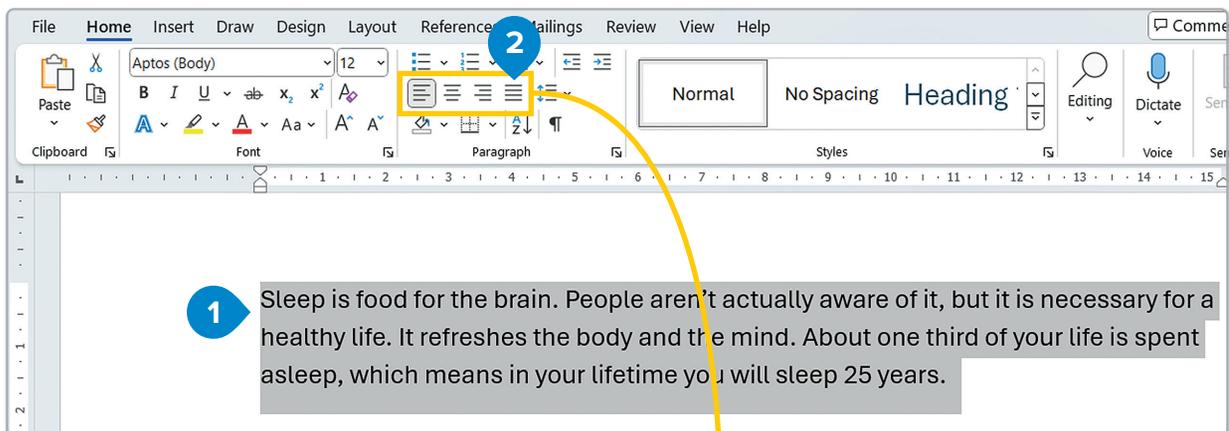
Aligning text differently can improve clarity and accessibility. You can align one or more paragraphs to the left, right, and center or you can justify the paragraphs.

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 **Justify** button. **2**
- > Your paragraph has been aligned and has straight edges on both sides. **3**

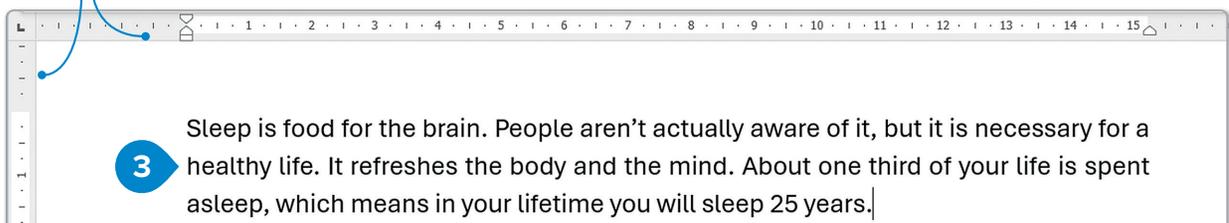


Align text to the left **Ctrl + L**.     Align text to both left and right margins/justified **Ctrl + J**.

To enable the ruler, click the **View** tab, and in the **Show** group, click **Ruler**.

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

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



The ruler in Microsoft Word indicates measurements in centimeters or inches. Remember, 1 centimeter equals 0.3937 inches, so adjust accordingly for precise formatting.

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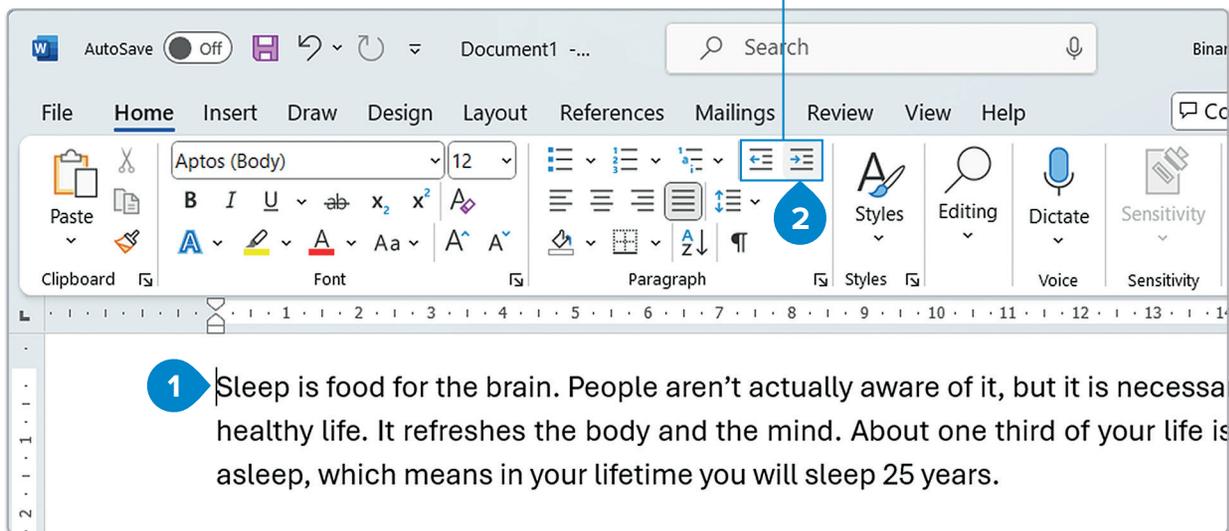
## Paragraph indentation

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**

To change the indentation of the paragraph, click the **Increase Indent** or **Decrease Indent** 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. You can adjust the space between lines to improve readability.

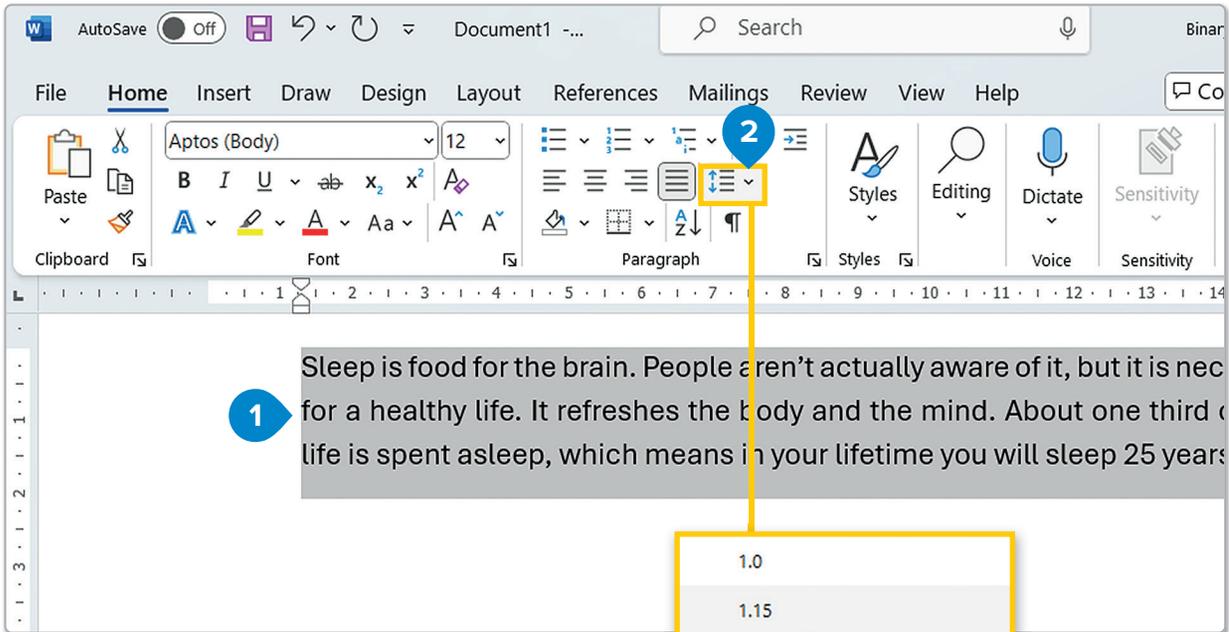
### To apply line spacing:

- > 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**



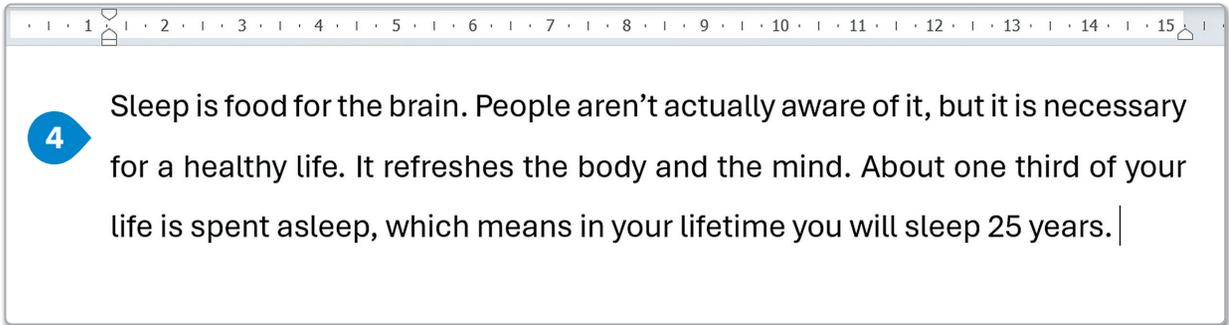
### Smart Tip

To indent the first line of a paragraph, click the beginning of the paragraph and press **Tab**.



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.



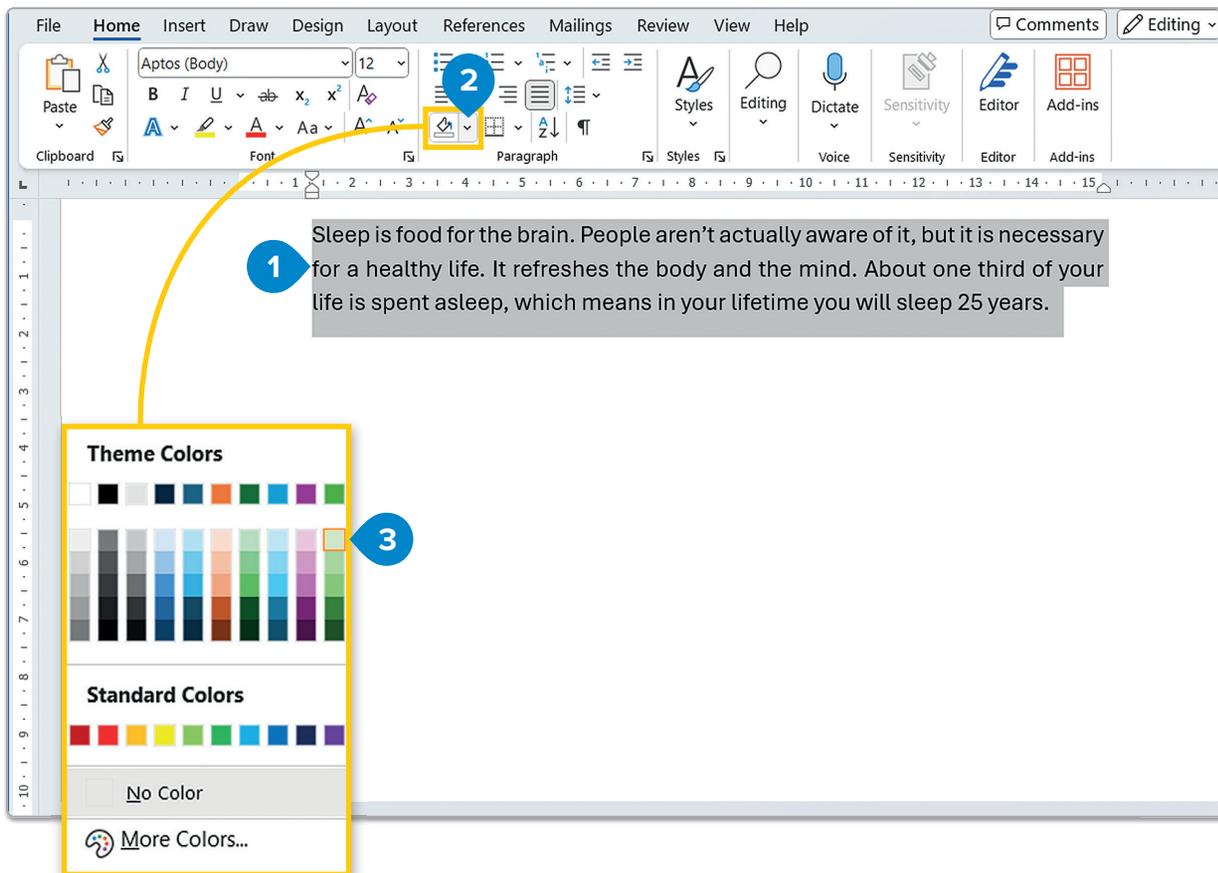
 **History** Typewriters were used to type text before computers were widely available. Early typewriters were built in the 18th century. The first commercially successful typewriter was invented in 1868 by Sholes and Glidden.

## Borders and shading

The color behind text or a border around it can be customized. **Borders** and **shading** can be applied to a single word, a phrase, a paragraph, or even an entire section or page of text.

### To apply shading and borders to your paragraph:

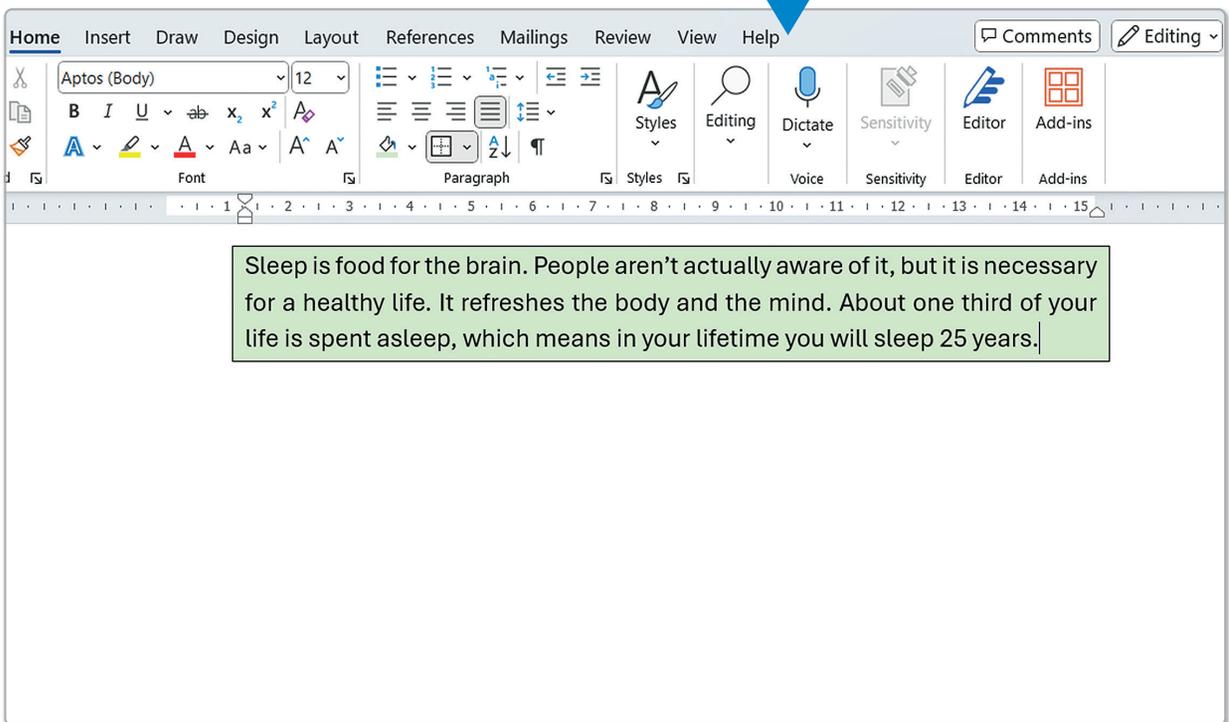
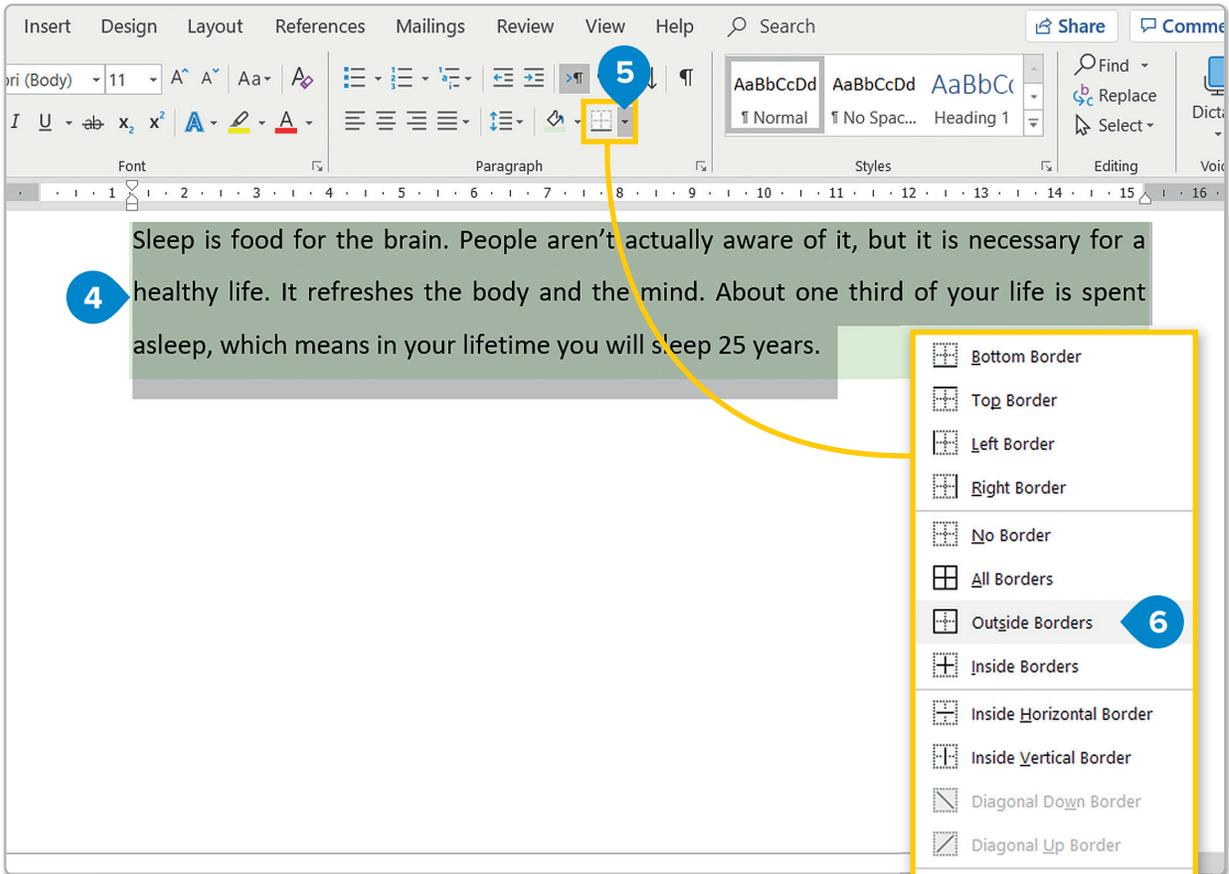
- > Select your paragraph. **1**
- > On the **Home** tab, in the **Paragraph** group, click the small arrow next to the **Shading** button. **2**
- > Click a color **3** and it will be applied in the background of the selected paragraph.
- > Select your paragraph. **4**
- > On the **Home** tab, in the **Paragraph** group, click the small arrow next to the **Borders** button. **5**
- > Click **Outside Borders**. **6**



### Smart Tip

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.

