

Skills
and **Pathways**

Word Processing

with Microsoft® Word

Sampler

**Mc
Graw
Hill**



Skills and Pathways: Word Processing with Microsoft® Word

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Key Features

- > An innovative approach to building digital competencies, developed by expert educators.
- > Curriculum aligns with the latest industry standards, preparing students for certifications and future careers.
- > Well-defined learning goals and hands-on, applicable digital skills.

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

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

Paragraph indentation
Paragraph indentation determines the distance of the paragraph from other text on the page.

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

To apply paragraph indentation:
1. Place your cursor at the beginning of your paragraph.
2. On the Home tab, in the Paragraph group, click the Increase Indent button.

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

To apply line spacing:
1. Select your paragraph.
2. On the Home tab, in the Paragraph group, click the Line and Paragraph Spacing button.
3. Click the arrow to select the line spacing you want.

Borders and shading
This page formatted 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 your borders:
1. Select your paragraph.
2. On the Home tab, in the Paragraph group, click the Shading button.
3. Click a color and it will be applied to the background of the selected paragraph.
4. Select your paragraph.
5. On the Home tab, in the Paragraph group, click the Borders button.
6. Click Outside Borders.

Hands on!
Type the text on your computer. Formatting 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 wanted to explore Mars since the 1600s. Mars is the only planet in our solar system that has a day and night cycle that is similar to Earth's.

History
Typewriters were used to type text before computers were widely available. Early typewriters were built to the left margin. The first commercially successful typewriter was invented in 1809 by Thomas and Sebastian.

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

Project

Leaflet for a restaurant
To create a leaflet for a restaurant, first, think about the information that you want to present to potential customers. Brainstorm some ideas to include in your leaflet. Write down all the topics and steps in mind that you need to create an attractive leaflet that makes your restaurant appealing.

1. Start the application that you will use, for example, Microsoft Word, and choose a layout for your leaflet. The landscape layout is more appropriate for a restaurant leaflet.

2. Set your page margins to determine how much space will be left on the top, bottom, right, and left sides of your leaflet. You don't have to write too much text, because the part of the leaflet text to give detailed information but to impress, with a few words and some pictures.

3. Change the page settings to three columns to create a three-fold leaflet. Keep in mind that using columns makes your text more attractive and easier to read. In this way the text lines are shorter.

4. Choose the font types, styles, sizes, and colors that you will use in your leaflet. It's essential to create an attractive and readable leaflet. When your priority is to catch the reader's attention, you should transfer it (line 2-3) from the nose for your leaflet.

5. Also formatting your page, insert your text. But the restaurant logo and name on the left-hand part of your leaflet and type the hour of operations, address, telephone, and email on the right-hand part.

6. Browse the Internet to search for photos. Use pictures in a way that makes your leaflet appealing, but remember, just a couple are enough.

7. Form teams and create a leaflet for an upcoming event at your school. Ask your teachers for more information.

8. Don't forget to use relevant pictures and check your text for any mistakes. Print your leaflet and share it with your classmates.

Jas label design
If you are going to make a homemade jam and you need to label some jars for your friends, it would be nice to make a label to stick on the jar, right?

2. Now you can use Labels to create labels for your jars.

3. Select a label type. When you hover labels for a preview, a product number is printed on the package.

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.

Wrap up
Take a moment to reflect on your progress.

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

- Identifying and creating various business documents.
- Designing a document from formal writing styles and formatting documents for clarity and professionalism.
- Developing clear, professional business documents and using proximity to organize information effectively.
- Using alignment and repetition for consistent, polished designs and applying contrast to highlight key information.
- Using alignment and repetition for consistent, polished designs and applying contrast to highlight key information.
- Selecting suitable typefaces and setting white space for better readability.
- Identifying different business forms and explaining the differences between printed and web forms.
- Creating basic printed form templates and designing user-friendly web forms for efficient data collection.
- Evaluating form effectiveness based on design and functionality and identifying types of customer survey.
- Equipping different survey question types and their purposes.

Key Terms

alignment	contrast	multiple-choice questions	research report
analytical report	customer satisfaction survey	open-ended questions	scale questions
binary questions	emulatory report	order form	text and graphics
body text	formal email	printed forms	visuals
business document	informational reports	progress report	web forms
business form	letter scan	proposal	white space

Other platforms

Apple Pages for iPad OS
This is the best choice 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 format.

1

UNIT 1

Creating a document

Creating well-structured, visually appealing documents is a valuable skill for both academic and professional pursuits. Clear and organized documents facilitate effective communication of ideas and help create a professional impression. In this unit, the focus will be on formatting text, using color and borders to enhance readability, inserting images for visual impact, organizing data with tables, and utilizing tools like the Thesaurus to refine work before printing.

Learning Objectives

In this unit, you will:

- > navigate Microsoft Word's interface, 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, and alignment.
- > insert, modify, and position images, including resizing, cropping, 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

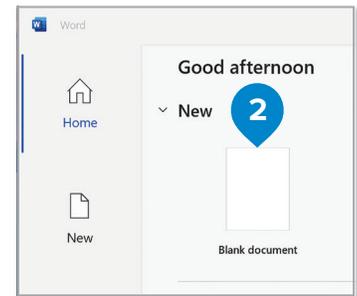
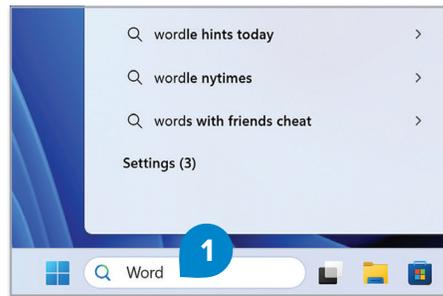
Formatting text

Writing text on a computer is a common task. Many different programs have been developed to create and edit text on a computer. One of these is **Microsoft Word**, a powerful program that allows you to write text as well as format it. Formatting may include making tables and labels as well as including pictures and shapes in your 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**

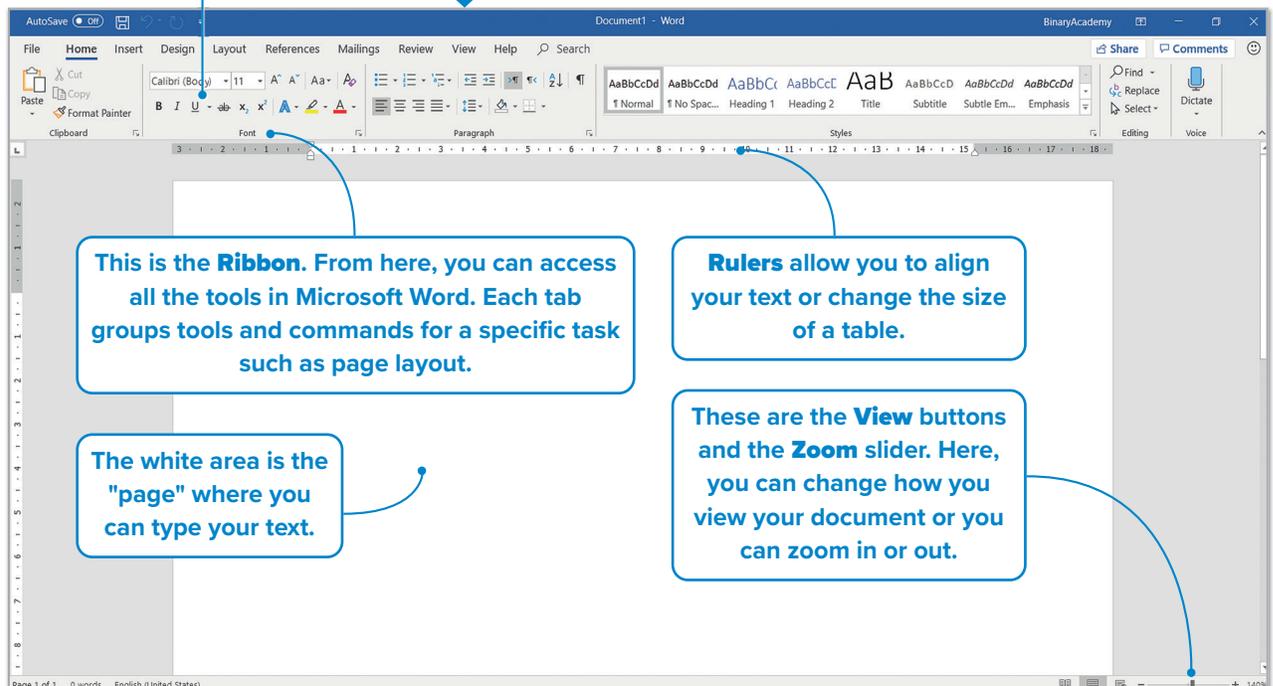
The **Ribbon** is dynamic. When you select an object, let's say a picture, a new tab offering new options for pictures will pop up. If you change the size of the main window, the **Ribbon** may hide some options.



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

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.

3



Mastering touch typing

Touch typing is a valuable skill that can enhance efficiency in word processing by allowing you to type faster and with greater accuracy. Traditionally, this 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, making it easier to catch mistakes and maintain a steady flow of work. However, it's important to recognize that everyone has unique abilities and needs. You are encouraged to adapt typing techniques to find the approach that works best for you.

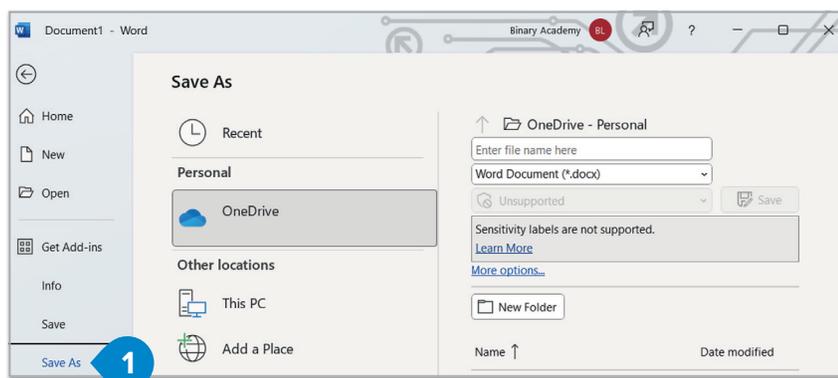


Save — Open — Create new document

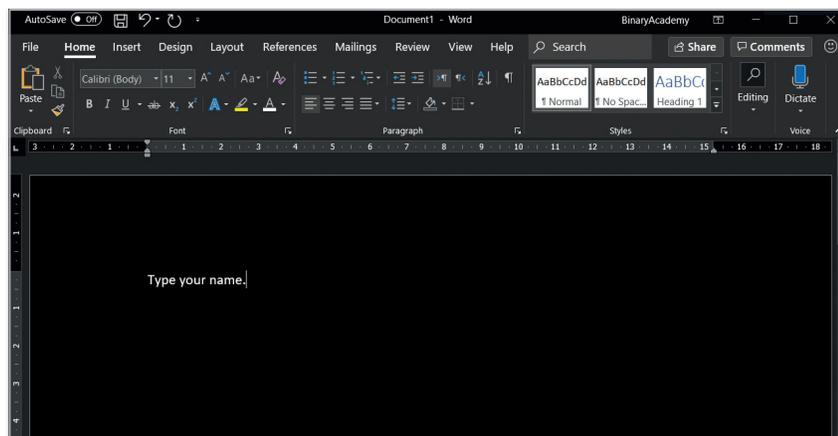
While you are working on a document, it's important to save it every now and then. That way, you don't risk losing your work if something goes wrong or you have to switch off your computer. You can also create a new **document**, so that you can work with multiple texts.

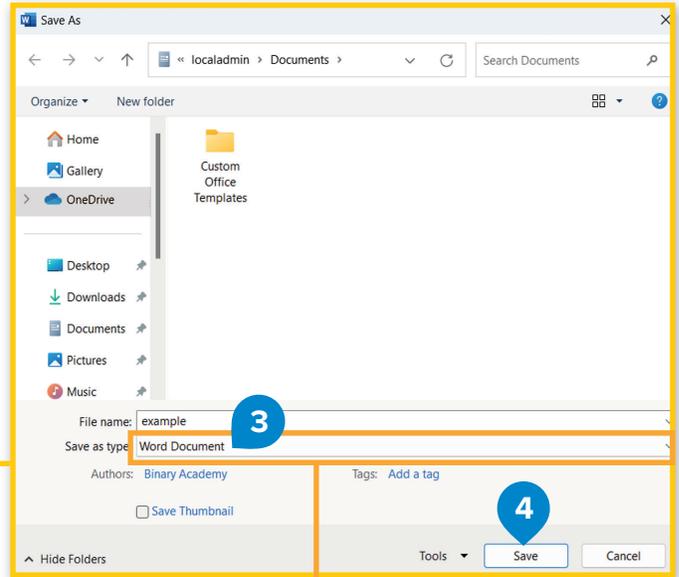
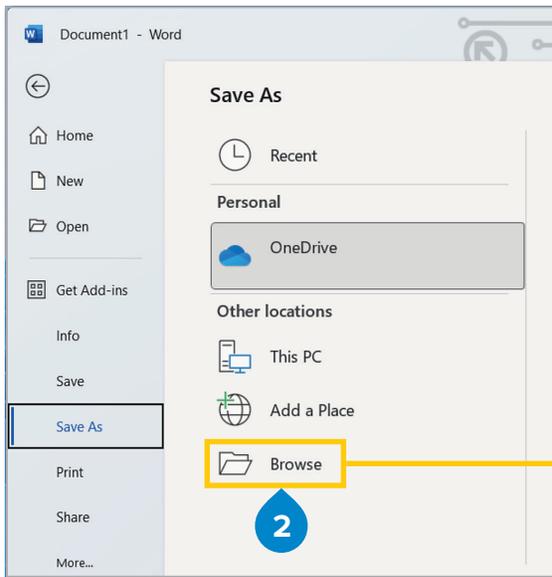
To save your document:

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

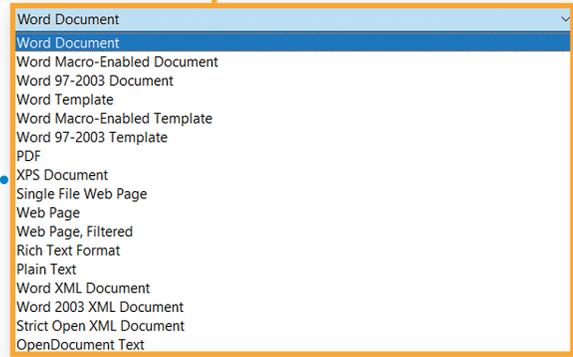


If you want to reduce the amount of blue light on your computer screen, you can enable the Dark Mode option through the File tab by selecting Account and changing the Office Theme to either Black or Dark Grey. These settings can help make your screen more comfortable for your eyes.



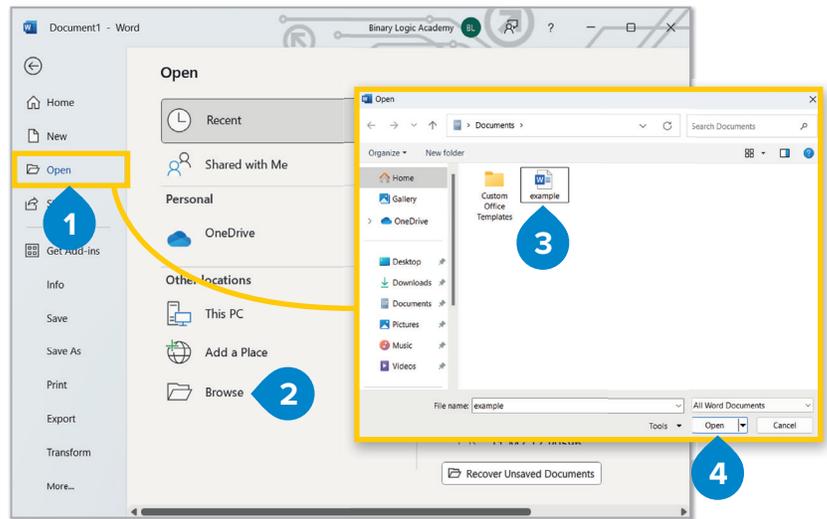


You can save your document in different types of formats. By default, Microsoft Word saves your text as a Word document (.docx), but you can choose other types, such as PDF, HTML, or plain text.



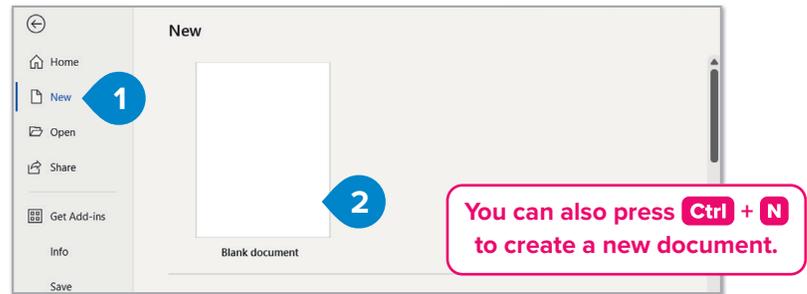
To open a file:

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



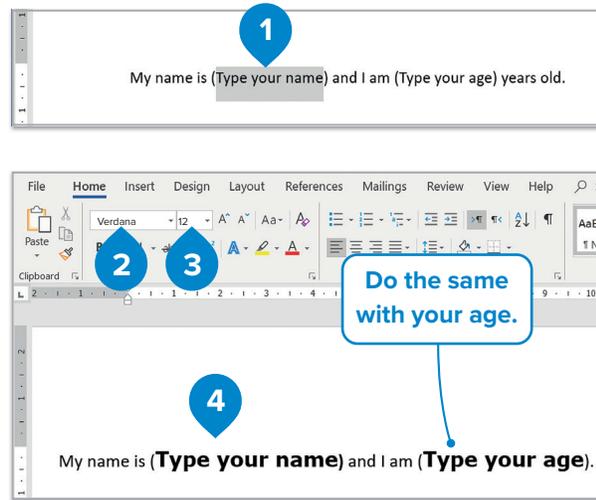
You can also press **Ctrl + N** to create a new document.

Format text

Now that you know how to save and open your work, let's find out how you can play with your **font** so that you can make your document more attractive. Type "**My name is (Type your name) and I am (Type your age) years old**".