For Review Purposes Only



For Review Purposes Only

# Hands on!

1. Read the following sentences and put a check mark for True or False.

	True	False
1. You can increase the font size of your text using the options in the "Home" tab.	<input type="checkbox"/>	<input type="checkbox"/>
2. The Ribbon in Microsoft Word adjusts depending on the task you're performing.	<input type="checkbox"/>	<input type="checkbox"/>
3. To undo a recent action, you can press the Ctrl + Z shortcut.	<input type="checkbox"/>	<input type="checkbox"/>
4. Microsoft Word allows you to create both bulleted and numbered lists.	<input type="checkbox"/>	<input type="checkbox"/>
5. You cannot change the background color of a paragraph in Microsoft Word.	<input type="checkbox"/>	<input type="checkbox"/>

2. Read the questions and put a check mark for the correct answer.

1. Which key combination opens a file in Microsoft Word?

- a. Ctrl + W
- b. Ctrl + O
- c. Ctrl + N
- d. Ctrl + P

2. Where can you find the option to bold your text?

- a. On the "Home" tab
- b. On the "Insert" tab
- c. On the "Design" tab
- d. On the "View" tab

3. How do you save a document as a PDF?

- a. On the "File" tab, click "Save."
- b. On the "File" tab, click "Save As", click "Browse" and click "PDF."
- c. On the "File" tab, click "Transfer."
- d. On the "File" tab, click "Share."

4. Which button is used to create a bulleted list?

- a. "Bullets"
- b. "Superscript"
- c. "Breaks"
- d. "Subscript"

3. Complete with the missing word.



- 5. To align a paragraph to both the left and right margins, use the \_\_\_\_\_ button in the \_\_\_\_\_ group.
- 6. You can change the font color of selected text by clicking on the "Font Color" button in the \_\_\_\_\_ tab.
- 7. The shortcut to start a new document is \_\_\_\_\_.
- 8. The tool used to add a shaded background behind text is the \_\_\_\_\_ button in the \_\_\_\_\_ group.
- 9. If you want to make a word italic, select the word and click the \_\_\_\_\_ button in the \_\_\_\_\_ group.



4. Why is it essential to adjust paragraph spacing in a document? Think about situations where you might need to increase or decrease space between lines or paragraphs. How does this impact the readability of the document? Write 3–4 sentences explaining your reasoning.

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5. Type this text on your computer. Format it so that it matches the example.

## Mission to Mars

Mars is the **second** closest planet to **Earth**. Because of its color, it is called 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 learned 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, humans have sent **robots** to Mars and they have taken some *amazing* pictures. However, astronauts haven't traveled to Mars yet. This is the next step. The first person to walk on another planet!

## LESSON 2

# Advanced formatting



What do you think is the purpose of using advanced formatting features in documents?  
How can changing the paragraph formatting improve the readability of your text?

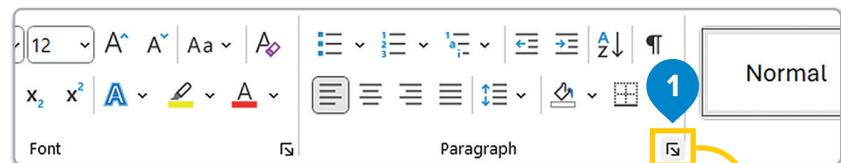
Having covered basic formatting, it's time to move to a higher level. This lesson will focus on more advanced formatting features.

## Advanced paragraph formatting

Next, we will explore deeper into paragraph formatting. For instance, you can create a paragraph where all lines except the first one are indented—this is known as a **hanging indent**.

### To create a hanging indent:

- > Select a paragraph.
- > On the **Home** tab, in the **Paragraph** group, click the **Expand** button. **1**
- > In the **Indentation** group, in the **Special** list, click **Hanging**. **2**
- > Click the arrows to change the amount of indentation you want to apply. **3**
- > Click **OK**. **4**
- > Your paragraph has been formatted. **5**



Alignment changes the alignment of your paragraph.

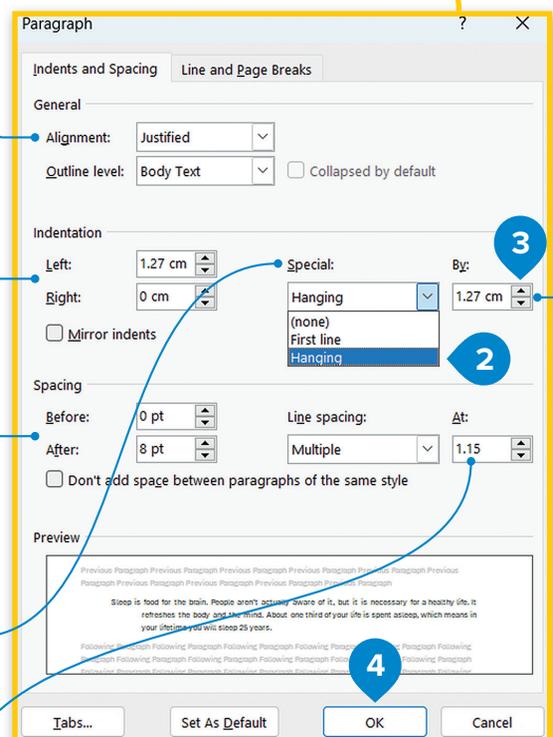
Left and Right determine the left and right indentation of the paragraph.

Before and After determine the space before and after the selected paragraph.

In the **Special** list, you can choose if you want the first line of the paragraph to be indented or hanging.

Decide the amount of space you want between lines using the **At** list.

Use the arrows in the **By** list to change the amount of special indentation you are going to use.





## Advanced borders and shading

You can also create custom borders and shadings and apply different styles of borders, more colors, or even add a border around the pages.

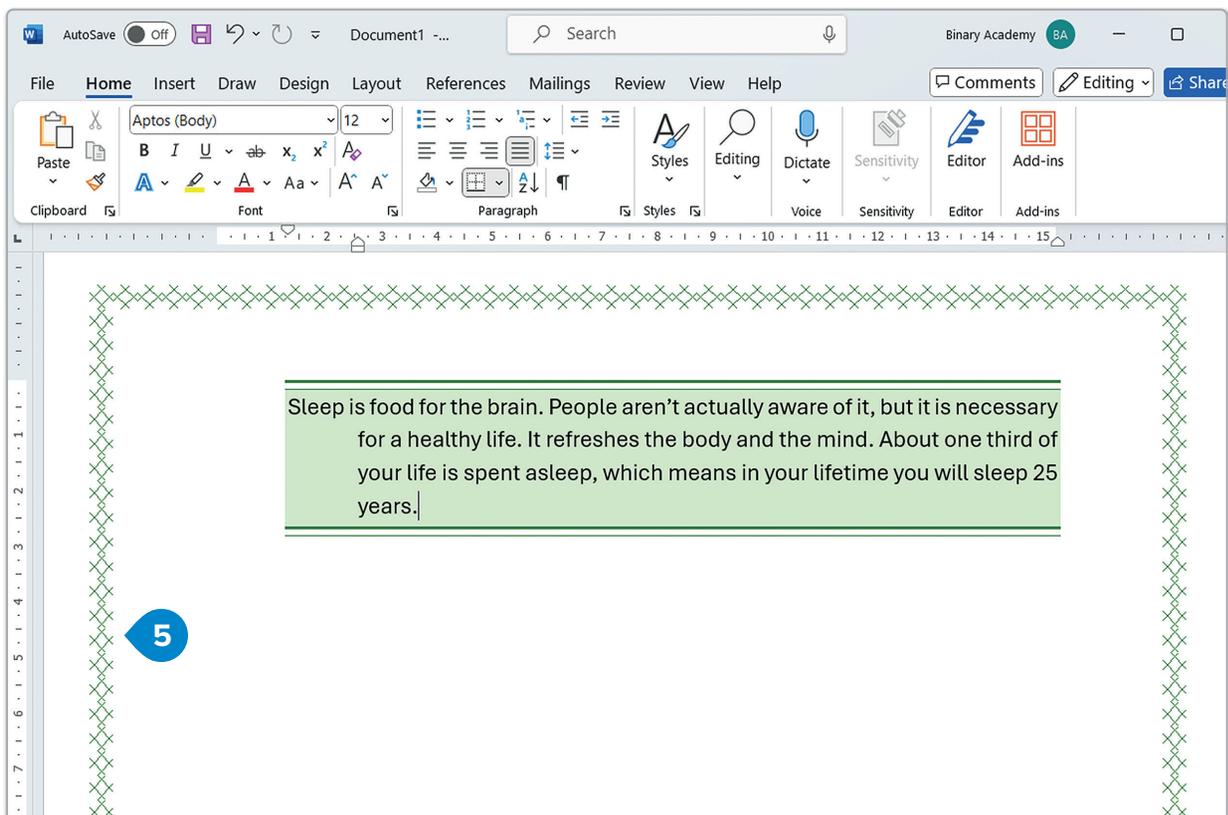
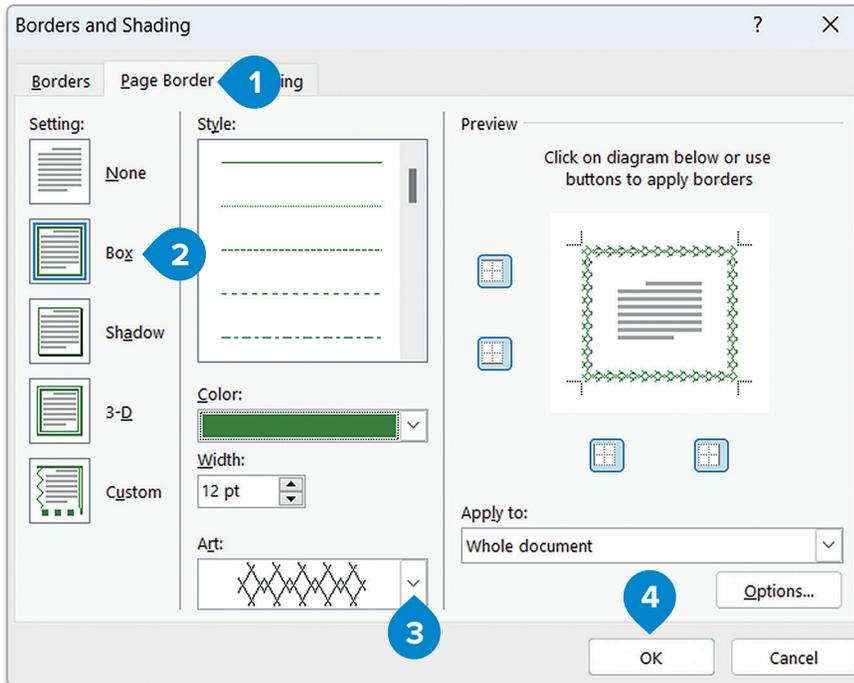
### To apply a custom paragraph border:

- > Select your paragraph and on the **Home** tab, in the **Paragraph** group, click the small arrow next to the **Borders** button. **1**
- > Click **Borders and Shading**, **2** and the **Borders and Shading** window will pop up.
- > On the **Borders** tab, in the **Setting** category, click **Custom** border. **3**
- > In the **Style** list, click the **double line**. **4**
- > Choose the **Color**, **5** and the **Width** you want. **6**
- > In the **Preview** group, click **Top Border**, **7** **Bottom Border**, **8** and click **OK**. **9**

The screenshot illustrates the steps to apply a custom paragraph border in Microsoft Word. The 'Home' tab is active, and the 'Paragraph' group's border options are expanded. The 'Borders and Shading' task pane is open, showing the 'Borders' tab with 'Custom' selected. The 'Style' list shows a double line style selected. The 'Color' is set to green and the 'Width' is 3 pt. The 'Preview' section shows the top and bottom borders applied to a paragraph. The 'Apply to' dropdown is set to 'Paragraph'.

## To apply a page border:

- > Open the **Borders and Shading** window and click the **Page Border** tab. **1**
- > In the **Setting** category, click **Box** border. **2**
- > In the **Art** list, **3** click the **graphic** you want to use and click **OK**. **4**
- > A page border with this graphic will be added on your page. **5**

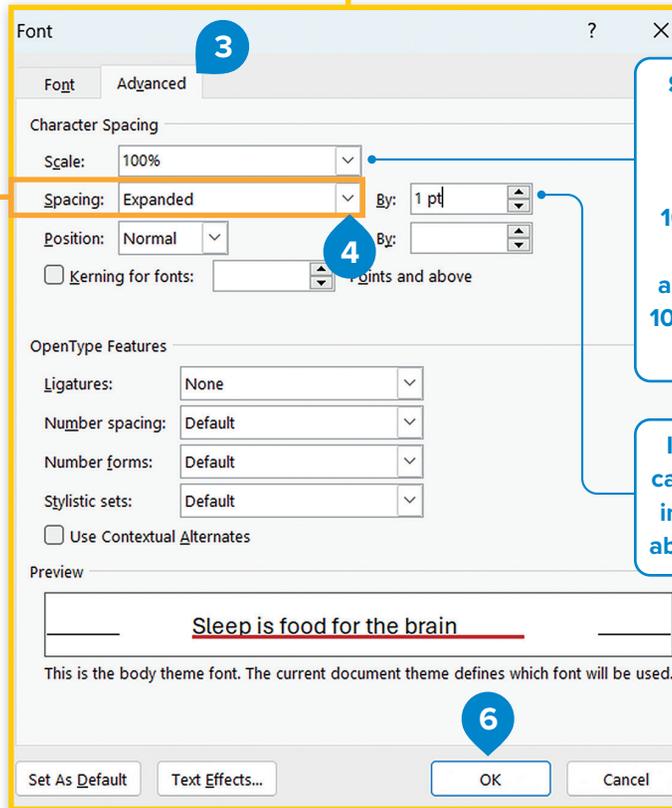
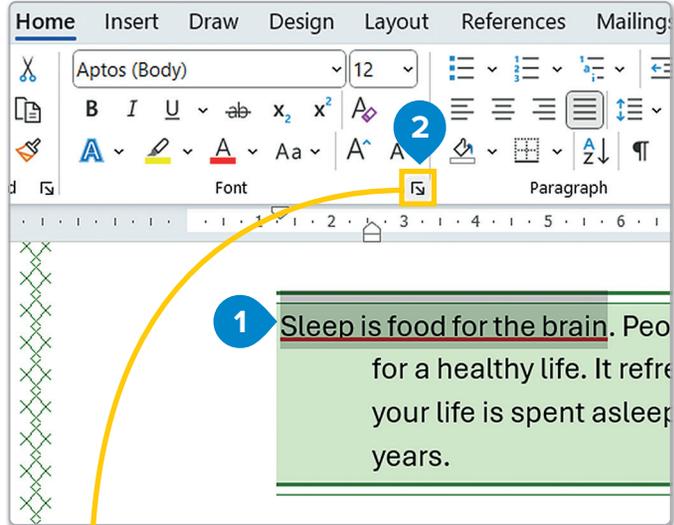




# Character spacing

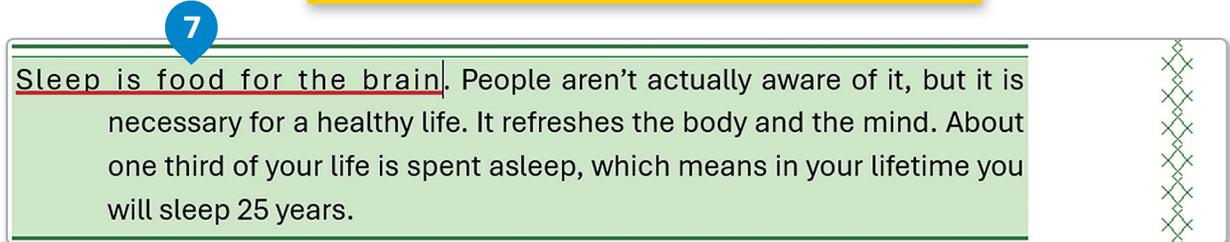
**Character spacing** is the distance between the letters of a word. Characters are the letters, numbers, and symbols of the text. Sometimes you need more space between them to make your text easier to read or because you want to make the reader pay attention to a specific word without applying bold or underline to the word or phrase.

- To adjust character spacing:**
- > Select a word or phrase. **1**
  - > On the **Home** tab, in the **Font** group, click the **Expand** button. **2**
  - > In the **Font** window, click the **Advanced** tab. **3**
  - > In the **Spacing** list, **4** click **Expanded** **5** if you want to increase the space and click **OK**. **6**
  - > The space between the characters of the phrase we selected has been expanded. **7**



Scale can change the width of the characters. Any percentage over 100% will make the characters wider, and anything under 100% will make them narrower.

In the By box, you can type the spacing in points (pt). 3pt is about one millimeter.

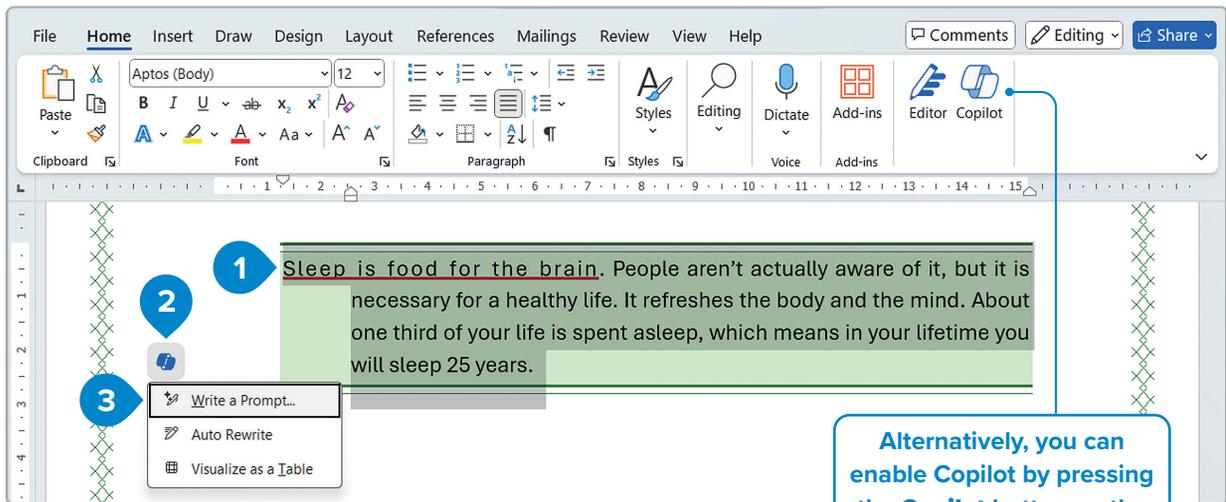


## Copilot

For subscribers with a **Copilot for Microsoft 365** license, Microsoft Word has a feature that allows you to summarize text quickly and easily. Copilot is an AI-powered assistant that helps you rewrite, summarize, or generate content based on the existing text. With just a few simple prompts, Copilot can summarize long passages, helping you create concise overviews while maintaining the key points of your document.