To change the font of a word or phrase:

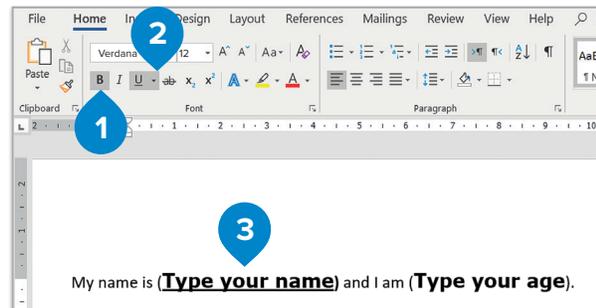
- > Select a word or phrase, e.g., **Type your name**. 1
- > On the **Home** tab, in the **Font** group, click the font you want. 2
- > Select the size of your font, so that your name becomes bigger than the rest of the text. 3
- > Your selected text will change accordingly. 4



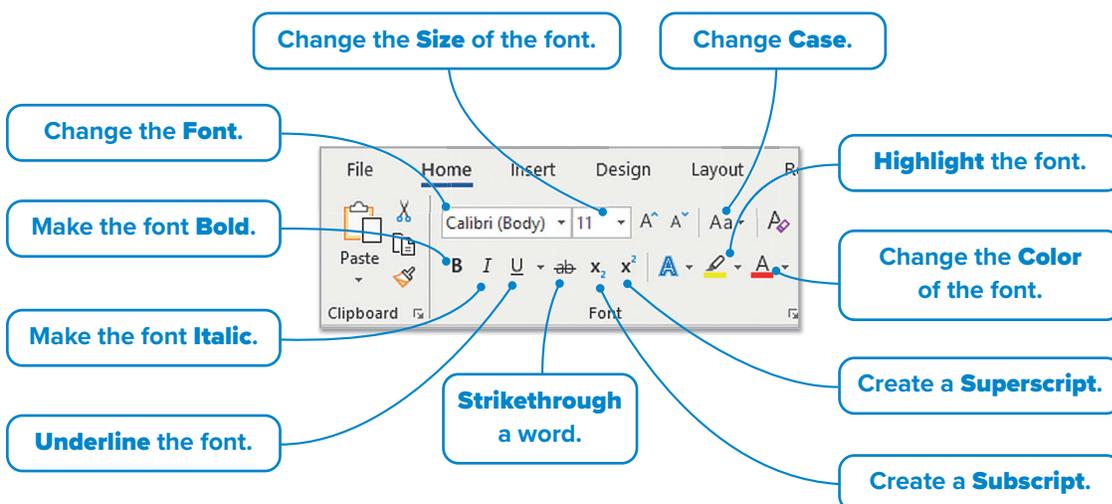
All buttons in the **Font** group operate similarly: first, select the text to be formatted, then click the desired button to apply the changes.

To make your text bold and underline it:

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



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



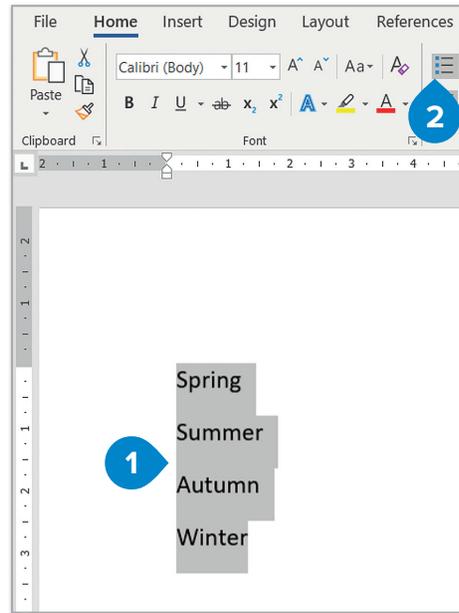
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Bullets and numbering

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 visually appealing list.

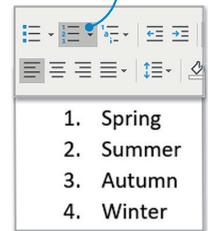
To create a bullet list:

- > 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**



- Spring
- Summer
- Autumn
- Winter

Instead of **Bullets**, use **Numbering**. Notice the difference.



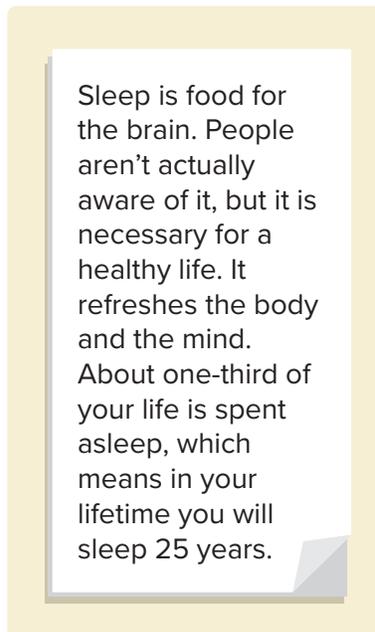
Format a paragraph

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.

Align text

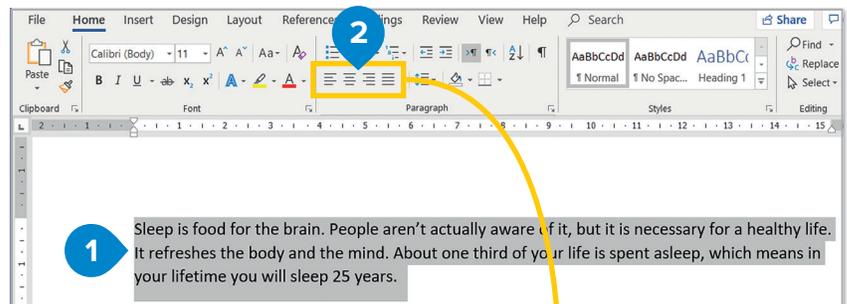
Sometimes it is necessary to **align** the text in a different way in order to improve its appearance. We can align one or more paragraphs to the left, right, and center, or we can **justify** the paragraphs.

Type this small paragraph:



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**

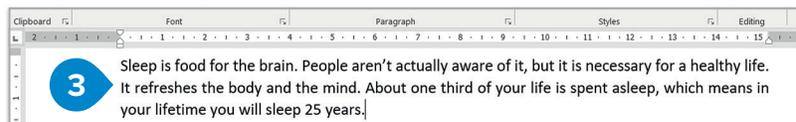


Align text to the left **Ctrl + L**.

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

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

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

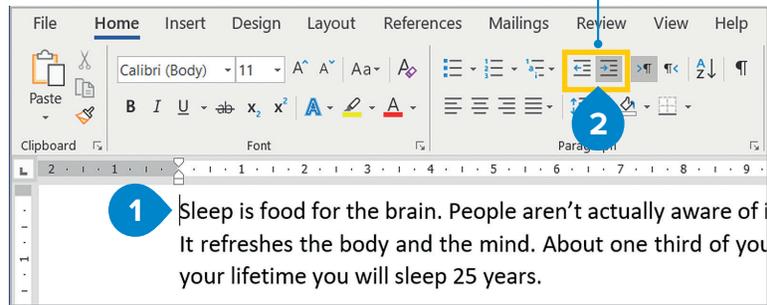


Paragraph indentation

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

To apply paragraph indentation:

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



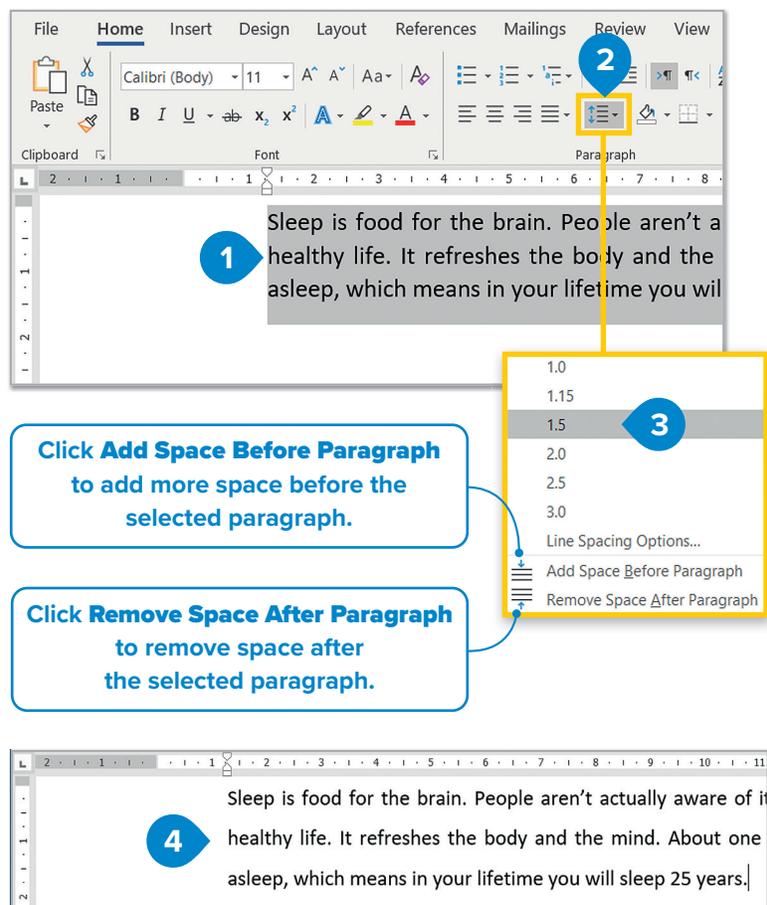
Sometimes you want the first line of your text to have some empty space at the beginning. This is an indented line. To do this, click the beginning of the paragraph and press **Tab**.

Line spacing

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

To apply line spacing:

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



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.

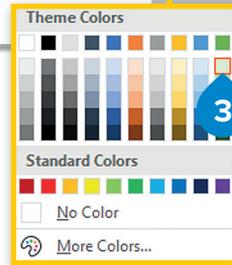
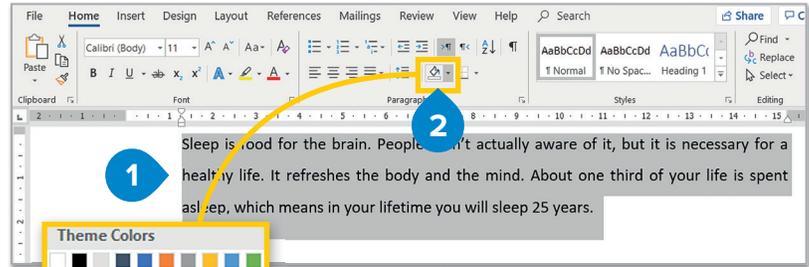
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Borders and shading

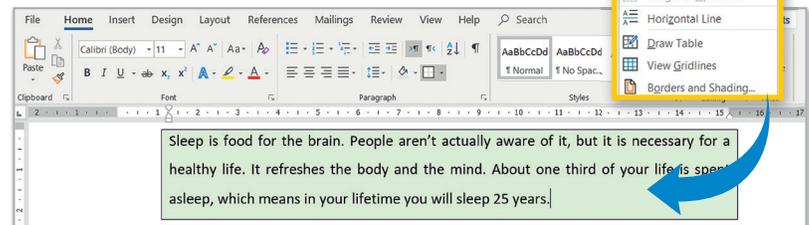
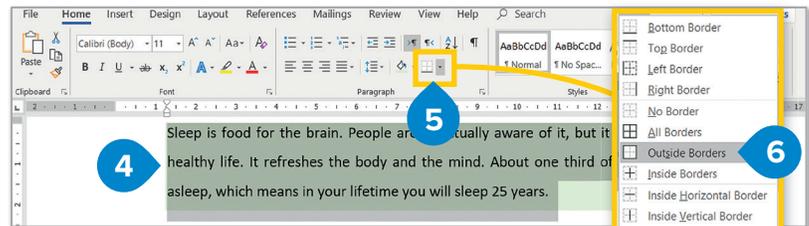
The color behind text or a border around it can be customized. **Borders** and **shading** can be applied to a single word, a phrase, a paragraph, or even an entire section or page of text.

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**



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



Hands on!

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

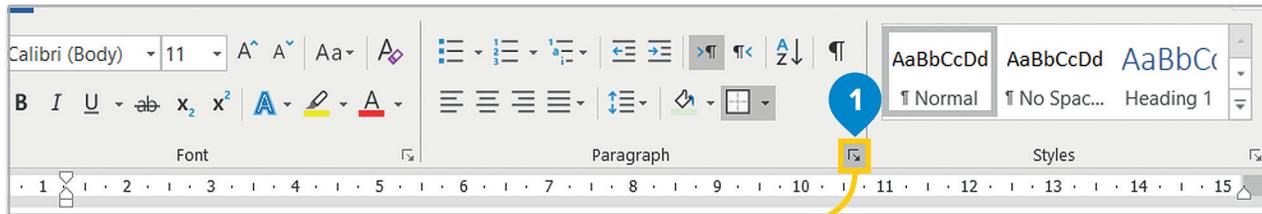
Having covered basic formatting, it's time to move to a higher level. This lesson will focus on more advanced formatting features.

Advanced paragraph formatting

Next, we will delve 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:

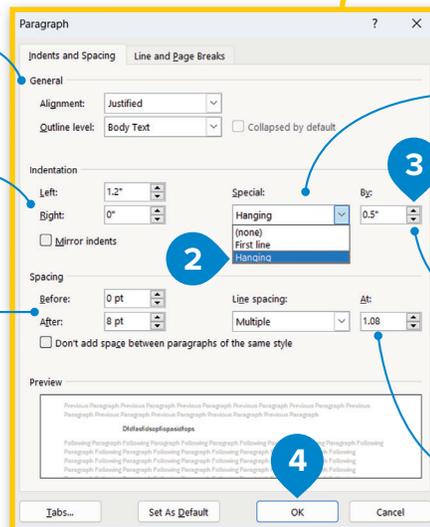
- > Select a paragraph.
- > On the **Home** tab, in the **Paragraph** group, click the **Expand** button. **1**
- > In the **Indentation** group, in the **Special** list, click **Hanging**. **2**
- > Click the arrows to change the amount of indentation you want to apply. **3**
- > Click **OK**. **4**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

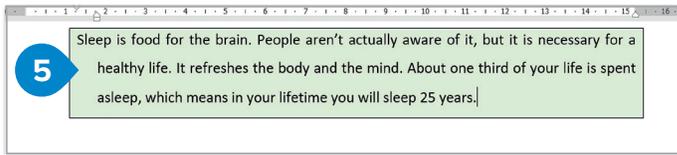
Before and After determine the space before and after the selected paragraph.



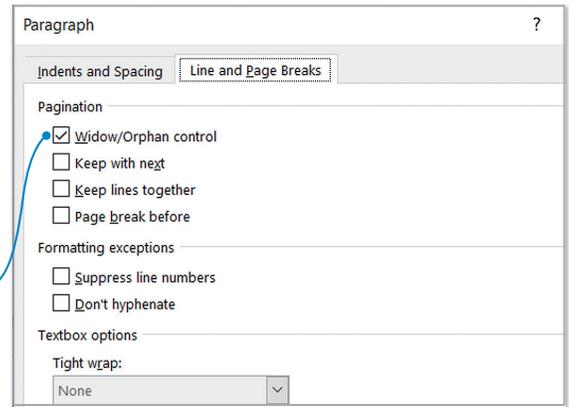
In the **Special** list, you can choose if you want the first line of the paragraph to be indented or hanging.

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

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



On the **Line and Page Breaks** tab, you can find the **Widow/Orphan control** option. A widow is the last line of a paragraph printed by itself at the top of a page. An orphan is the first line of a paragraph printed by itself at the bottom of a page. When this option is checked, Word prevents this from happening.

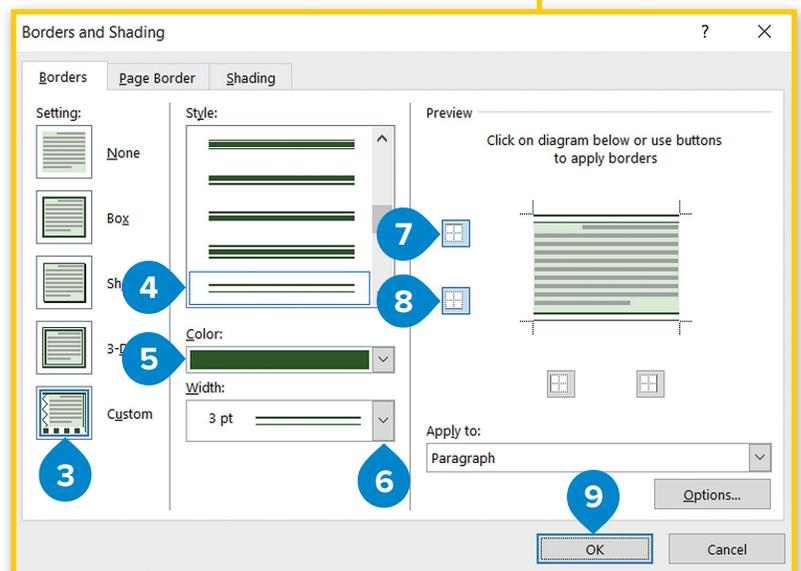
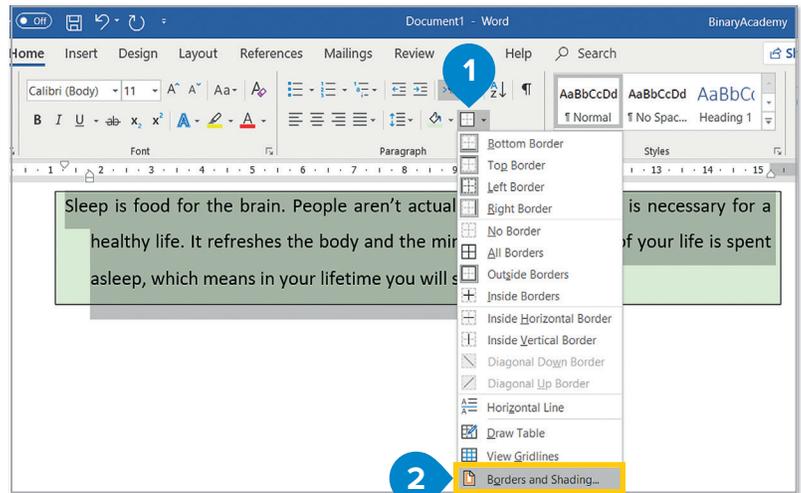