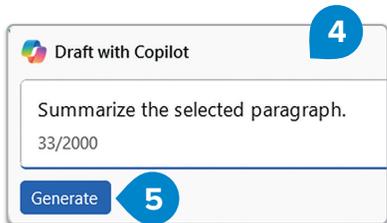
### To use the Copilot feature:

- > On the document, select the paragraph. **1**
- > Click the **Rewrite with Copilot** button. **2**
- > Click **Write a Prompt**. **3**
- > In the textbox, type a prompt such as "**Summarize the selected paragraph**", **4** and click **Generate**. **5**
- > The generated text has been imported. **6**
- > Check the text and click **Keep it** if it's suitable. **7**

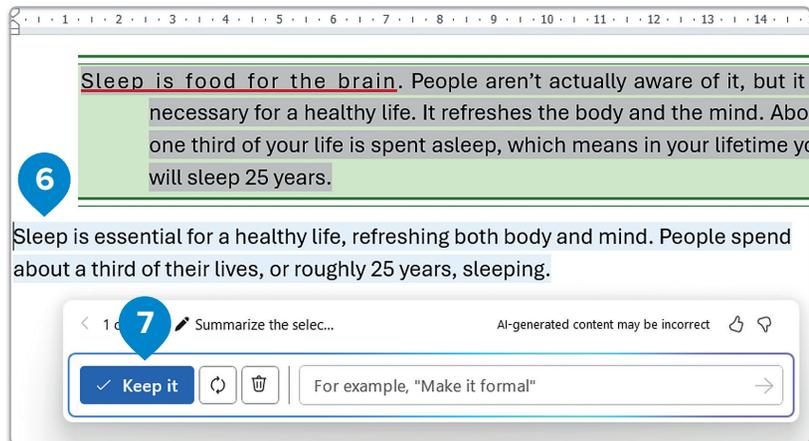


Remember that **Copilot** is an AI tool. Always review the generated summary to ensure it accurately captures the key points.

Alternatively, you can enable Copilot by pressing the **Copilot** button on the **Home** tab and use it to summarize or rewrite sections of your document.



**Copilot** offers powerful features, such as summarizing, rewriting, generating content, and more, allowing you to enhance your document effortlessly.



See the AI References and Resources section for details on this AI generated content.

For Review Purposes Only



# Hands on!

1. Read the following sentences and put a check mark for True or False.

	True	False
1. The "Indentation" arrows allow you to control how much the entire paragraph is indented from the left and right sides.	<input type="checkbox"/>	<input type="checkbox"/>
2. The "Insert" tab lets you adjust line spacing between paragraphs.	<input type="checkbox"/>	<input type="checkbox"/>
3. In the "Borders and Shading" window, you can choose from different line styles, colors, and widths for your paragraph borders.	<input type="checkbox"/>	<input type="checkbox"/>
4. The "Before" and "After" options in the "Paragraph" window, control how much space is added before and after a selected paragraph.	<input type="checkbox"/>	<input type="checkbox"/>
5. The "Page Border" in the "Paragraph" window, allows you to apply different border styles and colors to the entire document.	<input type="checkbox"/>	<input type="checkbox"/>
6. Copilot can be used by anyone, even without a Microsoft account.	<input type="checkbox"/>	<input type="checkbox"/>

2. Complete with the missing word.

Home

Expand

Font

Widow/Orphan control

Top Border and Bottom Border

1. To apply a hanging indent, select your paragraph, and on the "Home" tab, and click the \_\_\_\_\_ button in the "Paragraph" group.
2. In the "Borders and Shading" window, to apply a border to just the top and bottom of a paragraph, select \_\_\_\_\_ in the "Preview" section.

For Review Purposes Only





## LESSON 3

# Images and graphics

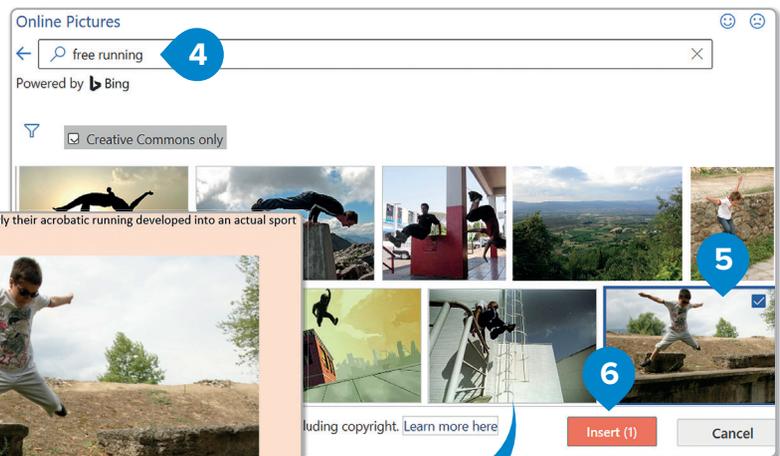
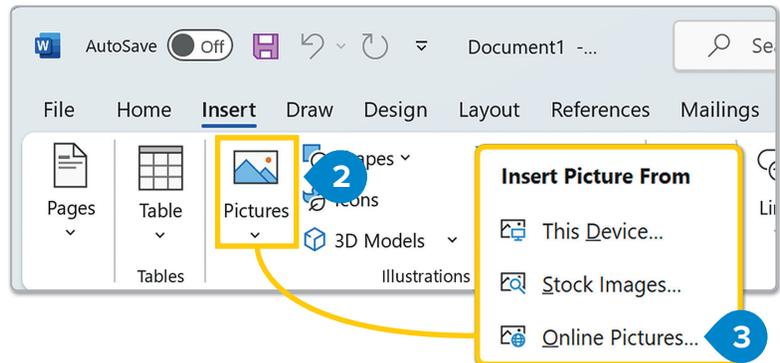
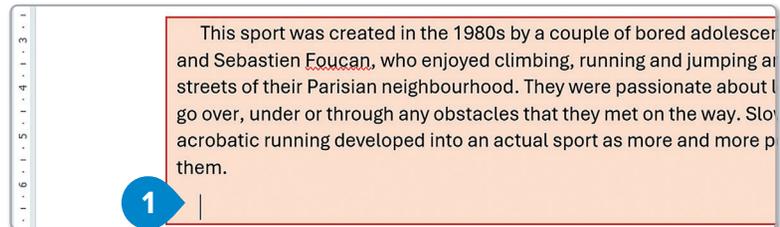


How do pictures help clarify or illustrate the content in a document?  
How can positioning text around an image improve the layout and professionalism of your document?

Pictures can help illustrate the content of a text and can also make your document more attractive. You can insert pictures that you took with your digital camera or you can import some from **Online Pictures**. Let's explore how to do that.

### To add a picture from Online Pictures:

- > Click the point where you want to insert the image. **1**
- > On the **Insert** tab, in the **Illustrations** group, click **Pictures**. **2** and select **Online Pictures**. **3**
- > In the **Online Pictures** window, type a keyword or phrase in the search box and press **Enter**. **4**
- > Select one image **5** and click **Insert**. **6**
- > The image you chose will be automatically inserted in your document. **7**

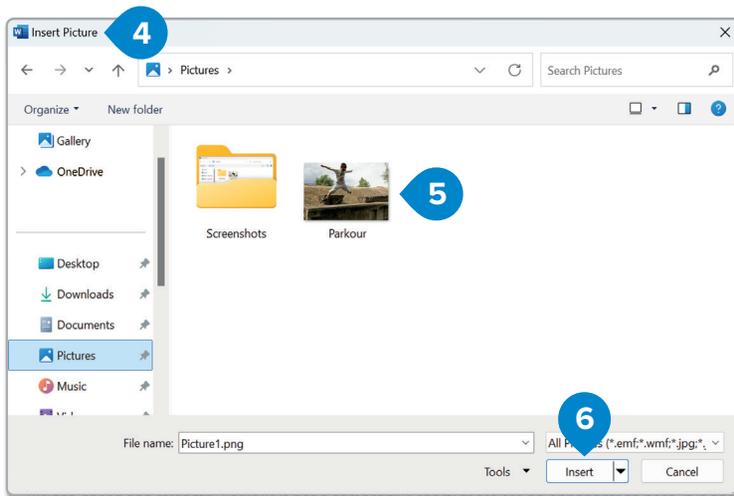
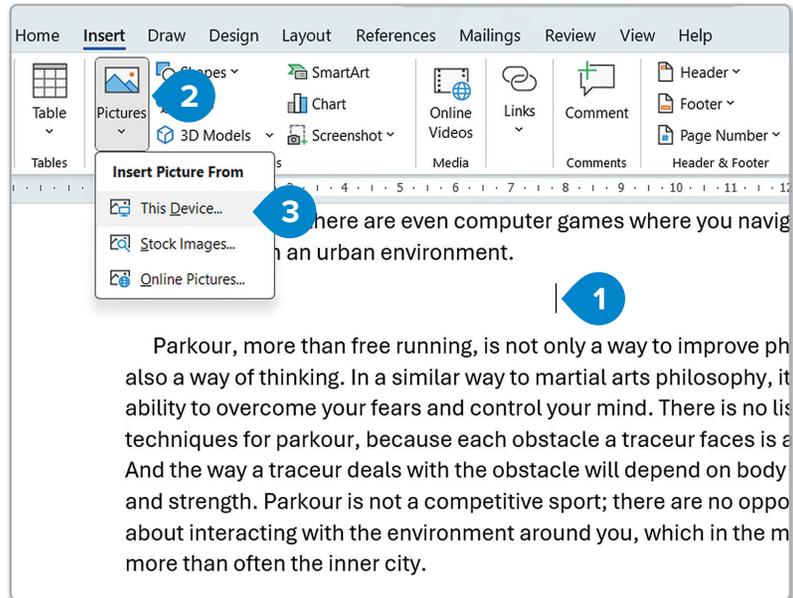


For Review Purposes Only



### To add an image from your computer:

- > Click the point where you want to insert the image. **1**
- > On the **Insert** tab, in the **Illustrations** group, click **Pictures**, **2** and select **This Device**. **3**
- > The **Insert Picture** window will pop up. **4**
- > Click the picture you want **5** and click **Insert**. **6**
- > The picture will be inserted into your document. **7**



or, traceurs try not to overdo it. For them the important thing is to overcome an obstacle. However, the basic techniques and movements are similar and are commonly confused. Today, Foucan and Belle enjoy worldwide fame and have starred in films and adverts. Traceurs are commonly seen on TV and in music videos and there are even computer games where you navigate a traceur moving through an urban environment.

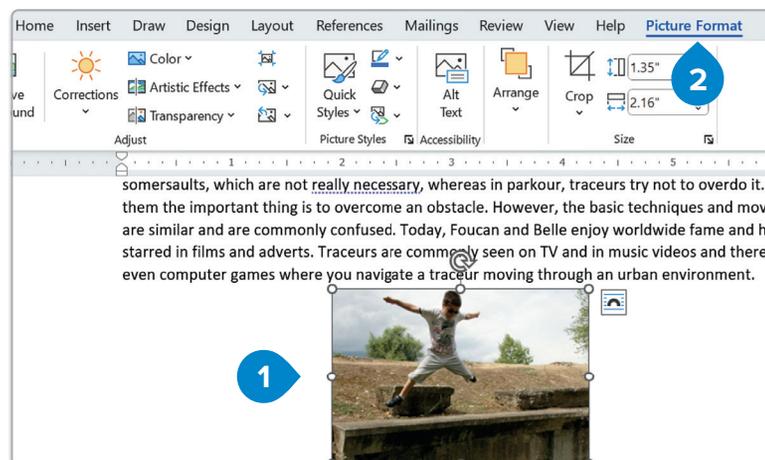


only a way to improve physical fitness, but also a way of thinking. In a similar way to martial arts philosophy, it is about the ability to overcome your fears and control your mind. There is no list of basic techniques for parkour, because each obstacle a traceur faces is a new challenge. And the way a traceur deals with the obstacle will depend on body and strength. Parkour is not a competitive sport; there are no opponents to beat. In the modern world is more than often the inner city.

After you insert an **image** into a document, you can choose how the image is placed in relation to the text. For better accessibility and readability, you can adjust the layout so that the text wraps around the image or place the image in a corner of the page, similar to how it's done in magazines or newspapers. Let's explore how to do that.

### To modify a picture or a shape:

- > Click the picture. **1**
- > Click the **Picture Format** tab. **2**
- > Use the buttons in the **Adjust** group to modify your picture. **3**



**Experiment with the Corrections, Color and Artistic Effects tools, to achieve your desired effect. There are many possible combinations.**

**Picture Border** helps you change the style and color of the picture border. Choose a different line width or use dashes.

Click **Crop**, define the area of the picture you want to keep (crop area) and press **Enter ↵**.

**3**

With **Picture Styles**, you can change the outline of a picture or create a shadow with a new picture style. Explore all the available options.

**Wrap Text** helps you to control how the text will be around the picture.

With **Position** you can select the correct place for your picture. Try all the choices to find out how the picture and the text can fit together.

Use **Picture Effects** for more ways to change your picture. Select from a list of shadow, glow, reflection, or even 3D effects.

When you insert a picture in your document, it is in line with the text by default. If you want to move the picture, you need to choose a different text wrapping setting.

**In Line with Text:** Include the picture inside the text. Use it for small pictures, like icons.

**Tight:** If the picture is not a rectangle, you can put the text around its perimeter.

**Behind Text:** Put the picture behind the text.

**Square:** Put the text around the picture.

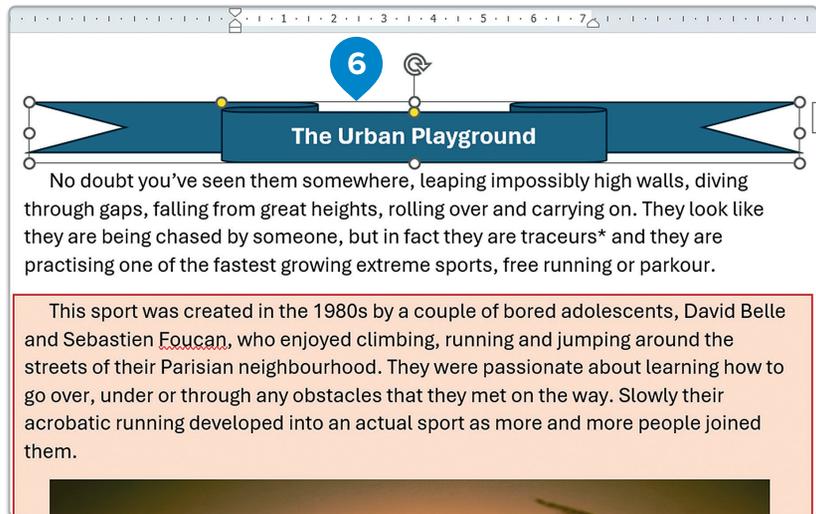
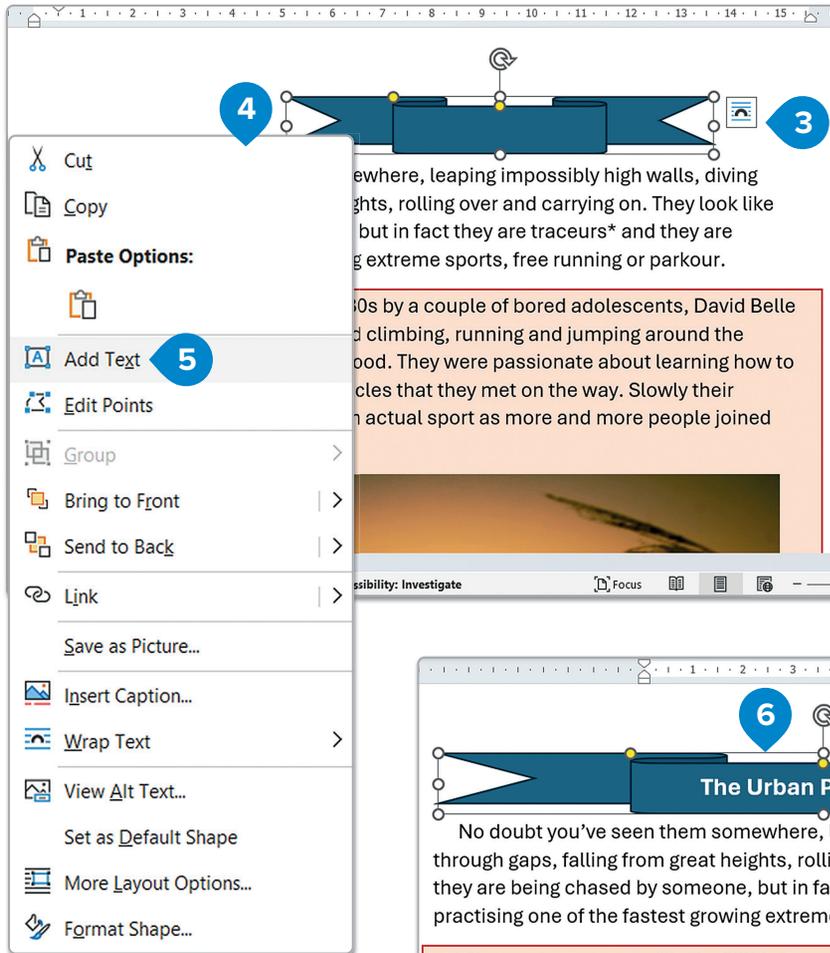
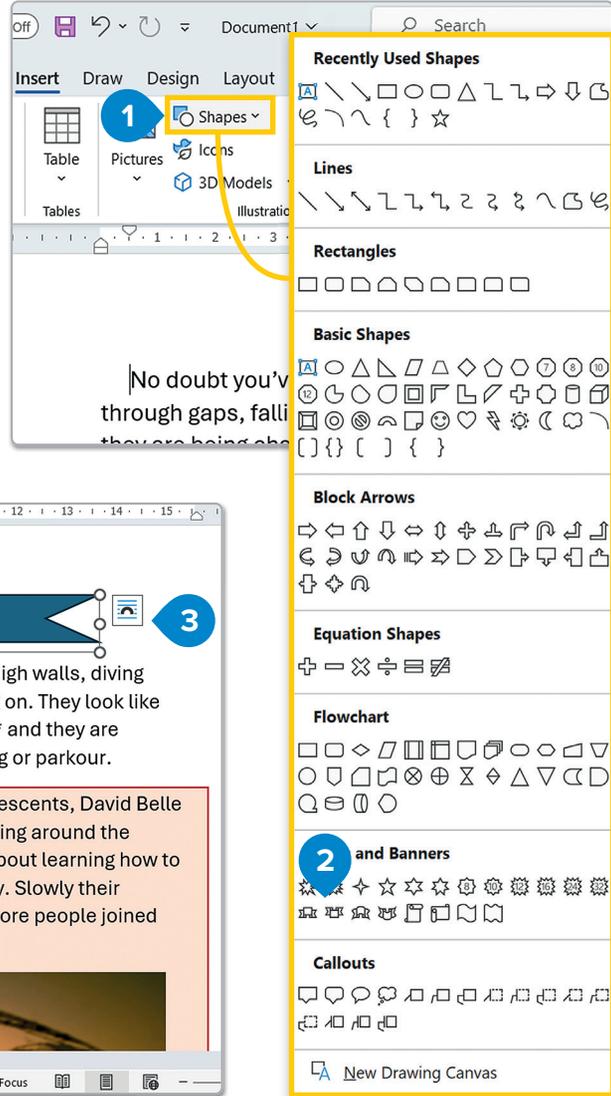
**Top and Bottom:** Leave the left and right sides of the picture empty.

**In Front of Text:** Put the picture in front of the text.

# Insert graphics

In addition to pictures and images, **graphics** and shapes such as arrows, circles, triangles, and more can be used to enhance a document.

- To insert and write inside a shape:**
- > On the **Insert** tab, in the **Illustrations** group, click **Shapes** 1 and in the drop-down list, click the shape you like. 2
  - > Drag the shape into an empty space so that you can change its size and position. 3
  - > Right-click it, 4 and click **Add Text**. 5
  - > The cursor will be placed inside the shape. Type some text. 6

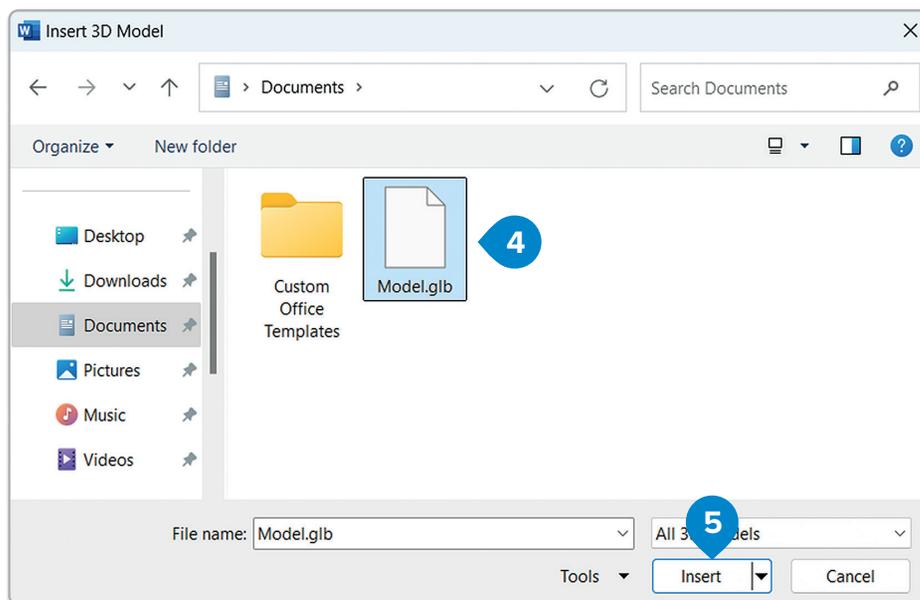
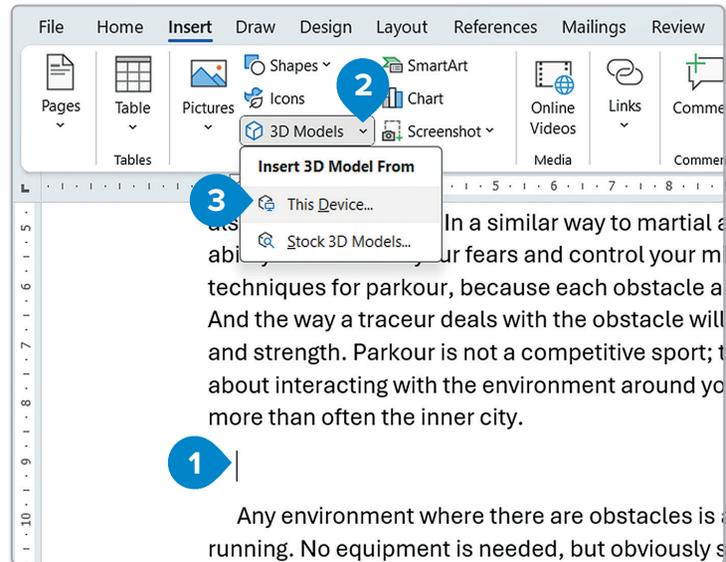


## 3D models

**3D models** allow you to display different perspectives of three-dimensional objects. You can rotate and tilt the models in your Word document, allowing viewers to interact with and explore the object from multiple angles for a clearer understanding of its details and structure.

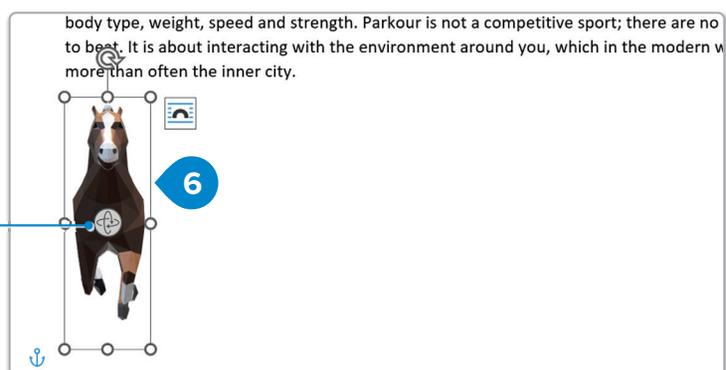
### To insert a 3D model from your computer:

- > Click the point where you want to insert the 3D model. **1**
- > On the **Insert** tab, in the **Illustrations** group, click the arrow next to **3D Models**. **2**
- > Click **This Device**. **3**
- > In the **Insert 3D Model** window, select the model file **4** and click **Insert**. **5**
- > A 3D model will be inserted into your document. **6**



3D models are three-dimensional objects utilized in various applications such as animation, simulation, and even manufacturing processes.

To manipulate the 3D model, you can use the rotator on the object.



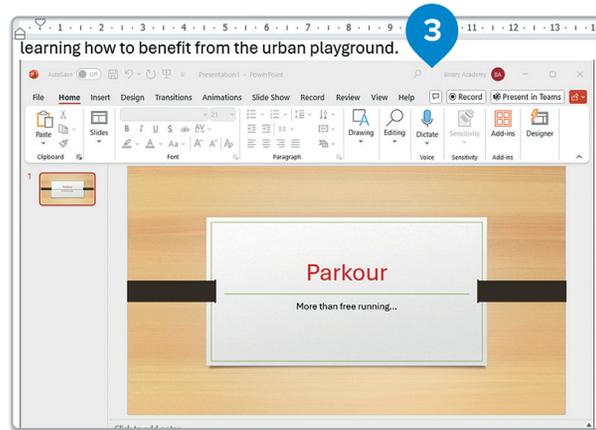
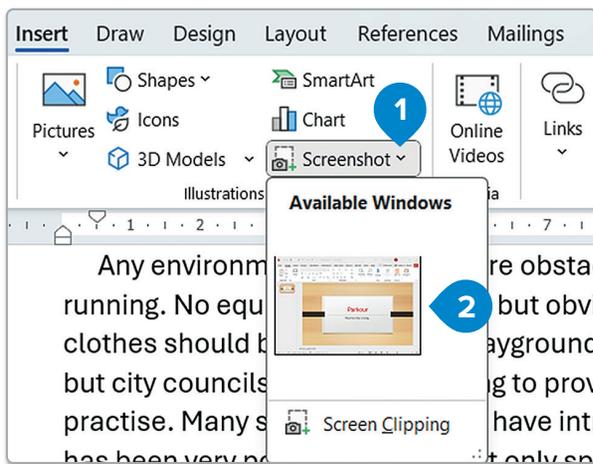
For Review Purposes Only

## Insert screenshots

Within a document, it is possible to conveniently add a snapshot of the screen directly into the file, enhancing readability and capturing important details. When adding a screenshot, users can choose to insert the entire program window or use the **Screen Clipping** tool to select and insert a specific portion of a window.

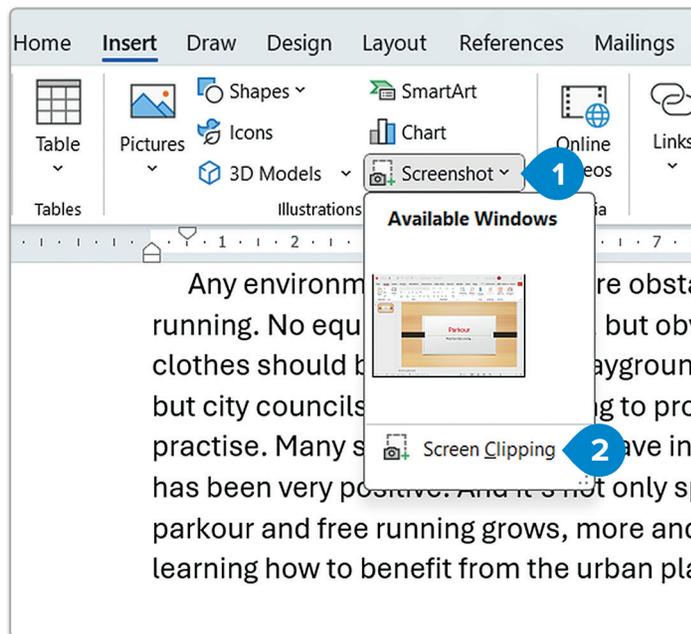
### To insert a screenshot of an entire window:

- > Click the point where you want to insert the screenshot.
- > On the **Insert** tab, in the **Illustrations** group, click **Screenshot**. ❶
- > From the **Available Windows** gallery, click the thumbnail image of the entire window you want to insert into document. ❷
- > The screenshot will be inserted into your document. ❸



### To insert a selected portion of a window:

- > Click the point where you want to insert the screenshot.
- > On the **Insert** tab, in the **Illustrations** group, click **Screenshot**. ❶
- > From the drop-down list, click **Screen Clipping**. ❷
- > Press and hold the left mouse button to select the part of the screen that you want to capture. ❸
- > Once you release, the screenshot will be inserted into your document. ❹



← ↻ 🏠 🔒 https://en.wikipedia.org/wiki/Parkour

WIKIPEDIA The Free Encyclopedia

3

## ☰ Parkour 🗨️ 65 languages

Article Talk Read Edit View history Tools

From Wikipedia, the free encyclopedia

*"Parcours" redirects here. For the term used in cycle racing, see Glossary of cycling § P.*

**Parkour** (French: [paʁkɔʁ]) is an athletic training discipline or sport in which practitioners (called *traceurs*) attempt to get from one point to another in the fastest and most efficient way possible, without assisting equipment and often while performing feats of acrobatics.<sup>[7]</sup> With roots in military obstacle course training and martial arts, parkour includes flipping, running, climbing, swinging, vaulting, jumping, plyometrics, rolling, and quadrupedal movement—whatever is suitable for a given situation.<sup>[8][9]</sup> Parkour is an activity that can be practiced alone or with others, and is usually carried out in urban spaces, though it can be done anywhere.<sup>[10][11]</sup> It involves seeing one's environment in a new way, and envisioning the potential for navigating it by movement around, across, through, over and under its features.<sup>[12][13]</sup>

Although a traceur may perform a flip as well as other aesthetic acrobatic movements, these are not essential to the discipline.<sup>[14]</sup> Rather, they are central to freerunning, a discipline derived from parkour but emphasising artistry rather than efficiency.

**Parkour**



An athlete performing parkour

**Also known as** PK<sup>[1][2][3]</sup>

**Focus** Obstacle passing

**Country of origin** France

**Date of formation** 1980s in the Normandy region of France<sup>[4][5]</sup>

**Creator** David Belle

Parkour was established by David Belle in the 1980s, and it was initially called *l'art du*

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File Home Insert Draw Design **Layout** References Mailings Review View Help

Margins Orientation Size Columns Line Numbers Hyphenation Indent Spacing Paragraph

parkour and free running grows, more and more young people are getting active and learning how to benefit from the urban playground.

4

W Parkour - Wikipedia

https://en.wikipedia.org/wiki/Parkour

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**Also known as** PK<sup>[1][2][3]</sup>

**Focus** Obstacle passing

**Country of origin** France

**Date of formation** 1980s in the Normandy region of France<sup>[4][5]</sup>

**Creator** David Belle

# Hands on!

1. Read the following sentences and put a check mark for True or False.

	True	False
1. Microsoft Word allows you to insert pictures directly from your phone or tablet.	<input type="checkbox"/>	<input type="checkbox"/>
2. You can adjust the position of a picture in a document by changing the "Wrap Text" tool.	<input type="checkbox"/>	<input type="checkbox"/>
3. The "Crop" tool is used to add a bevel effect to a picture.	<input type="checkbox"/>	<input type="checkbox"/>
4. Inserting pictures from "Online Pictures" automatically adds a border around them.	<input type="checkbox"/>	<input type="checkbox"/>
5. The "Screenshot" tool helps you quickly add a snapshot of any open window in a document.	<input type="checkbox"/>	<input type="checkbox"/>
6. You can insert a "3D model" into a document but you cannot manipulate it.	<input type="checkbox"/>	<input type="checkbox"/>

2. Read the questions/sentences and put a check mark for the correct answer.

- When inserting an image from an online search in Microsoft Word, what is the correct sequence to follow?
  - a. On the "Insert" tab, in the "Illustrations" group, click "Pictures" and then click "This Device."
  - b. On the "Insert" tab, in the "Illustrations" group, click "Pictures" and then click "Online Pictures."
  - c. On the "Draw" tab, in the "Insert" group, click "Drawing Canvas."
  - d. On the "Insert" tab, in the "Symbols" group, click "More Symbols."
- Which tool allows you to add circles, squares, and arrows in a document?
  - a. "Pictures"
  - b. "Chart"
  - c. "Shapes"
  - d. "WordArt"

3. How can you crop an image to remove unwanted parts in Microsoft Word?

- a. Use the "Picture Styles" option in the "Picture Format" tab.
- b. Use the "Crop" tool, in the "Picture Format" tab, after selecting the image.
- c. Use the "Picture Border" tool and choose the "Weight" option.
- d. Use the "Wrap Text" tool, to remove unwanted areas.

4. What steps would you follow to insert a screenshot of a specific part of a window into your document in Microsoft Word?

- a. On the "Insert" tab, in the "Illustrations" group, click "Icons."
- b. On the "Insert" tab, in the "Illustrations" group, click "Screenshot," and click "Screen Clipping."
- c. Right-click the picture, select "Format Picture," and click "Shadow."
- d. Select the picture, go to the "Picture Format" tab, and use the "Corrections" tool from the "Adjust" group.

3. Why is it important to adjust the position and size of images in a document? Think about how it affects readability and the overall presentation of your work.

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4. How do tools like "Wrap Text" and "Crop" help enhance the presentation of your document?

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5. Type this text on your computer. Format it so that it matches the example.

## *Did you know that...?*

### A cold desert



Antarctica is a continent. Everybody knows that. But here's something you may not know. It is also a desert! You see, it rarely rains or snows there, but there is a lot of wind. In fact, Antarctica is the coldest desert in the world! And here's another strange fact: 90% of the world's fresh water is there, but you can't drink it because it's all ice!

### What's that smell?

The biggest flower in the world is called rafflesia. It is one meter wide and it is not very pretty. But this is not the only strange thing about this flower. Rafflesia flowers have the worst smell of all!

### Small but Dangerous

The black widow spider is the spider is more dangerous and widow. The Brazilian spider and shoes. So, on your next shoes before you put them



most famous spider, but the Brazilian more poisonous than the black hides in dark places like cupboards trip to Brazil, look inside your on!



### How many hours in a day anyway?

A day on Earth has twenty-four hours, but how long is a day on other planets? On Pluto one day lasts six Earth days and nine hours. On Venus one day is longer than a year on our planet! Jupiter is the biggest planet, but it has the shortest day. It lasts only nine hours and fifteen minutes!

## LESSON 4

# Working with tables



When might using a table be more effective than a list or a paragraph in a document? What do you think are the benefits of applying custom styles to a table?

To display information such as the personal details of a group of people or your school schedule, use a table. **Tables** organize data into a grid of cells, which are arranged in rows and columns.

### To create a table:

- > On the **Insert** tab, in the **Tables** group, click **Table**. **1**
- > Select the size of the table you want, e.g., choose **4x4** to create a table with 4 rows and 4 columns. **2**
- > To type text, just click inside a cell and start typing. **3**

By clicking **Quick Tables**, you can insert a default table to use as a calendar, alphabet, etc. Of course, you can format it or use it for any purpose you want.

**3**

	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English



Insert a table and set specific parameters before you draw it.  
Let's discover how you can do that.

### To insert a table:

- > On the **Insert** tab, in the **Tables** group, click **Table** and then click **Insert Table**. ❶
- > In the **Insert Table** window, set the parameters you want, for example, a table with "4" columns ❷ and "4" rows ❸ and click **OK**. ❹

The screenshot shows the Microsoft Word interface with the **Insert** tab selected. The **Table** group is expanded, and the **Insert Table...** option is highlighted with a blue circle ❶. A yellow callout box points to the **Insert Table** dialog box, which is open. The dialog box has the following settings:

- Table size:**
  - Number of columns: 4 (with a blue circle ❷ pointing to the input field)
  - Number of rows: 4 (with a blue circle ❸ pointing to the input field)
- AutoFit behavior:**
  - Fixed column width: Auto (with a blue circle ❹ pointing to the radio button)
  - AutoFit to contents
  - AutoFit to window
  - Remember dimensions for new tables

Four blue callout boxes provide additional instructions:

- ❶: Type the Number of columns.
- ❷: Type the Number of rows.
- ❸: Choose the size of the columns for the table.
- ❹: The cells are first presented in the smallest size possible, and if you choose this, as you type, they grow larger according to the content.

At the bottom of the dialog box, there are **OK** and **Cancel** buttons, with a blue circle ❹ pointing to the **OK** button.

## Formatting a table

You can format your table using **Table Styles** or create a custom format to suit your needs.

### To apply a style:

- > Click anywhere in the table. **1**
- > On the **Table Design** tab, in the **Table Styles** group, click the style you like. **2**
- > The style you selected will change the layout of the entire table. **3**

The screenshot shows the Microsoft Word interface with the **Table Design** tab selected. The **Table Style Options** group includes checkboxes for **Header Row**, **First Column**, **Total Row**, **Last Column**, **Banded Rows**, and **Banded Columns**. The **Table Styles** group shows a gallery of styles categorized into **Plain Tables**, **Grid Tables**, and **List Tables**. A blue circle with the number 1 points to the table in the document, and a blue circle with the number 2 points to a style in the gallery.

	Monday
9-10	Math
10-11	Physics
11-12	Music

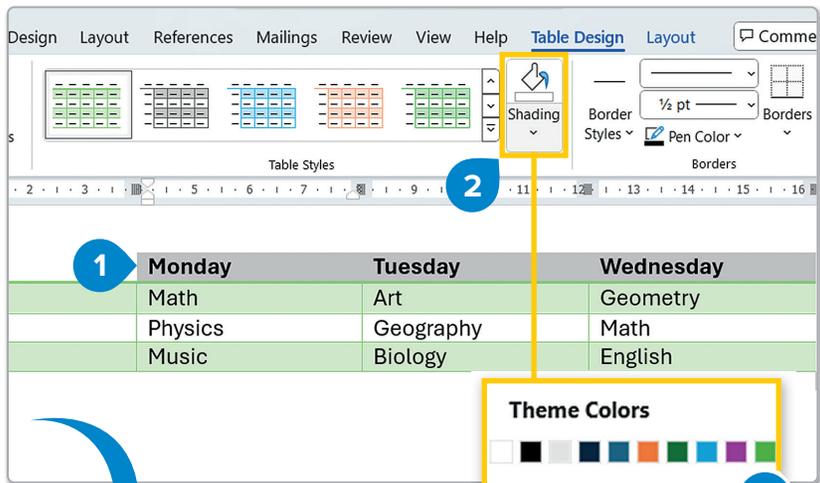
The screenshot shows the Microsoft Word interface with the **Table Design** tab selected. The **Table Style Options** group includes checkboxes for **Header Row**, **First Column**, **Total Row**, **Last Column**, **Banded Rows**, and **Banded Columns**. The **Table Styles** group shows a gallery of styles. A blue circle with the number 3 points to the table in the document, which now has a green background and a header row.