Advanced borders and shading

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

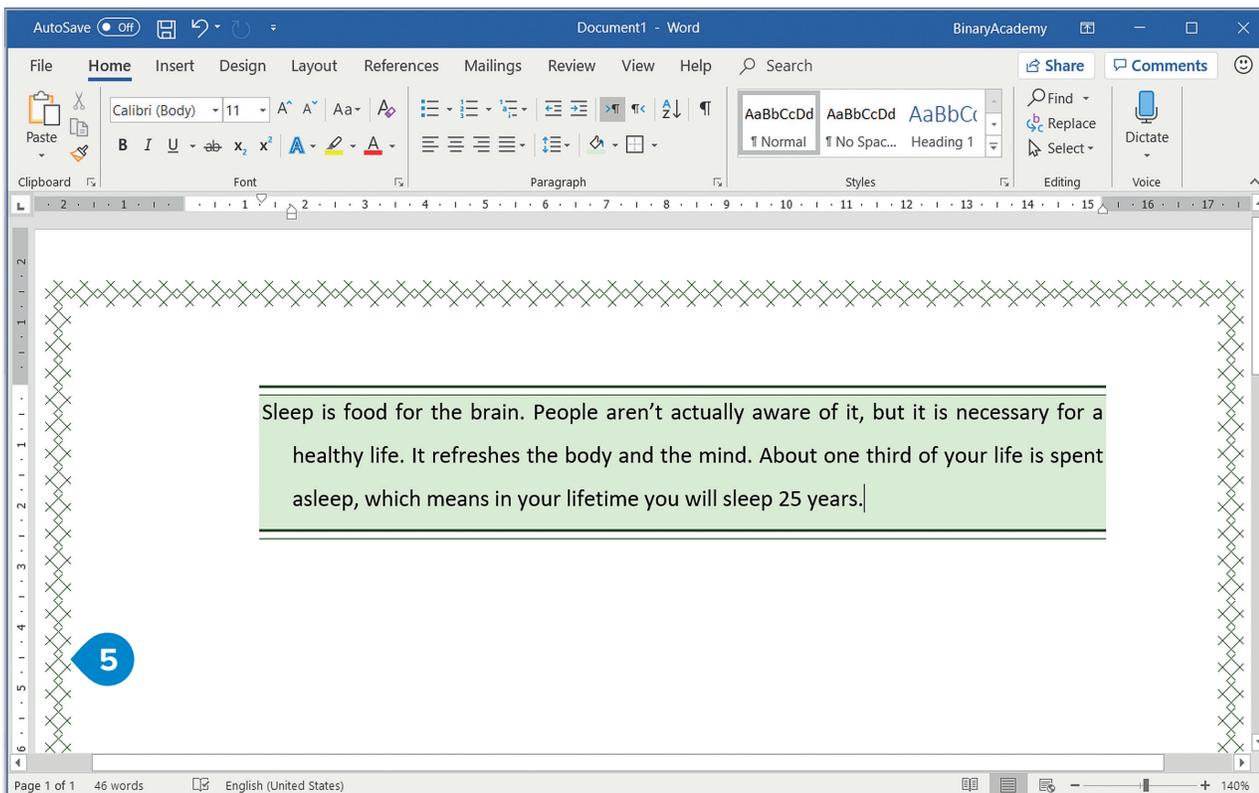
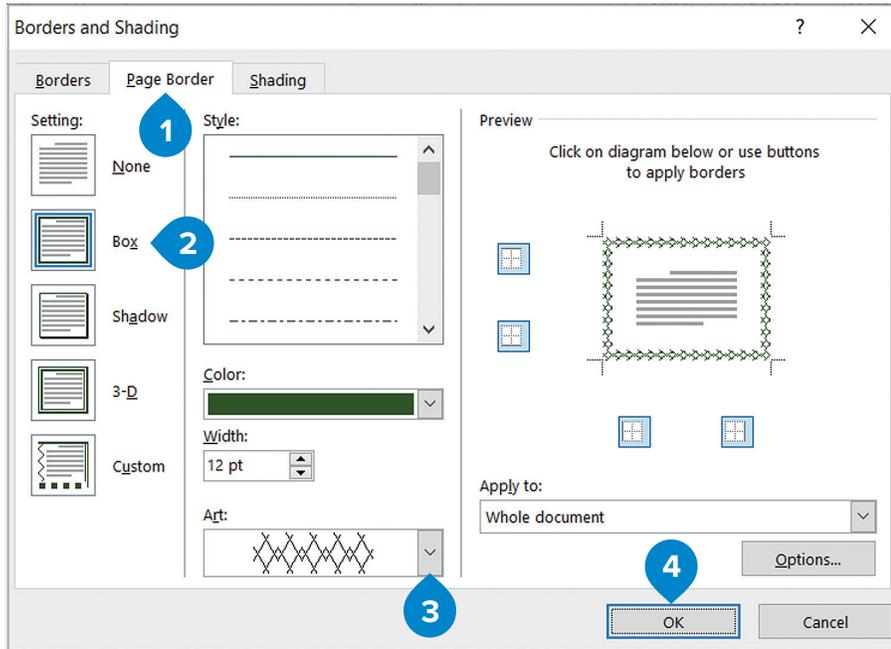
To apply a custom paragraph border:

- > 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** group, click **Custom** border. 3
- > In the **Style** list, click the double line. 4 Choose the **Color** 5 and the **Width** 6 you want.
- > In the **Preview** group, click **Top Border** 7 and **Bottom Border** 8 and click **OK**. 9



To apply a page border:

- > Open the **Borders and Shading** window and click the **Page Border** tab. **1**
- > In the **Setting** group, 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**

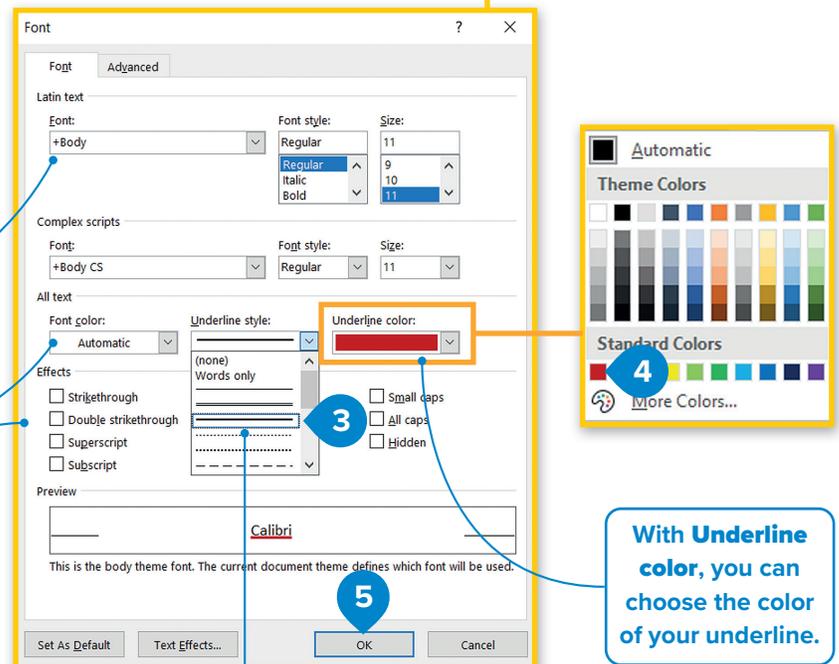
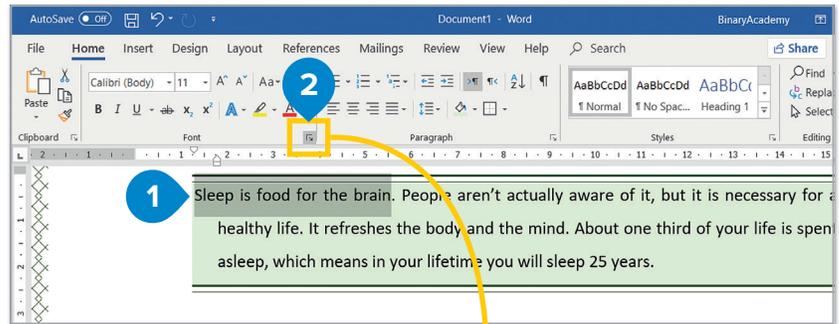


Font formatting

The **Font** group contains all the basic tools you need to format fonts. There are more options, though. For example, what do you do if you want to underline a word in dark red? Let's check this example.