	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English

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A custom style can also be created by using options like the **Borders** or **Shading** buttons. As discussed in previous lessons, borders are used to add lines around the table or within the grid, while shading is used to color the cells.

- To use shading:**
- > Select the cells you want to color. **1**
  - > On the **Table Design** tab, in the **Table Styles** group, click the small arrow under **Shading**. **2**
  - > Click the color you want to apply to your table. **3**
  - > The color of the cells has changed. **4**

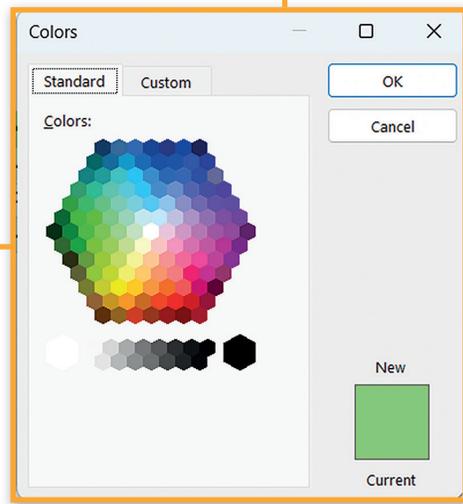
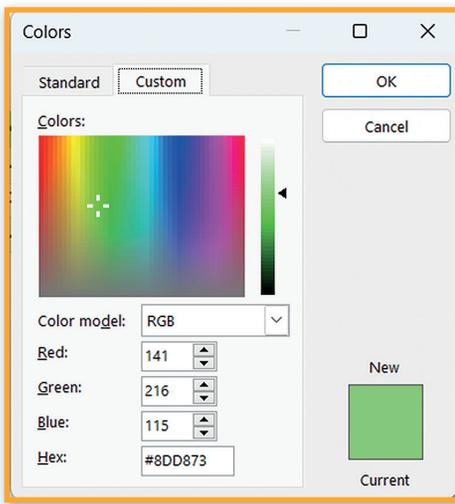


**4**

	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English



If you click **More Colors**, the **Colors** window will pop up. From there, you can use one of the 256 standard colors or you can choose your own from millions of choices in the **Custom** tab.



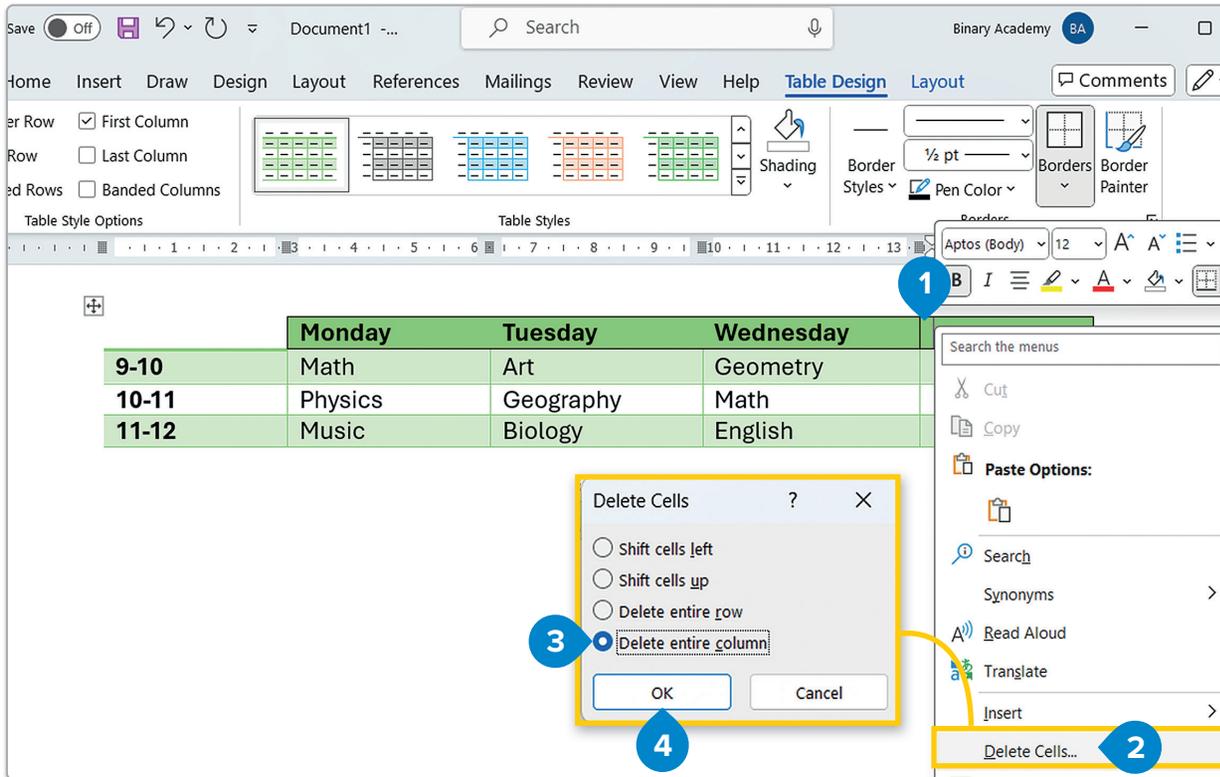
**Smart Tip**

A table consists of rows, columns, and cells, but they don't have names like on a spreadsheet. If you want to make complex calculations, use **Microsoft Excel** and then copy all the cells to your document as a table. As always, first select the area you want to change and then apply any format you choose from the menus.



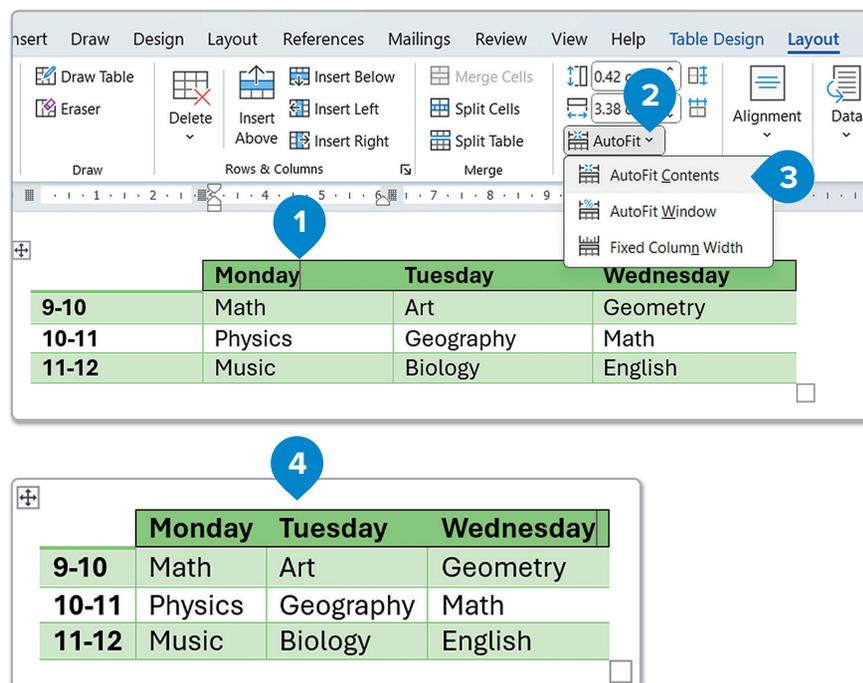
### To delete a row or a column:

- > Right-click any cell in the row or column you want to delete. **1**
- > Click **Delete Cells**. **2**
- > Click **Delete entire row** or **Delete entire column** to delete a row or column. **3**
- > Click **OK**. **4**



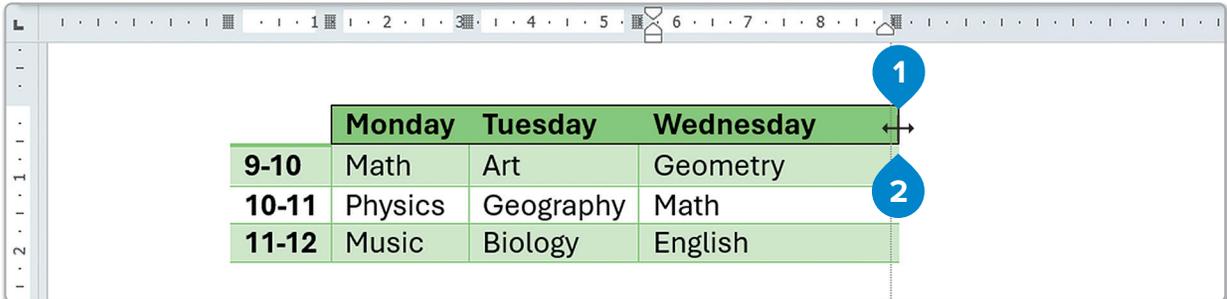
### Use AutoFit to automatically adjust your table size:

- > Click anywhere in the table. **1**
- > On the **Layout** tab, in the **Cell Size** group, click **AutoFit**. **2**
- > Click **AutoFit Contents** **3** to automatically adjust the size of the column to the longest word. **4**



### To change the size of a column or a row:

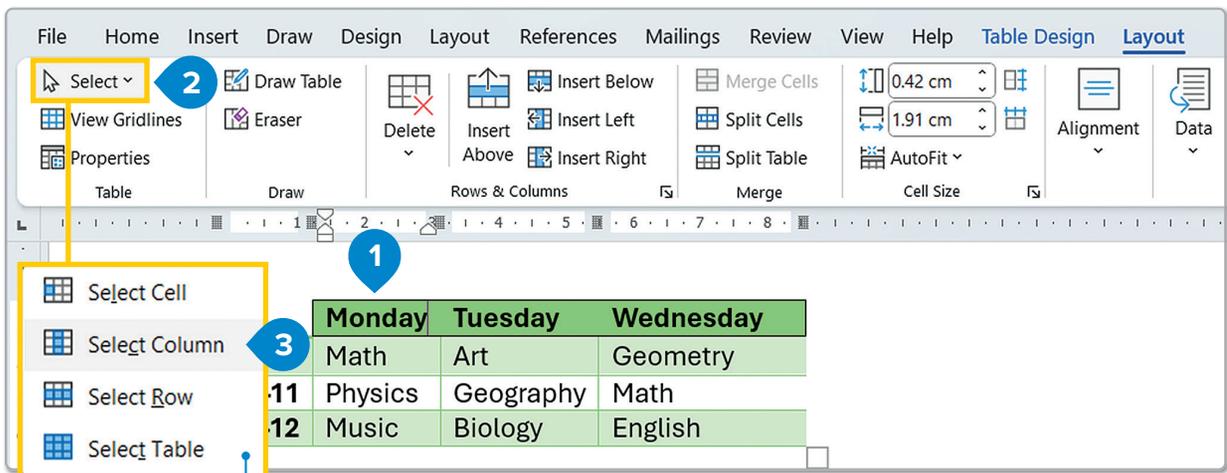
- > Point on the right border of the column whose size you want to change until it becomes a **resize cursor**. 1
- > Hold, click and drag the border to the left or right. 2



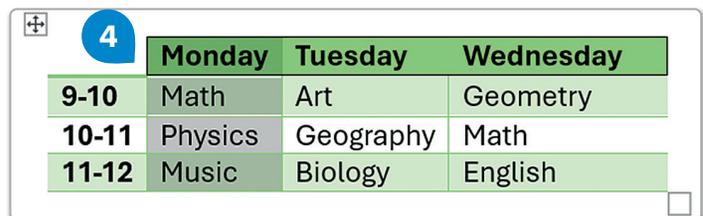
If you encounter difficulty selecting a column, row, or individual cell, don't worry. You can simply click on a specific point in the table to make your selection. For instance, to select the second column, click at the top of that column, or to select the second row, click at the beginning of the row. Alternatively, there is another method to achieve this.

### To select a row, column, or cell:

- > Click any cell in the table. 1
- > On the **Layout** tab, in the **Table** group, click **Select**. 2
- > For this example, click **Select Column**. 3
- > The column to which the cell belongs will be selected automatically. 4



You can also choose the **Row**, the **Cell**, or the **entire Table** to which the cell belongs.



When typing in a table, by default the text is aligned to the left, just like a paragraph. You can change the alignment to right or center, but also to the top, center, and bottom.

### To align the text in the cells:

- > Select a row. **1**
- > In the **Layout** tab, in the **Alignment** group, select the alignment you prefer. **2**
- > The alignment of the text in the row has been changed to the **center** in this example. **3**

The screenshot shows the Microsoft Word interface with the 'Layout' tab selected. The 'Alignment' group contains icons for left, center, right, and justified alignment. A blue circle with the number '2' highlights the center alignment icon. Below the ribbon, a table is shown with the first row selected, indicated by a blue circle with the number '1'. A blue arrow points from the center alignment icon to the selected row. A callout box, indicated by a blue circle with the number '3', shows the table with the first row's text centered.

	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English

### To change the direction of the text:

- > Select the cells you want to change the text direction in. **1**
- > On the **Layout** tab, in the **Alignment** group, click **Text direction** twice in this example, to change the text direction. **2**

The screenshot shows the Microsoft Word interface with the 'Layout' tab selected. The 'Text direction' button in the 'Alignment' group is highlighted with a blue circle and the number '2'. Below the ribbon, a table is shown with the first two columns selected, indicated by a blue circle with the number '1'. A blue arrow points from the 'Text direction' button to the selected cells. A callout box shows the result with the text in the selected cells rotated 90 degrees.

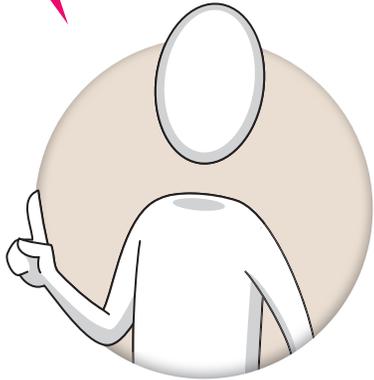
	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English

File Home Insert Draw Design Layout References Mailings Review View Help Table Design Layout

Gridlines Eraser Delete Insert Above Insert Below Insert Left Insert Right Merge Cells Split Cells Split Table Merge Cells AutoFit Text Direction

	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English

You can save space by placing column titles vertically. While not widely used, this method can be helpful when you want to save space.



# Hands on!

1. Read the following sentences and put a check mark for True or False.

	True	False
1. The "AutoFit" option adjusts the column width to fit the content in each cell.	<input type="checkbox"/>	<input type="checkbox"/>
2. You can only use borders around the entire table, not individual cells.	<input type="checkbox"/>	<input type="checkbox"/>
3. You can right-click a table to delete a row or column.	<input type="checkbox"/>	<input type="checkbox"/>
4. The "Table Styles" option is found in the "Table Design" tab.	<input type="checkbox"/>	<input type="checkbox"/>
5. The "Insert Table" option allows you to specify the number of columns and rows for a new table.	<input type="checkbox"/>	<input type="checkbox"/>

2. Read the questions and put a check mark for the correct answer.

1. What does the "AutoFit to Contents" option do in a table?
  - a. Automatically adjusts the column width to fit the text.
  - b. Adds a border around the table.
  - c. Changes the font size to fit the cell.
  - d. Centers the table on the page.
2. How can you add shading to specific cells in a table?
  - a. Right-click the table and select "Table Properties."
  - b. Go to the "Table Design" tab and click on "Shading."
  - c. Use the "Draw" tab and select "Pen: Black."
  - d. Use the "Design" tab and select "Colors."



3. Where can you apply a predefined table style?

- a. On the "Design" tab, in the "Document Formatting" group.
- b. On the "Layout" tab, in the "Arrange" group.
- c. On the "Table Design" tab, in the "Table Styles" group.
- d. On the "Home" tab, in the "Styles" group.

4. How do you delete an entire column in a table?

- a. On the "Home" tab, in the "Editing" group, click "Replace."
- b. Right-click a cell in the column and select "Delete Cells."
- c. On the "Table Design" tab, in the "Borders" group, click "Borders."
- d. Select the column and press the "Delete" button.

3. Why is the "AutoFit" feature useful when working with tables in a document?

Think about how it helps keep your table organized and how it adapts to the content you enter. Write 3–4 sentences explaining how this feature makes tables easier to read and manage.

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#### 4. Table Creation and Formatting.

1. Open a new Microsoft Word document.
2. Insert a table with 3 columns and 5 rows.
3. In the first row, type the following headings: Task, Due Date, Status.
4. In the next four rows, type the following data:

Task	Due Date	Status
Complete project report	12/15/2024	In progress
Study for math test	12/10/2024	Not started
Finish book report	12/20/2024	Completed
Organize science notes	12/18/2024	In progress
Prepare for presentation	12/22/2024	Not started

5. Use the "AutoFit" option to adjust the table width based on the content.
6. Apply a table style.
7. Save the document as a Word document and a PDF.

## LESSON 5

# Check and print



How important is it to check for spelling and grammar mistakes before printing or sharing a document?  
Why is it helpful to preview a document before printing it?

While typing in Microsoft Word, some words may be underlined with a wavy line. This occurs because the program automatically checks for **spelling**, **grammar**, and **syntax** errors. To differentiate between types of mistakes, Microsoft Word uses red, blue, or brown underlines.

The red underline indicates a spelling mistake or that the word you typed isn't found in the program's dictionary.

Win or luse, it was a great game > Win or lose, it was a great game.

The double blue underline is for grammar mistakes:

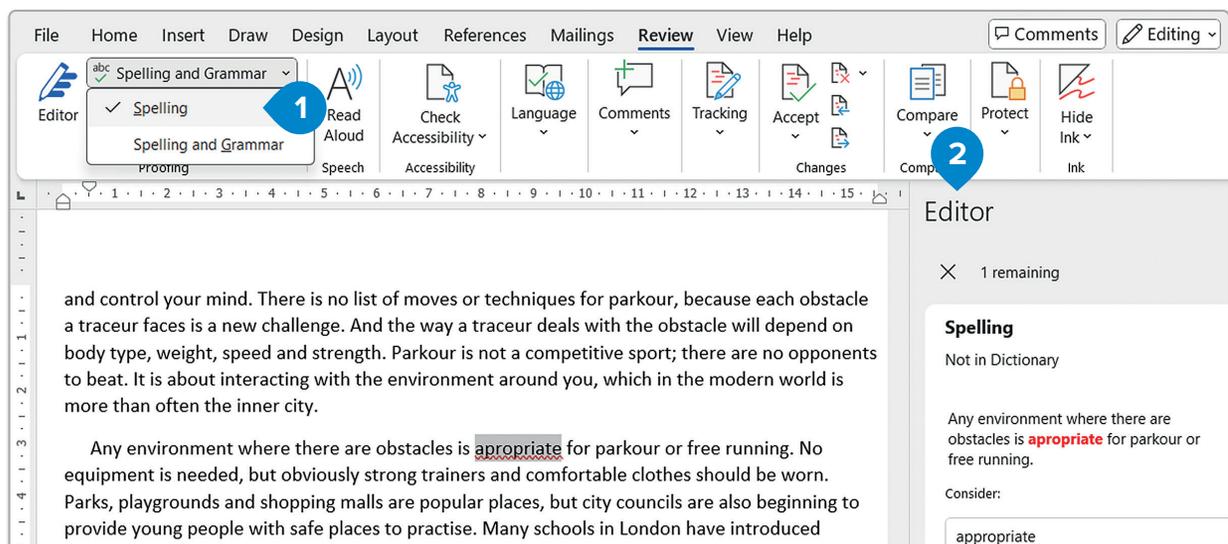
Win or lose, it were a great game > Win or lose, it was a great game.