To underline text more efficiently:

- > Select a word or phrase. **1**
- > On the **Home** tab, in the **Font** group, click the **Expand** button. **2**
- > The **Font** window will pop up.
- > In the **Underline style** list, click the thick line **3** and in the **Underline color** list, click the **Dark Red** color. **4**
- > Click **OK**. **5**



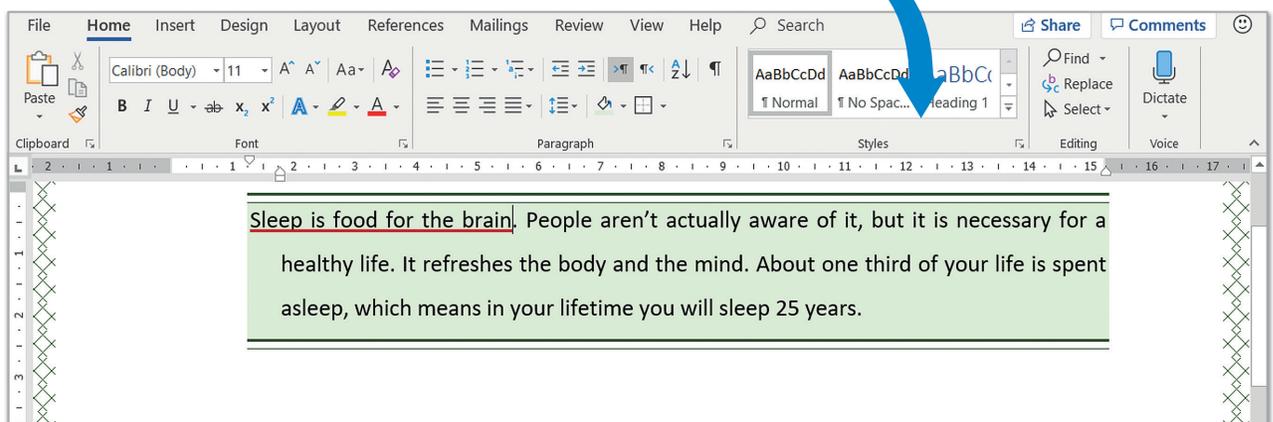
Choose the **Font**, **Font style**, and **Size**.

Font color allows you to choose the color of your font.

Apply **Effects** to your characters. Earlier, we learned about **Strikethrough**, **Superscript**, and **Subscript**. There are also **Double strikethrough**, **Small caps**, **All caps**, and **Hidden**. Try them to find out what happens.

With **Underline style**, you can choose the type of line your word will be underlined with.

With **Underline color**, you can choose the color of your underline.

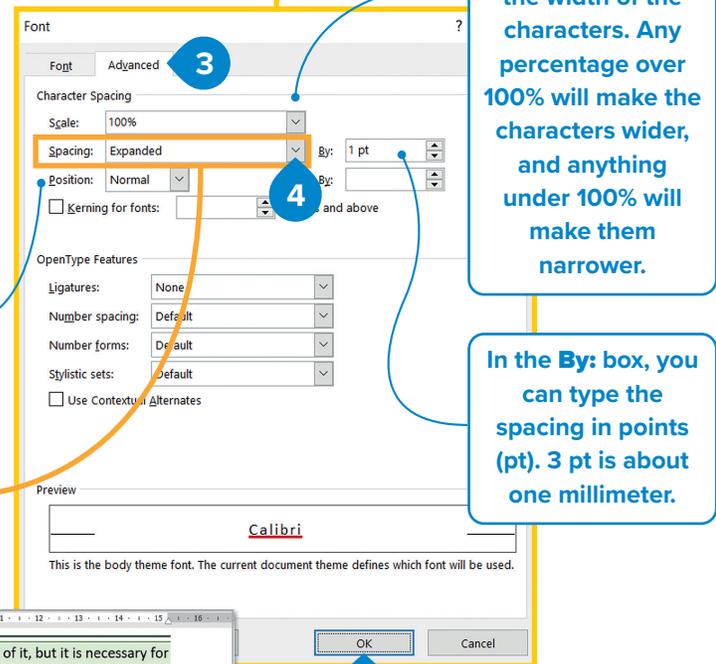
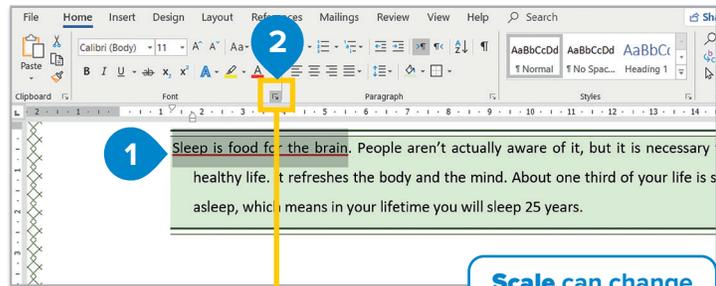


Character spacing

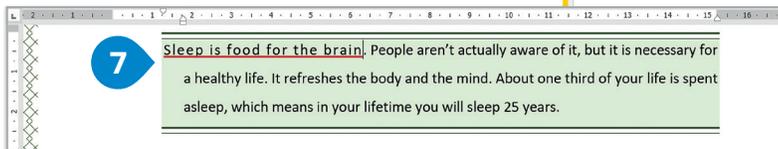
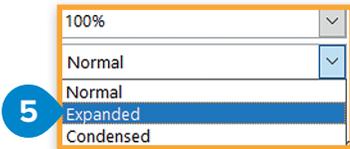
Character spacing is the distance between the letters of a word. Characters are the letters, numbers, and symbols of the text. Sometimes you need more space between them to make your text easier to read or because you want to make the reader pay attention to a specific word without applying **bold**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



Position moves the selected characters above or below the position of the rest of the text (baseline).



Hands on!

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

Protect the forests

Forests are very important. A lot of animals and insects live there. Trees also clean the air, and people get food and wood from them.

But today people are cutting down too many trees because they want to make houses and furniture. They also need wood to make paper, so forests are slowly disappearing.

This is why we should all protect forests. Recycling paper is one of the things we can do. For example, we shouldn't throw away old newspapers and magazines. We should take them to recycling bins. Buying books made of recycled paper or using all the pages in your notebooks are good ideas, too.

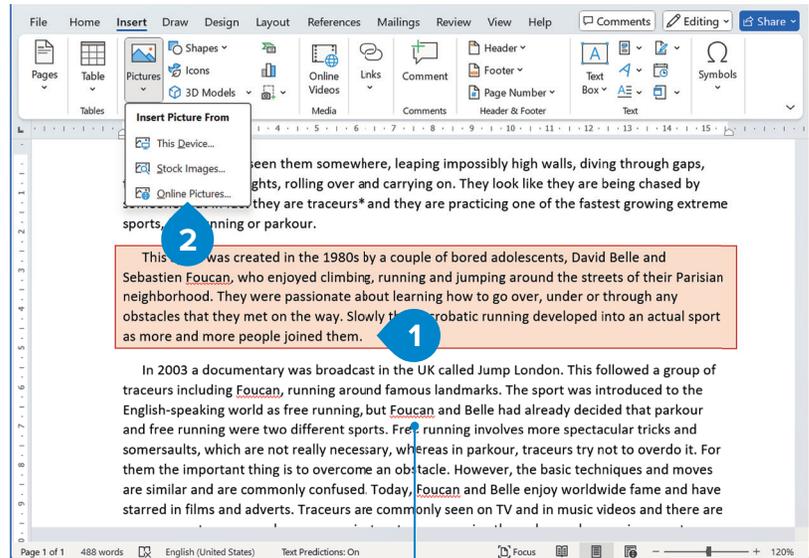
LESSON 3

Images and graphics

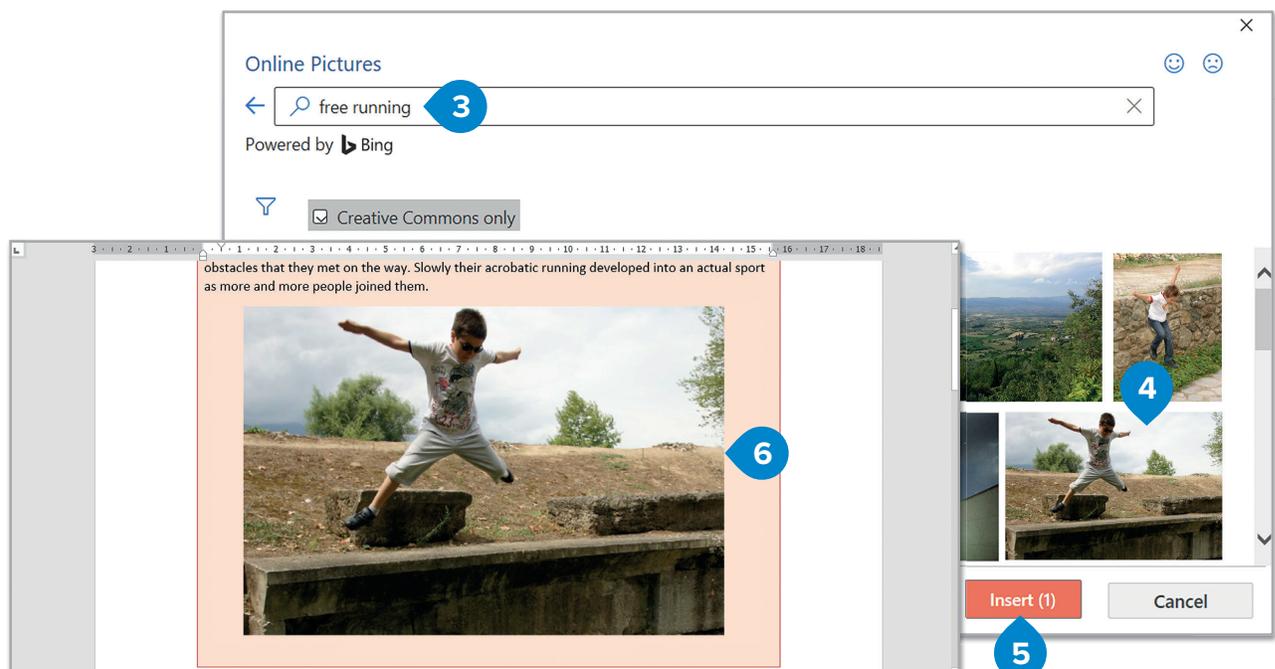
Pictures can help illustrate the content of a text and can also make your document more attractive. You can insert pictures that you took with your digital camera or you can import some from **Online Pictures**. Let's try it!