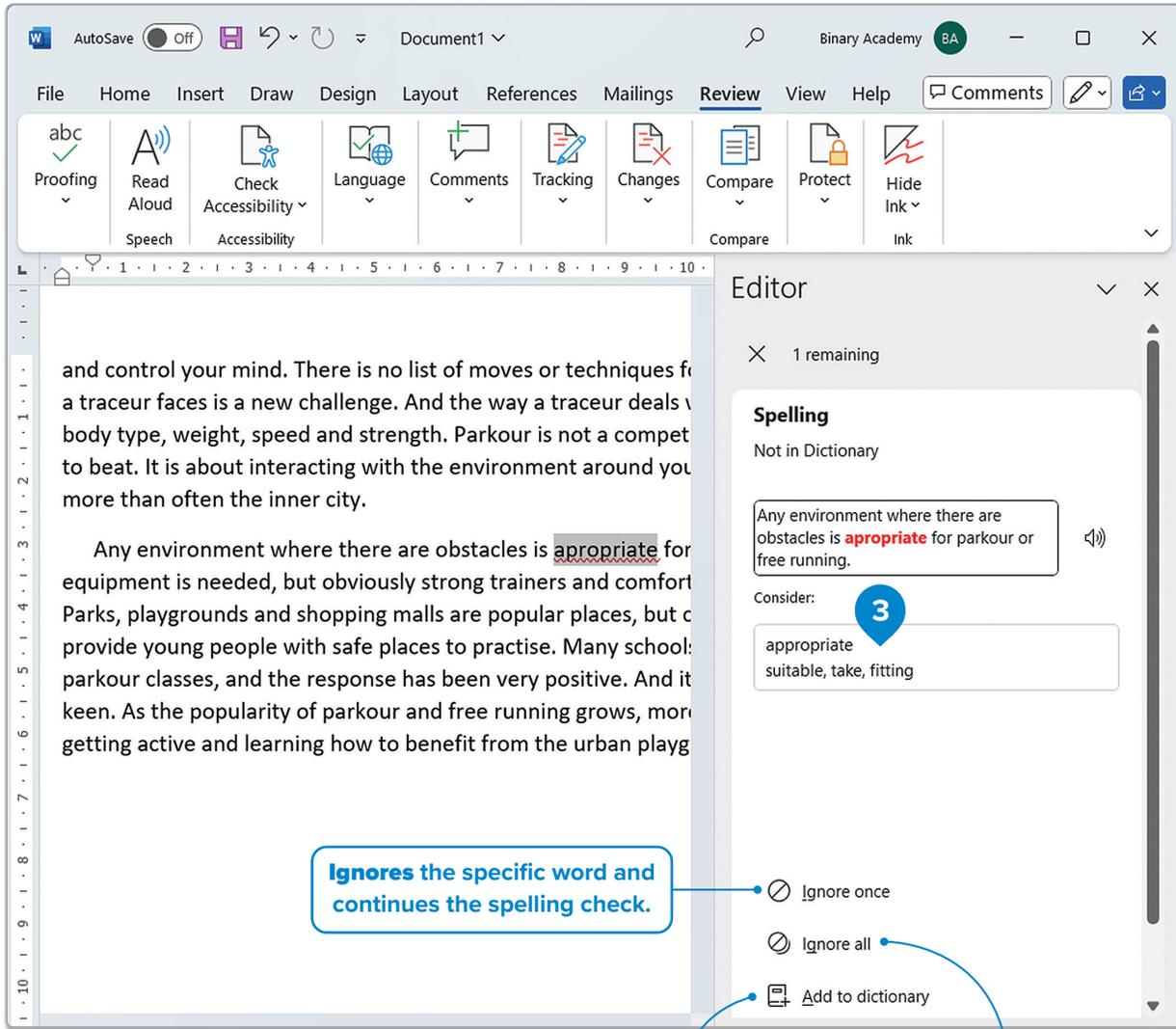
The brown dotted underline is for issues with clarity:

Win or loose, it used to be in the past a great game > Win or lose, it was a great game.

### To check mistakes:

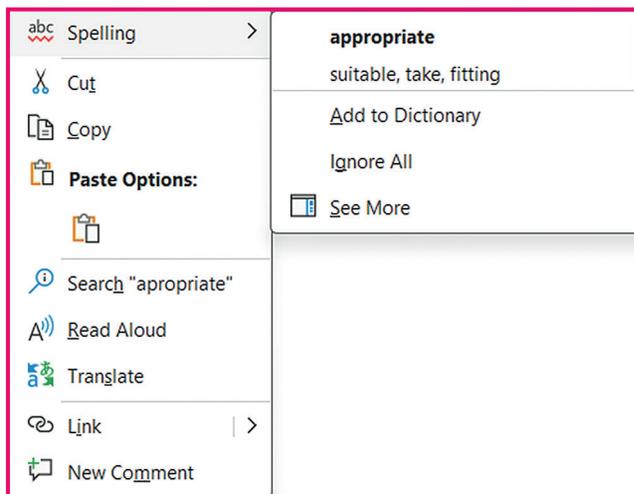
- > On the **Review** tab, in the **Proofing** group, click the **Spelling and Grammar** arrow, and select **Spelling** or press **F7**. 1
- > The **Editor** pane with the incorrect words, suggestions, and other options will pop up. 2
- > Replace the red word with the word you select from the **Consider** list. 3



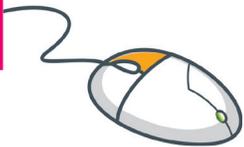


If you are sure the word is correct, make the program's **dictionary** better by adding it.

Ignores this word everywhere in your document.



An easy way to check a spelling error as you type is to right-click the misspelled word. There are the suggested corrections in bold and you can click the word you want.

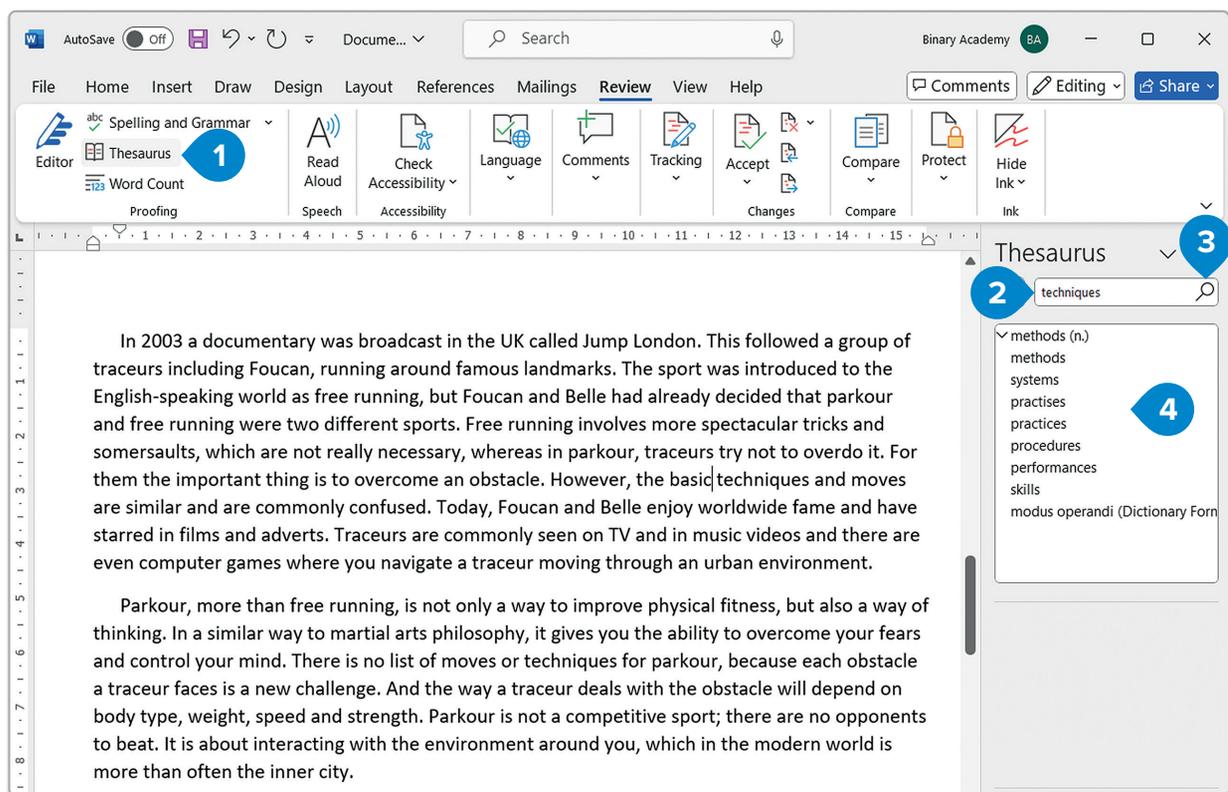


## Thesaurus

The **Thesaurus** is like a dictionary, but instead of definitions, it gives you a list of **synonyms** when you search for a specific word. To start the Thesaurus, on the **Review** tab, in the **Proofing** group, click **Thesaurus**. The Thesaurus will be on the right side of the screen. Microsoft Word tells you what part of speech these words are using specific abbreviations. Nouns are marked with (n.), verbs with (v.), adjectives with (adj.), adverbs with (adv.), and prepositions with (prep.).

### To find a word's synonyms:

- > On the **Review** tab, in the **Proofing** group, click **Thesaurus** or press **Shift + F7**. **1**
- > Type a word in the **Thesaurus** text box. **2**
- > Click the **search** button, **3** or press **Enter** to start the search.
- > A list of synonyms will be created. **4**

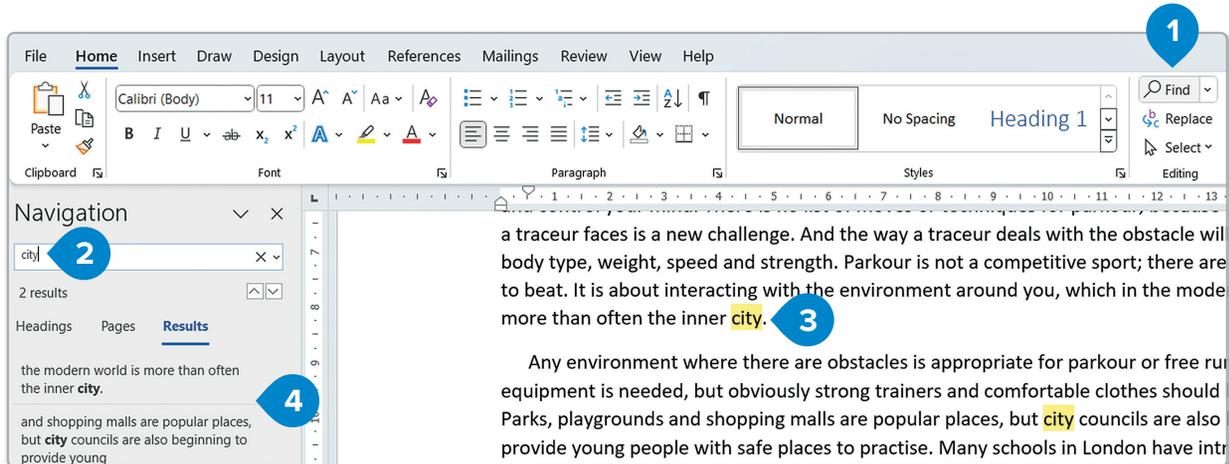


## Find or replace a word

After finishing a document, it's advisable to review it one final time. Mistakes or elements that need adjustment may become apparent. For instance, if a word is repeatedly used throughout a 20-page document and needs replacing, there are tools available to **find** the word and **replace** it with another.

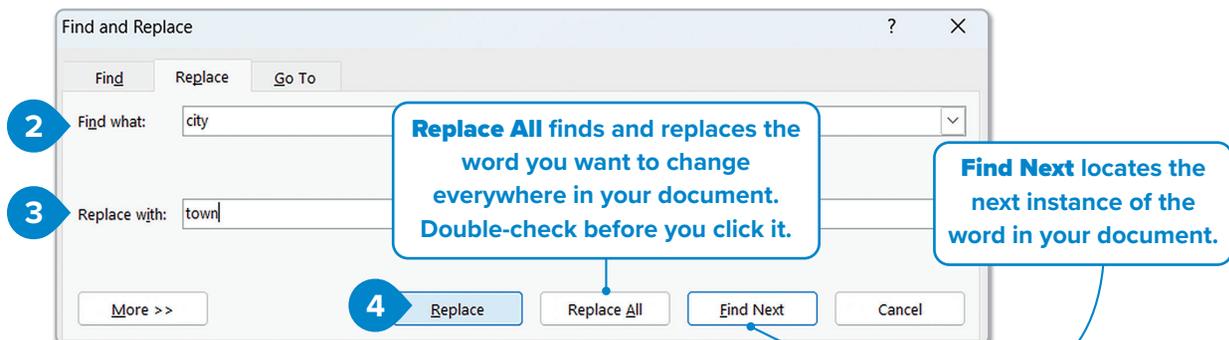
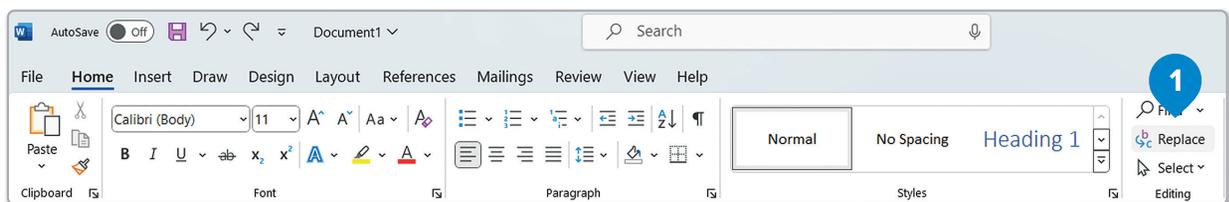
### To find a word:

- > On the **Home** tab, in the **Editing** group, click **Find**. 1
- > In the **Navigation** pane, type the word you want to find 2 and press **Enter** ↵.
- > The word will be highlighted in the text 3 and thumbnails will also turn up in the **Navigation** pane, indicating where this word is. 4



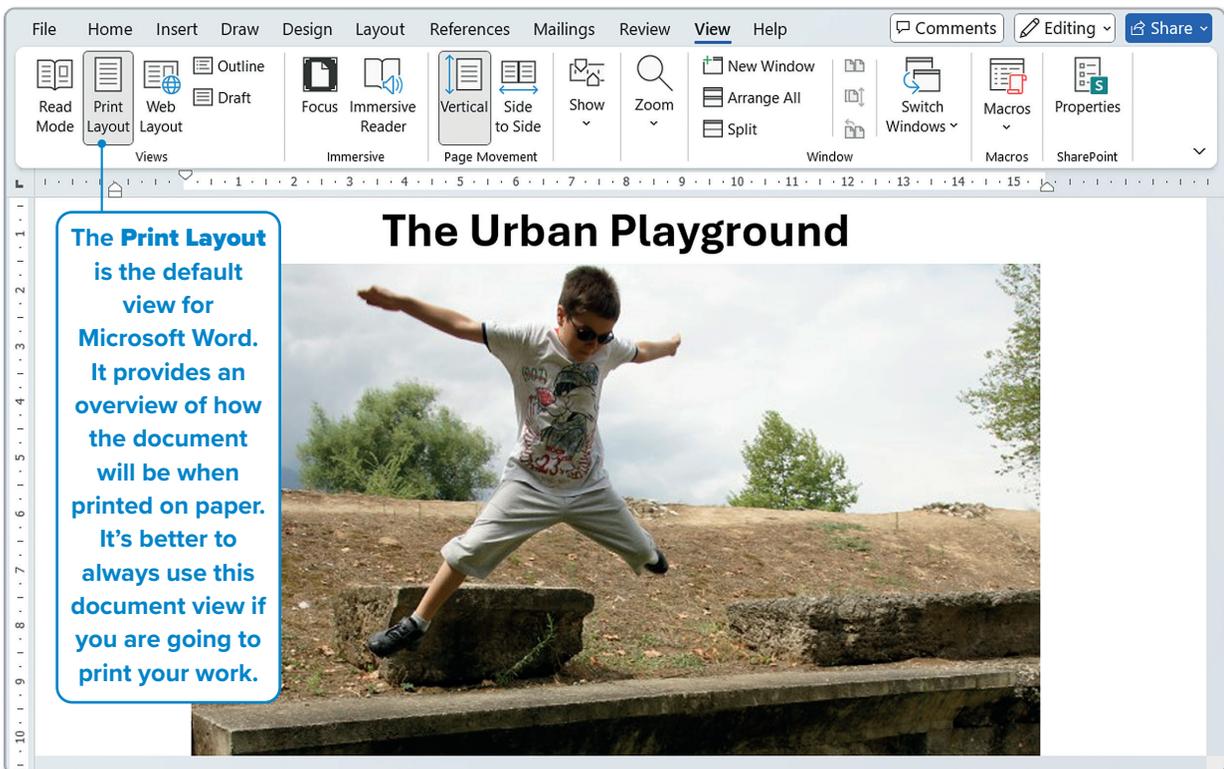
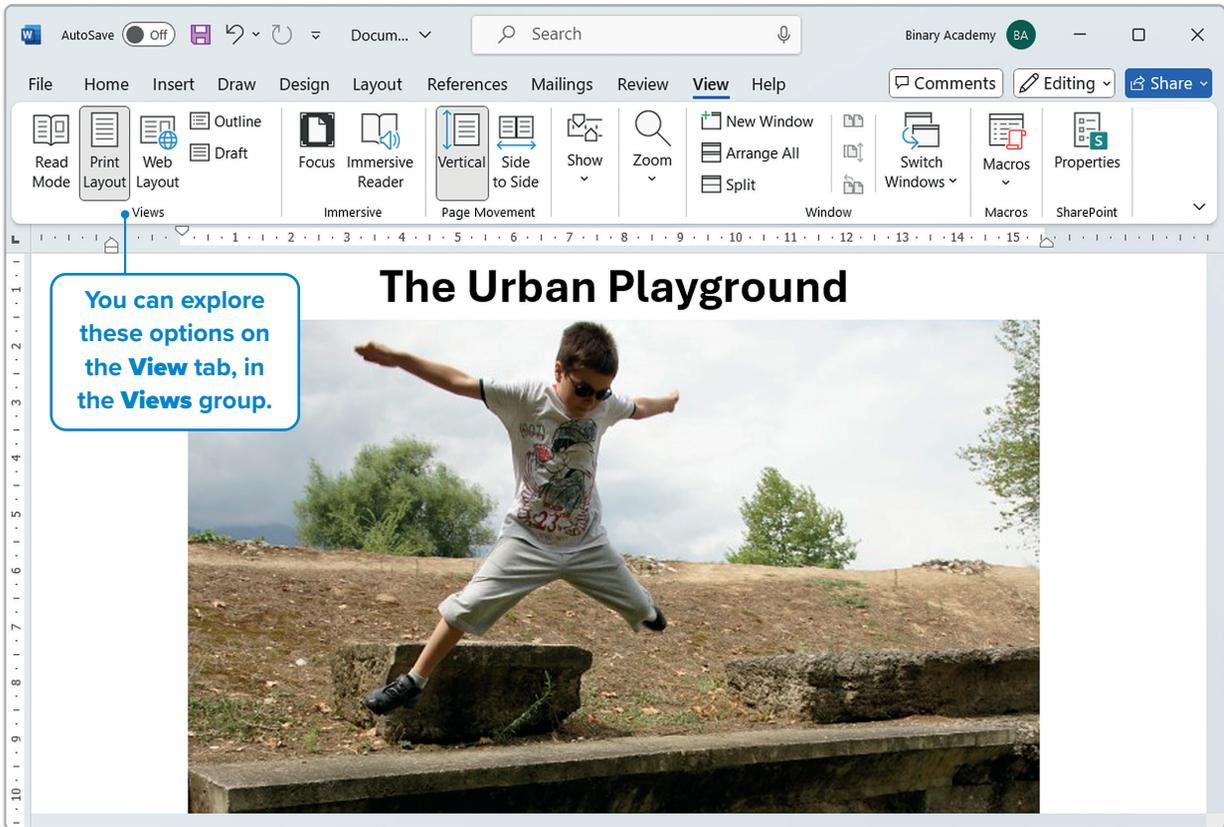
### To replace a word:

- > On the **Home** tab, in the **Editing** group, click **Replace**. 1
- > When the **Find and Replace** window opens, in the **Find what:** text box, type the word you want to find 2 and in the **Replace with:** text box, type the new word. 3
- > Click **Replace**. 4

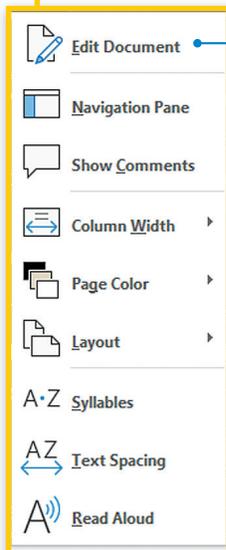
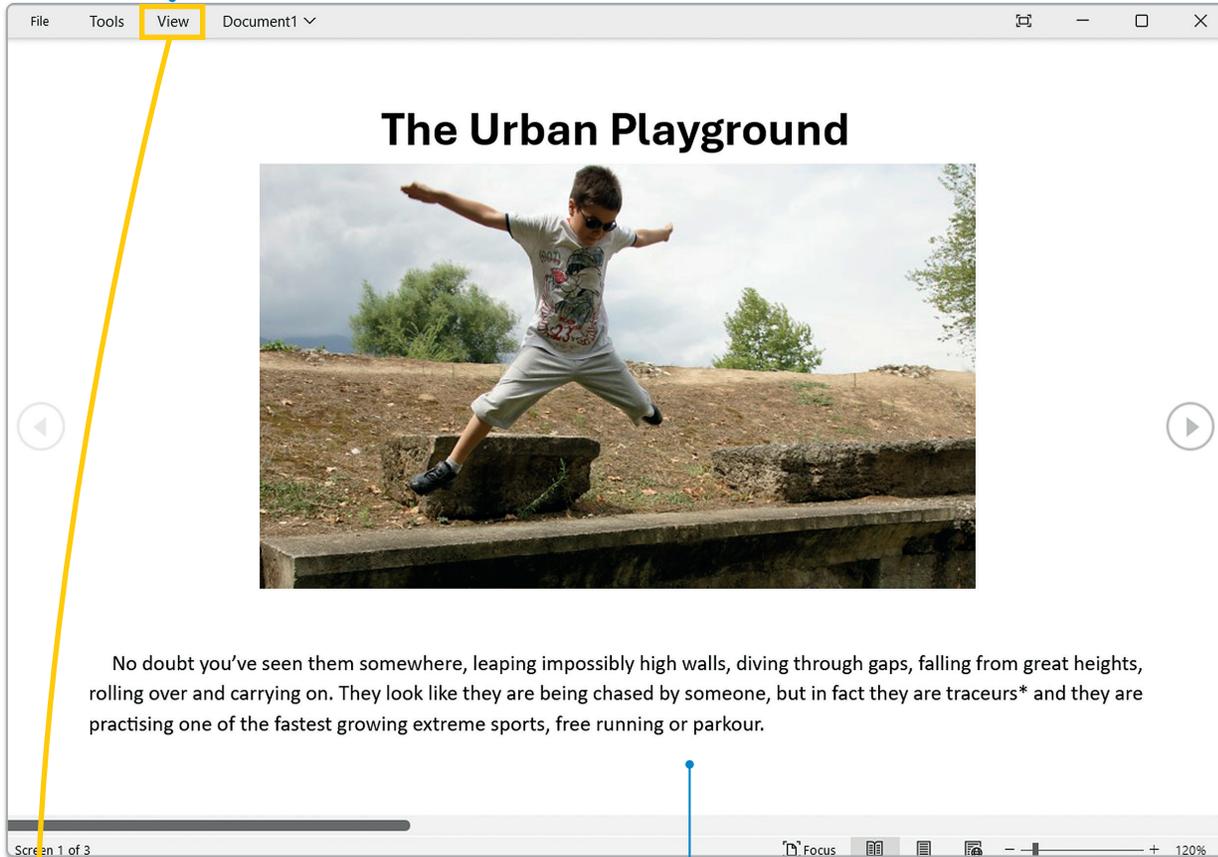


## Document views

A document may not be intended for printing. It could be for sharing online or for creating a long list of ideas. To work more efficiently, different viewing options are available, such as **Print Layout** or **Web Layout**.



Choose the **Read Mode** and click **View** to open a menu with different options that can help you read or edit the text while in this mode.



To make changes to the text, choose **Edit Document** from the **View** menu.

If you choose **Read mode**, the program hides the buttons and displays the document across the entire screen for easier navigation. If the document is very long, you can choose this view to make it easier to read.

**Web Layout displays your document as a web page. Use this layout if you prepare texts and pictures for the Internet.**

The Urban Playground

**The default view in older versions of Microsoft Word was Draft. The actual margins of the page are not apparent. Use this layout only if your computer screen is too small for Print Layout.**

The Urban Playground

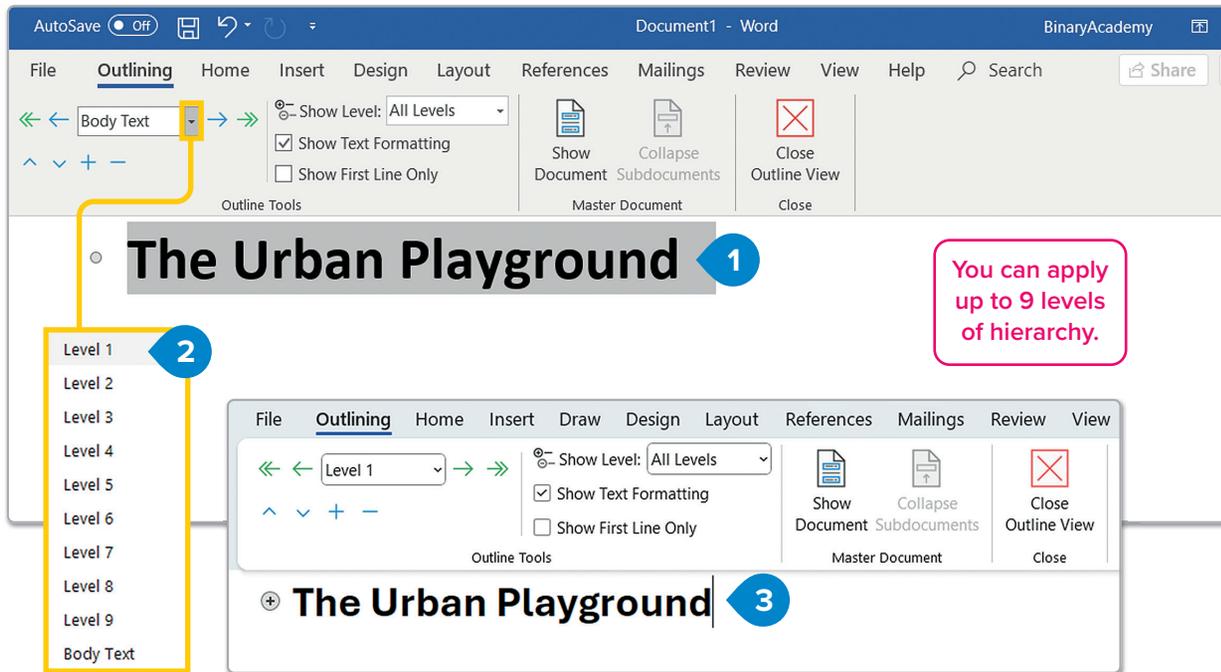
**Outlining is a special view for text that presents the content in a structured, hierarchical list format.**

**The Urban Playground**

The **Outline view** allows for easy creation of a **Table of Contents** in a document. For example, if the title comes from a shape inserted earlier, the title might be classified as **Level 1**, indicating it is the primary heading, while the main text would be designated as body text.

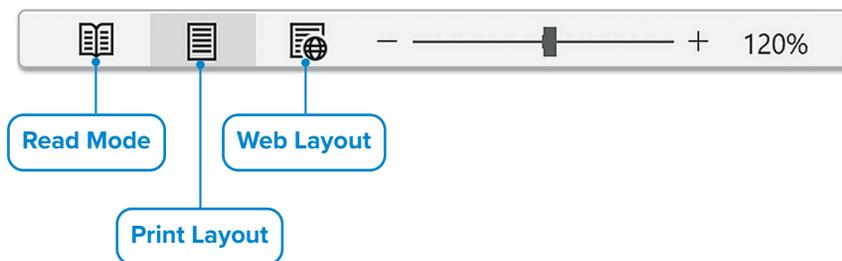
### To apply Outlining:

- > Select the part of the text you want. **1**
- > On the **Outlining** tab, in the **Outline Tools** group, click **Level 1** in the drop-down list. **2**
- > The selected text will become the main title of your document. **3**



## Zoom in and out

The **Zoom slider** allows for adjusting the size of a document on the screen. To focus on small details, zoom in (over 100%). To view the entire page or multiple pages at once, zoom out (under 100%). Note that the zoom level affects only the on-screen view; the size of the text or images remains unchanged when the document is printed.



### Smart Tip

You can change the view of your document much faster with the small buttons on the status bar at the bottom of the program, next to the zoom slider.

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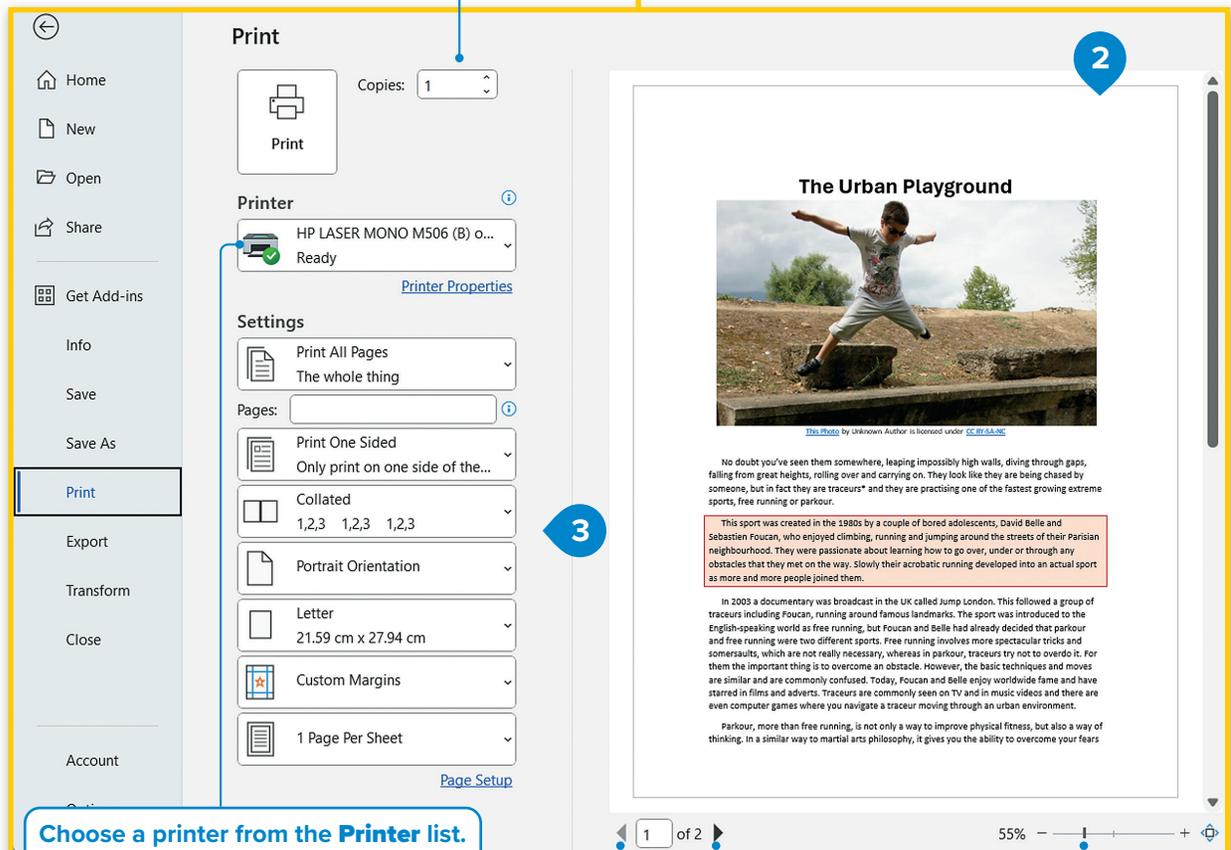
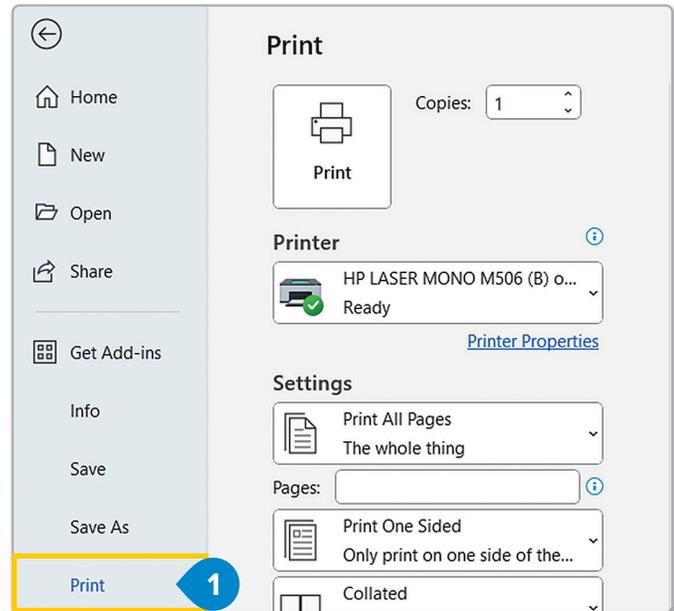
# Print

Working with your document digitally is helpful, but a printed version may be needed for certain tasks or sharing. Just press **Ctrl + P** and **Enter**. The printer will print your document in a few seconds.

## If you need more options when printing:

- > On the **File** tab, click **Print**, 1 or press **Ctrl + P**.
- > On the right side of the screen, there is the **Print Preview** (how your document will be on paper), 2
- > On the left side of the screen, you can change the different **Print Settings**, 3

If you want more than one copy, type the number of **Copies** you want or use the arrows to select the number you want.



Choose a printer from the **Printer** list. The printer can be directly connected to your computer (local printer) or shared with other computers of your network (network printer).

Click the arrows under the preview to check another page.

Move the **Zoom Slider** to have more details of your document.

Type the pages you want to print in the **Pages** text box.  
Examples:  
Type 1-5 to print pages 1, 2, 3, 4, and 5.  
Type 1, 5, 8 to print pages 1, 5, and 8.  
Type 1-5, 8, 11 to print pages 1, 2, 3, 4, 5, 8, and 11.

You can choose between **Portrait Orientation** and **Landscape Orientation**.

**Print All Pages** prints the whole document.

To print only a small selected part of your document on paper, click **Print Selection**.

**Print Current Page** prints only one page, the page you are previewing.

**Custom Print** prints a range of pages you specify from the whole document.

## Tips for a professional document

As previously mentioned, Microsoft Word assists in creating text documents and enhancing their presentation. However, before printing, there are some important rules to follow.



If you want to use a parenthesis, type your text, leave one space, open the parenthesis, type your text, close the parenthesis and leave one space.

Press **Enter ↵** only when you want to start a new paragraph or make a list.

Leave only one space between words.

The first letter of a paragraph or a sentence must be in capitals.

When you want to use punctuation like period (.) or comma (,), first type the word, then type the punctuation and then leave just one space after the punctuation mark.

## 1. Read the following sentences and put a check mark for True or False.

	True	False
1. The red underline in Microsoft Word indicates a spelling mistake.	<input type="checkbox"/>	<input type="checkbox"/>
2. A double blue underline signifies a spelling error.	<input type="checkbox"/>	<input type="checkbox"/>
3. The brown dotted underline in Microsoft Word highlights clarity issues.	<input type="checkbox"/>	<input type="checkbox"/>
4. The "Thesaurus" provides definitions of words.	<input type="checkbox"/>	<input type="checkbox"/>
5. You can use "Find and Replace" to locate and replace specific words in a document.	<input type="checkbox"/>	<input type="checkbox"/>

## 2. Read the questions and put a check mark for the correct answer.

1. Which option allows you to print specific pages of a document, such as pages 1, 3, and 5?

- a. "Print All Pages"
- b. "Custom Print"
- c. "Print Current Page"
- d. "Print Selection"

2. Which key can you press to open the "Spelling and Grammar" tool?

- a. Ctrl + S
- b. Ctrl + F
- c. F7
- d. Shift + F3

3. Where can you find the "Thesaurus" tool in Microsoft Word?

- a. On the "Review" tab
- b. On the "Home" tab
- c. On the "Insert" tab
- d. On the "Design" tab

4. What does the "Replace All" option do?

- a. Finds and corrects grammar mistakes.
- b. Replaces all instances of a word in the document.
- c. Highlights errors.
- d. Searches for times a phrase occurs.

3. Complete with the missing words.

Print

Web

Outline

Draft

Edit Document

1. The default view for Microsoft Word is the \_\_\_\_\_ Layout, which displays how the document will be when printed when printed.
2. If you want to view your document as a webpage, you should switch to the \_\_\_\_\_ Layout.
3. To make changes to the text in "Read Mode," you need to choose \_\_\_\_\_ from the "View" menu.
4. The \_\_\_\_\_ view is used to present text in a structured, hierarchical list format.
5. In older versions of Microsoft Word, the default view was \_\_\_\_\_, which hides the actual margins of the page.

4. Why is it helpful to use the "Find and Replace" feature in Word? Think about when you have a long document with repetitive phrases. How can this tool save you time and improve efficiency? Write 3–4 sentences explaining your reasoning.

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5. Type the text below and correct all the spelling, grammar, and contextual mistakes. Then format the document as it is below.

## The evolution of the mobile phone

In 1973, Martin Cooper invented a portable mobile phone. It was the DynaTAC and in 1983, it was available in stores. DynaTAC phones were large and weighed about a kilo. They were also very expensive, but people used to buy them like crazy. However, people complained that you could only talk for an hour before needing to charge them again, so soon heavy shoulder packs with batteries in them were introduced. These gadgets became very trendy in the 80s and actors appeared in many films of the time, chatting with friends on their new, hi-tech device.