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 the **Pictures** arrow and select **Online Pictures**. **2**
- > In the **Online Pictures** window, type a keyword or phrase in the search box and press **Enter**. **3**
- > Select one image **4** and click **Insert**. **5**
- > The image you chose will be automatically inserted in your document. **6**



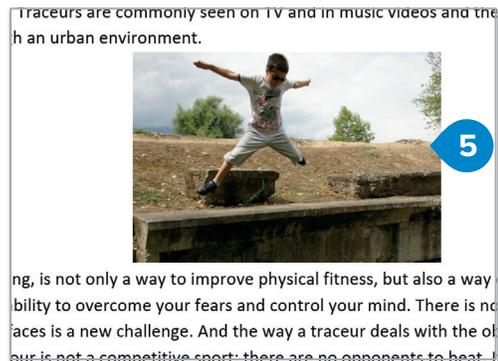
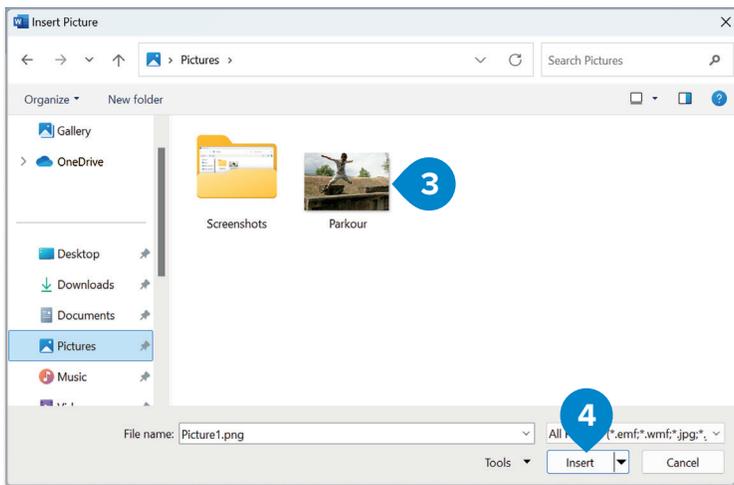
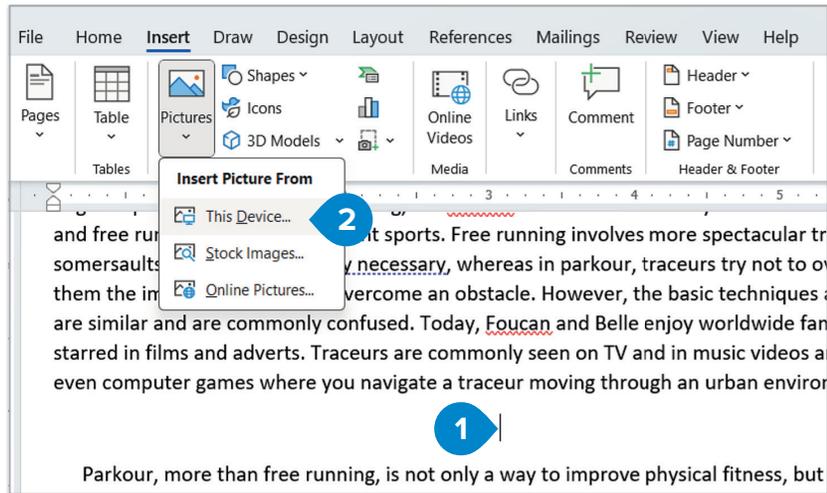
Microsoft Word tends to underline words that aren't errors, such as names.



For Review Purposes Only

To add an image from your computer:

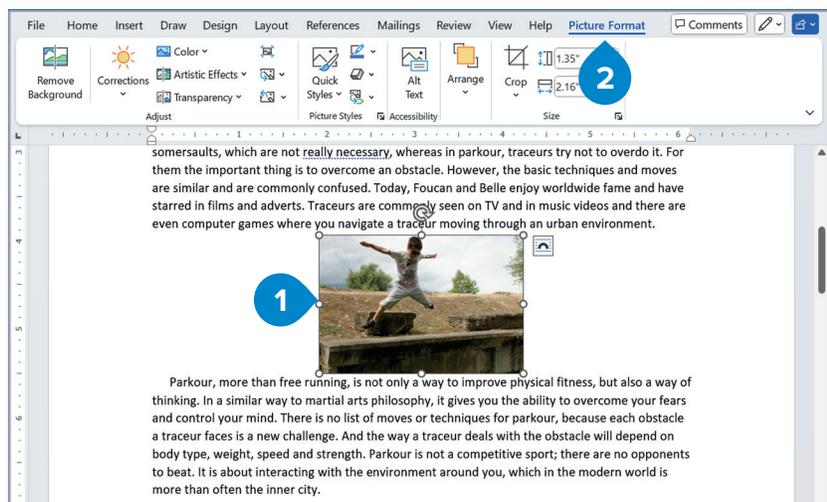
- > Click the point where you want to insert the image. 1
- > On the **Insert** tab, in the **Illustrations** group, click the **Pictures** arrow and select **This Device**. 2
- > The **Insert Picture** window will pop up. Click the picture you want 3 and click **Insert**. 4
- > The picture will be inserted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



After you insert an image into a document, you can choose how the image appears in relation to the text. If you go through magazines or newspapers, you will notice that the text is sometimes wrapped around the picture or the image is in the corner of the page. Let's try 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



With the Corrections, Color, and Artistic Effects tools, you can play around and create what you want. There are hundreds of 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.**

With Picture Styles, you can change the outline of a picture or create a shadow with a new picture style. Try them all!

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.

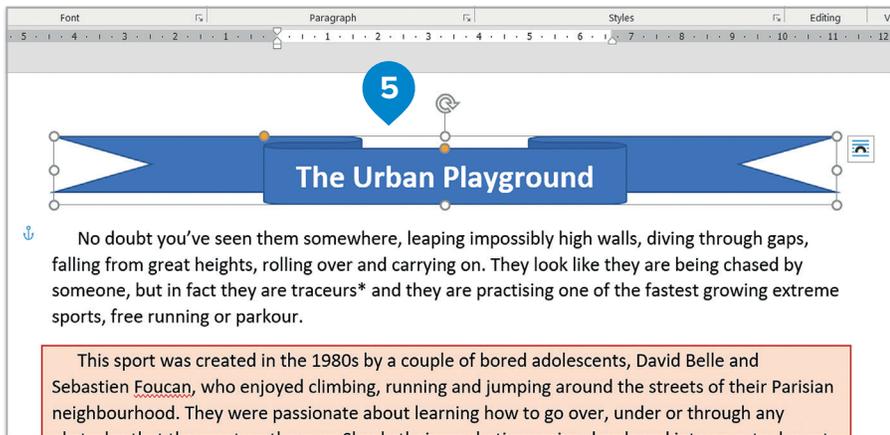
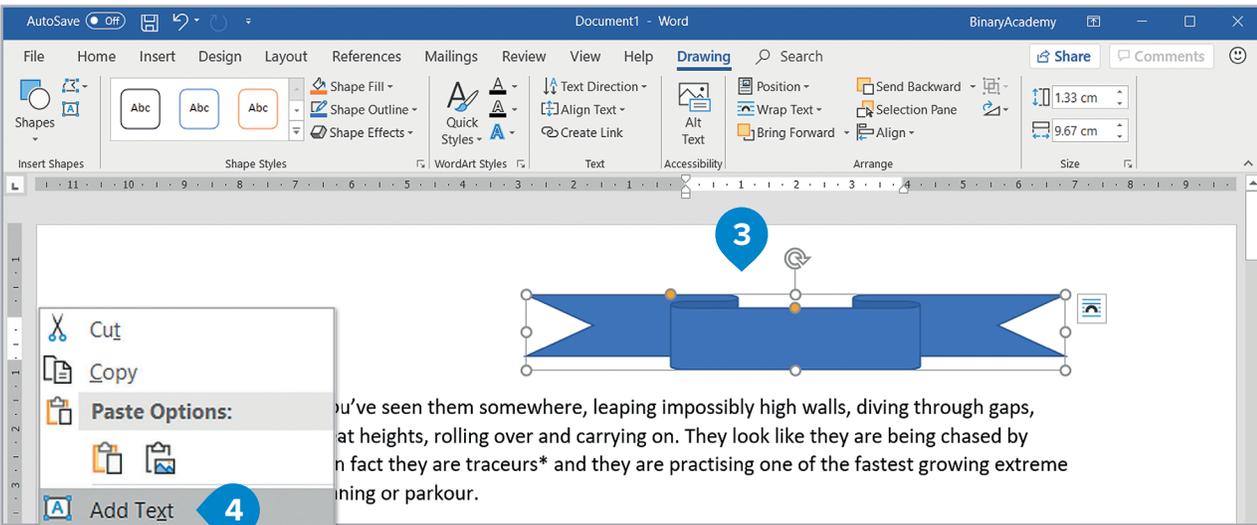
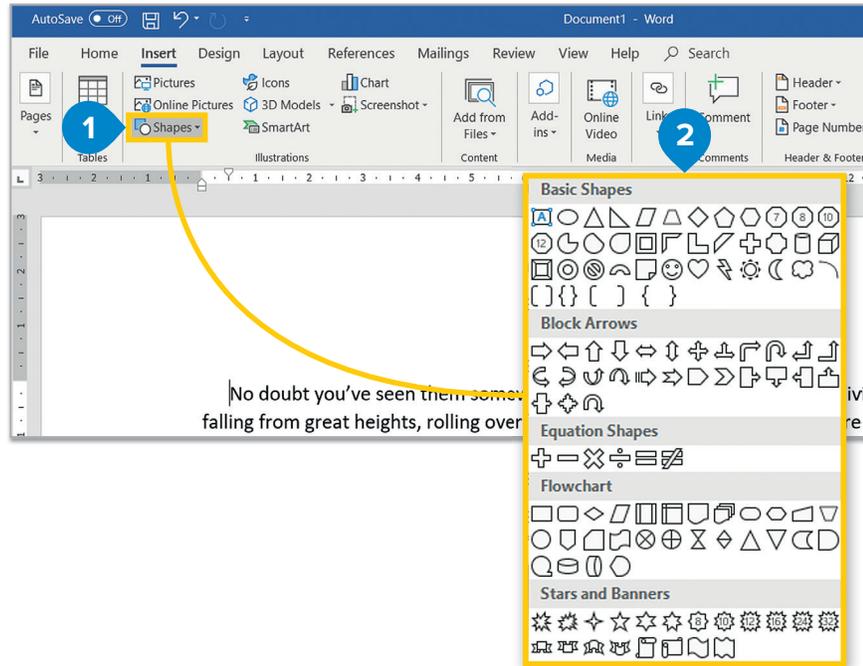
Top and Bottom
Leave the left and right sides of the picture empty.