Because of their size and shape, these early mobiles became known as 'bricks'. They seem like dinosaurs compared to the devices we are used to seeing today. The first generation (1G) of mobile phone systems had weak signals and many problems. As technology improved, mobiles became smaller and offered more features. In the 90s, the introduction of 2G mobile systems meant improved reception over wider areas. They also included the ability to send small amounts of data such as SMS messages. The first SMS was sent in the UK on December 3, 1992. Today, over 18 trillion text messages are sent every year. Mobiles continued to improve, with full-color screens and a wide variety of ringtones.

Another important development was the introduction of cameras on mobile phones. Camera phones became hugely popular and changed the world of journalism. In 2004, the Indian Ocean earthquake was the first event in which most of the videos on the news were provided by camera phones, instead of professional camera crews.

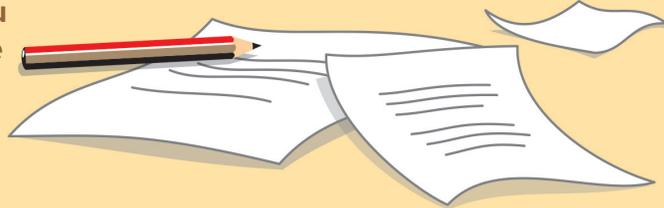


# Project

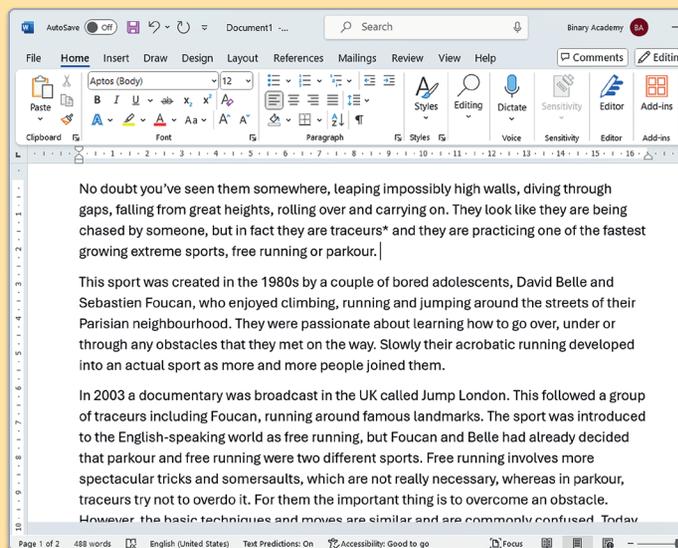
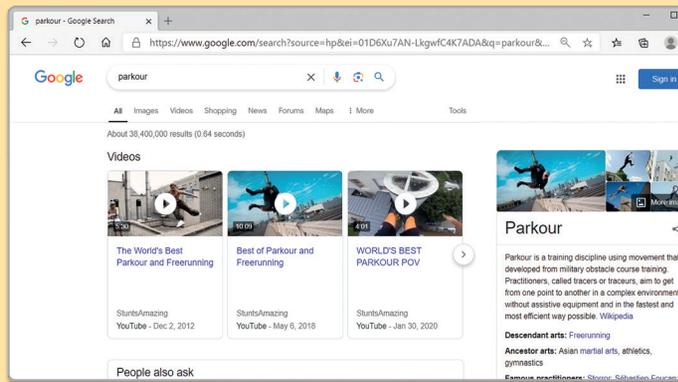
## Write an article

When you want to write an article, you need to start by gathering information.

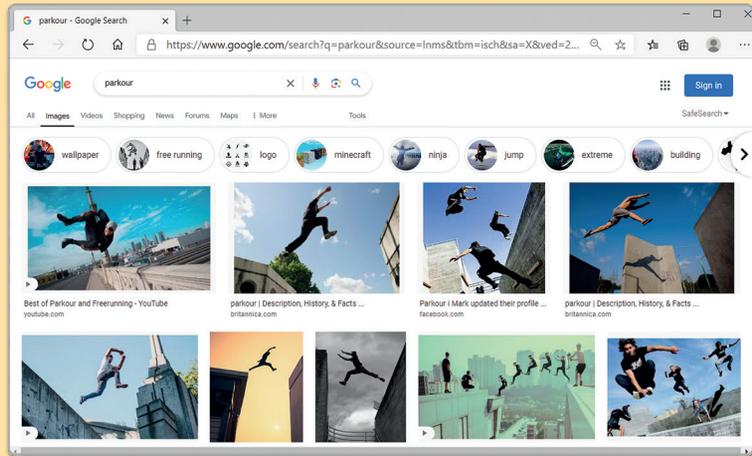
**1. First, on paper, write down what you want to include in your article. Write down all the topics you want to research and what you want to say on each topic in a few words.**



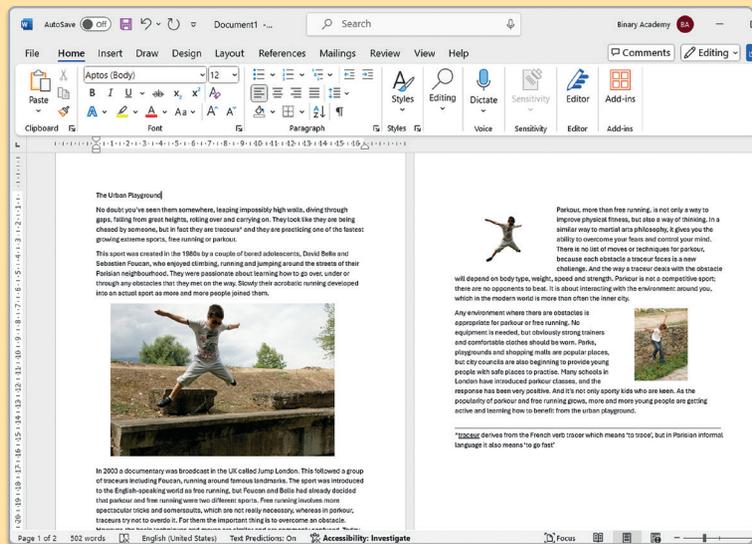
- Use your computer and browse the Internet to search for information on each topic.
- Prioritize reliable sources when researching online and avoid suspicious or unverified websites.
- You can also search wikis like Wikipedia for more information.
- Cross-check all your information so that you know that it is correct and never depend on only one website or book.
- When you have gathered all the information you need, open Microsoft Word and start typing without any special formatting. Focus on your content.
- Don't copy any material from the websites you found, but instead use your own words. If you copy any text, you have to mention the website from which you took it or its author.



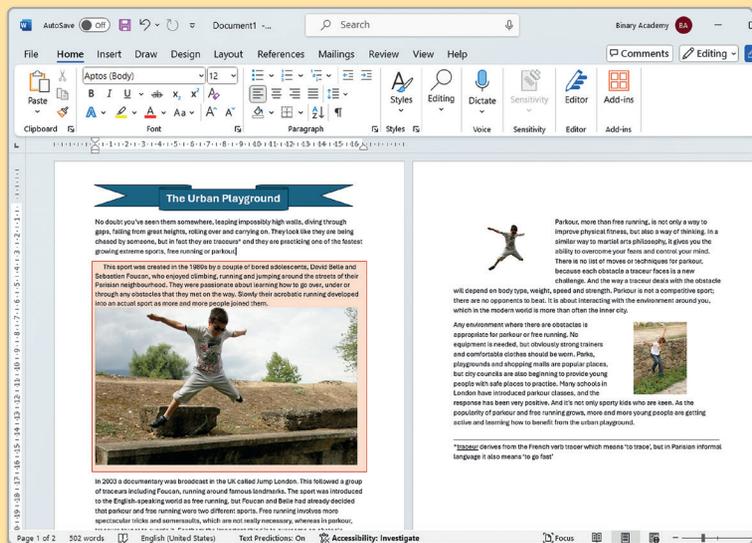
- Then start gathering all the pictures that you will use in your text. Find and insert pictures from a variety of online sources.
- If you use a special photo or drawing, be sure to mention the source.



- Place the pictures inside your document. Adjust the size and position of each picture to ensure the content is clear and accessible, helping the reader easily follow and understand the text.



- Finally, format your text to ensure it is clear, well-organized, and easy to read. Try to avoid elements like heavy borders or excessive use of colors, which may be appealing but can actually make your text harder to read and less accessible.



## 2. Form teams and write an article comparing life in the past to life today.

Research how technology has influenced everyday life and changed daily routines. As part of your research, talk to family members from previous generations to learn about their daily lives and compare their experiences with your own.

# Reflect



1. What strategies did you use to gather reliable information from online sources?

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2. What did you find helpful when organizing your ideas in the document?

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3. How did adding images help enhance the article? What would you suggest for improving that?

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4. What are some things to keep in mind when citing sources?

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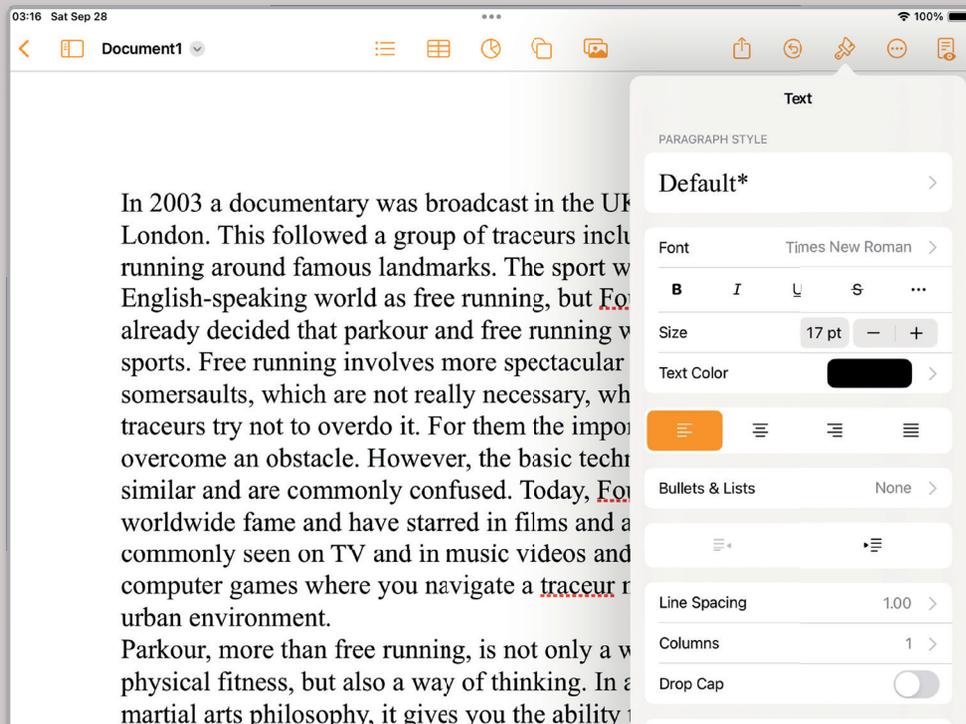
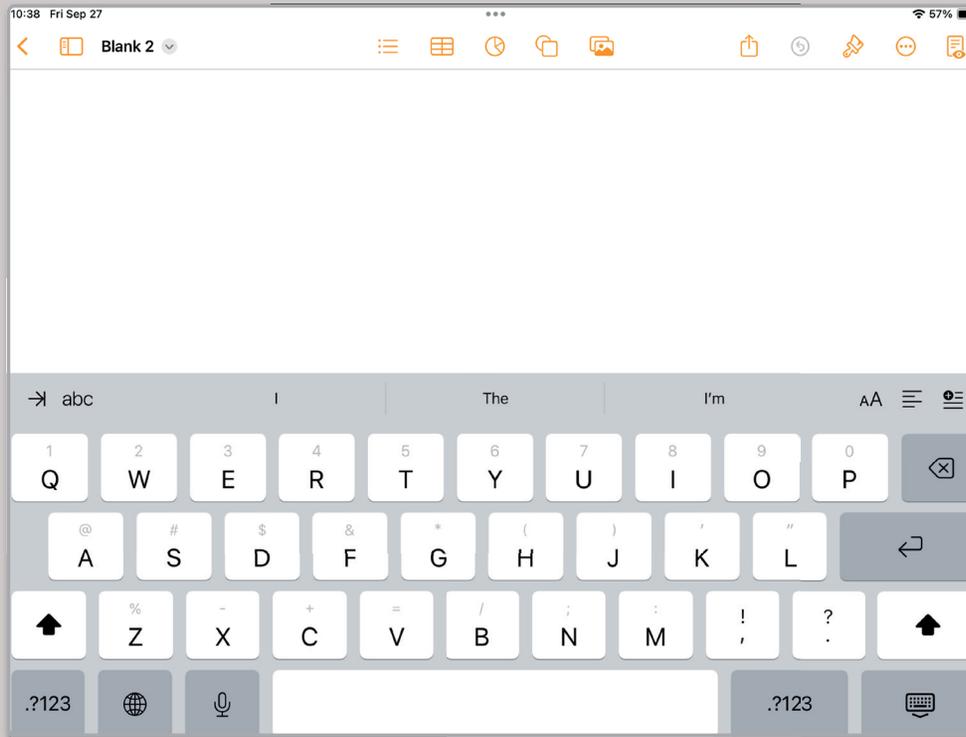
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For Review Purposes Only

# Discover more

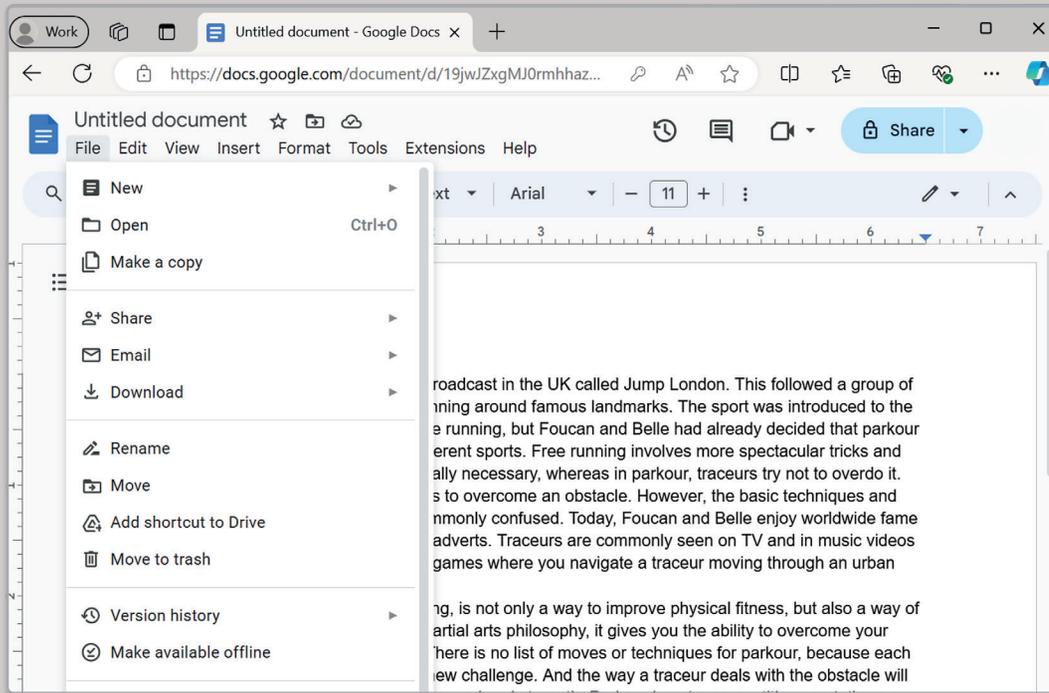
## Apple Pages for iPad OS

This is the text editor for Apple iPad OS devices. All text editors have more or less the same features and buttons. If you learn one, you can easily jump to another. You can format your text or you can work with tables.



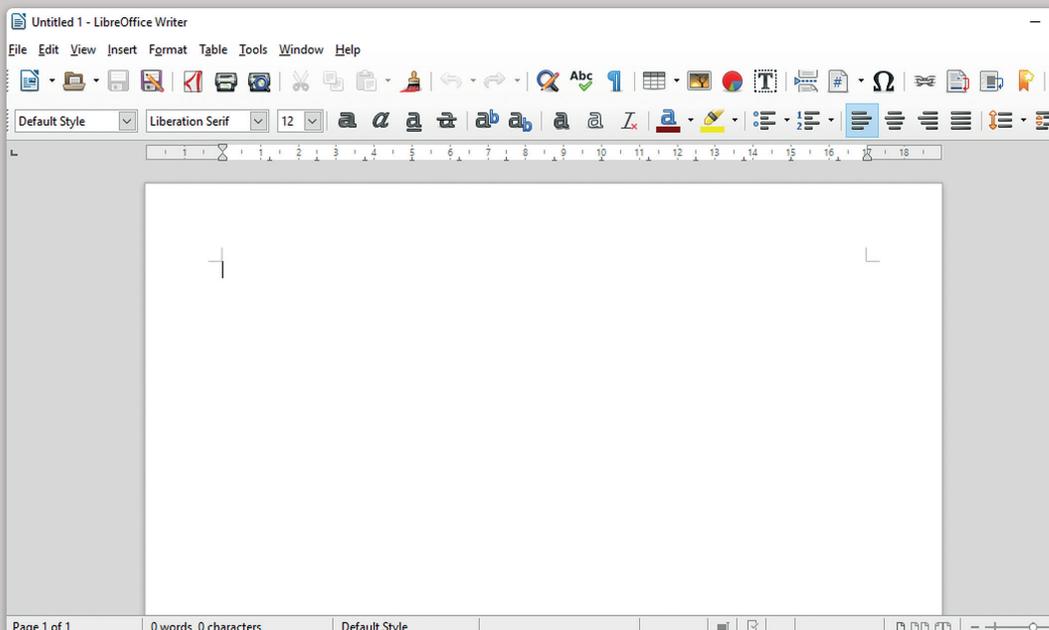
## Google Docs

You can work with Google Docs if you have a Google account. Type your text and insert an object like an image or graphic.



## LibreOffice Writer

LibreOffice is a free suite of programs that you can download from the Internet. It has all the basic programs just like Microsoft Office. LibreOffice Writer provides you with all the main features of a word processor. It can also work with the Microsoft Word file formats.



# Wrap up

**Take a moment to reflect on your progress.**

**How confident are you in your ability to apply the following skills?**

- > I can change fonts and font sizes and apply bold, italic, and underline effects.
- > I can align text, use bullets and numbering, and adjust paragraph settings.
- > I can customize borders and shading for paragraphs and sections.
- > I can use advanced formatting options such as character spacing and hanging indents.
- > I can insert, format, and modify images and graphics using text wrapping and positioning.
- > I can insert and edit shapes, 3D models, and screenshots.
- > I can create and format tables with borders, shading, and text alignment.
- > I can use the Spelling and Grammar tool to identify and correct errors and use the Thesaurus to find new words.
- > I can set up documents for printing and choose the right view for editing and reviewing documents.

## Key Terms

align	format	orientation	syntax
bold	Grammar	outline	tab
border	graphic	portrait	table
bullet	image	print	thesaurus
cell	indentation	print preview	tight
character spacing	italic	replace	underline
column	justify	ribbon	view
direction	landscape	row	wrap
document	layout	ruler	zoom
draft	line spacing	shading	
find	margin	spelling	
font	numbering	synonym	