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 the visual appeal of 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 and click **Add Text**. 4
 - > The cursor will show up inside the shape. Type some text. 5

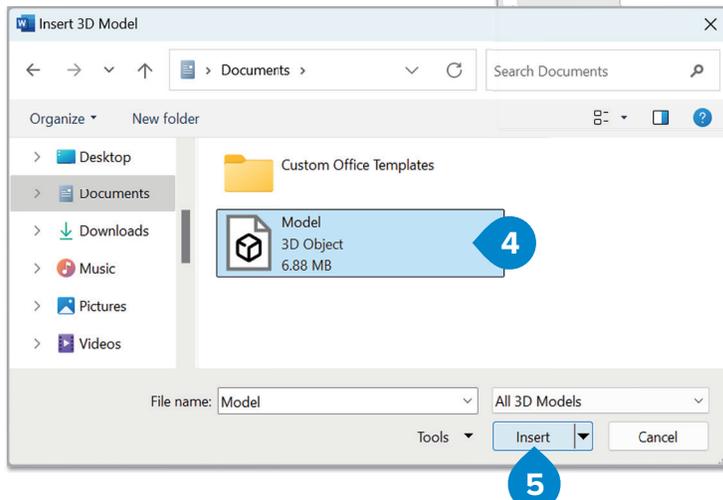
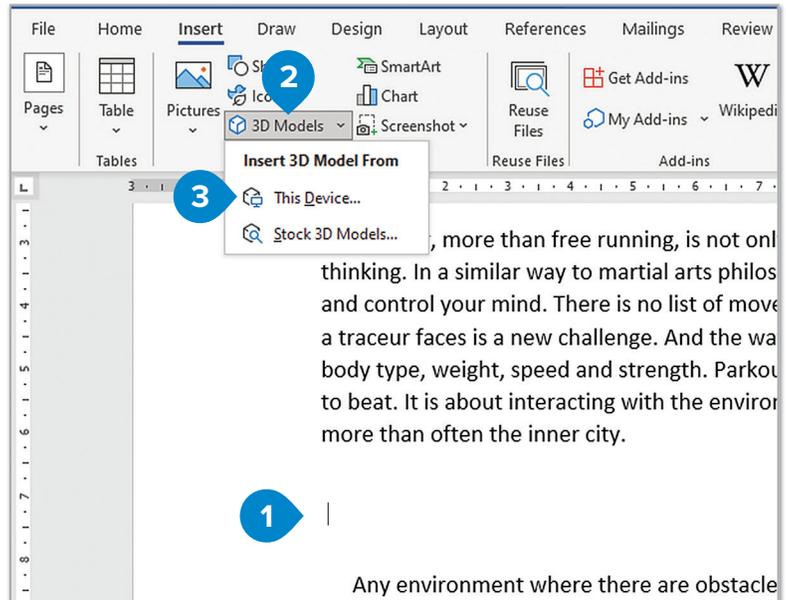


3D models

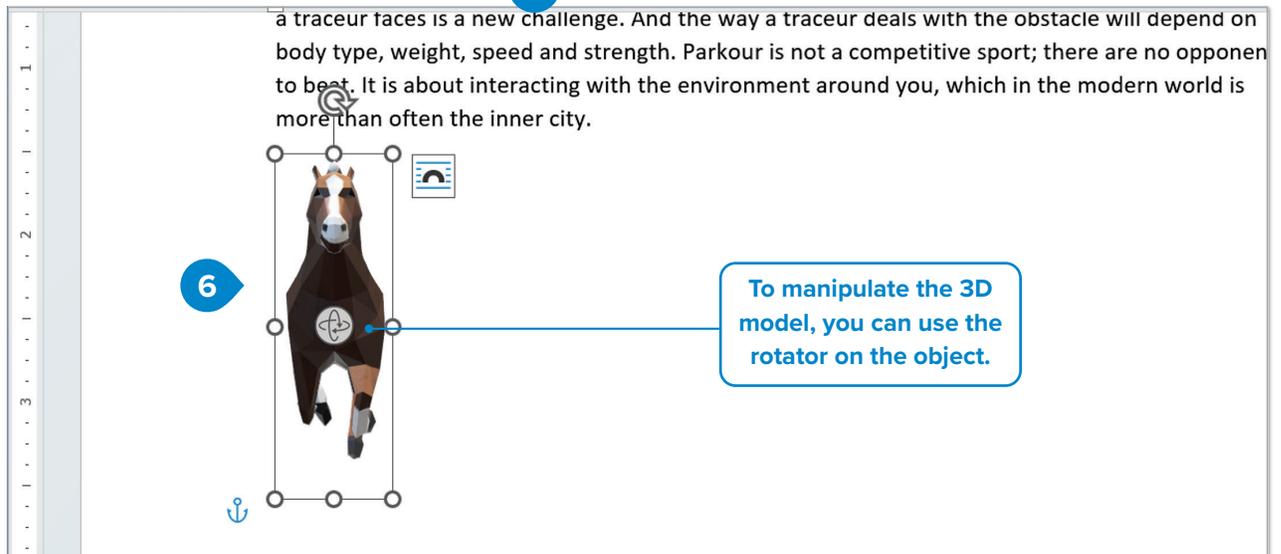
3D models allow you to display different perspectives of three-dimensional objects. You can rotate and tilt the models in your Word document, allowing viewers to interact with and explore the object from multiple angles for a clearer understanding of its details and structure.

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 and click **Insert**. **4**
- > 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.



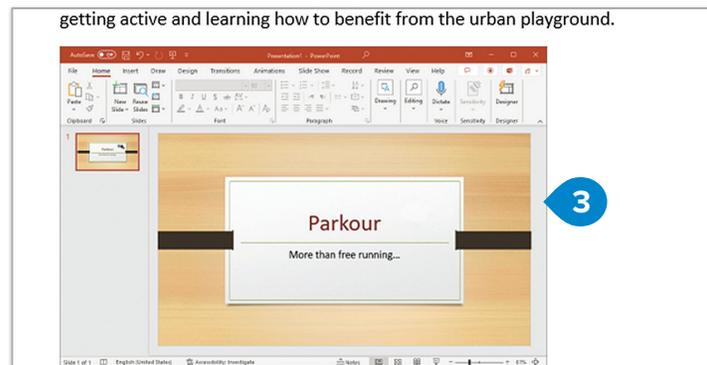
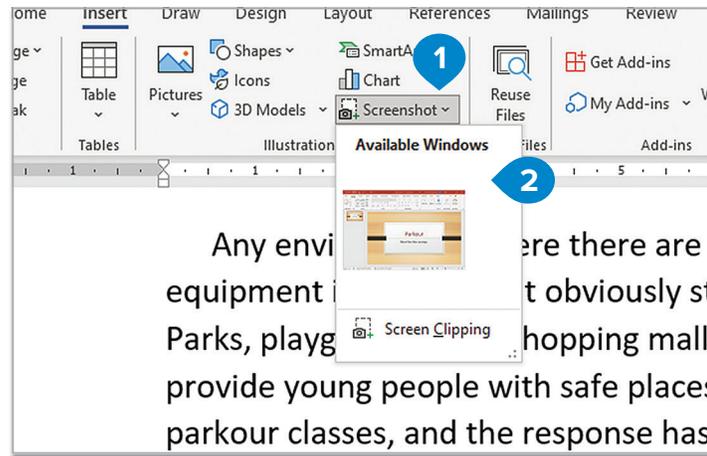
To manipulate the 3D model, you can use the rotator on the object.

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.

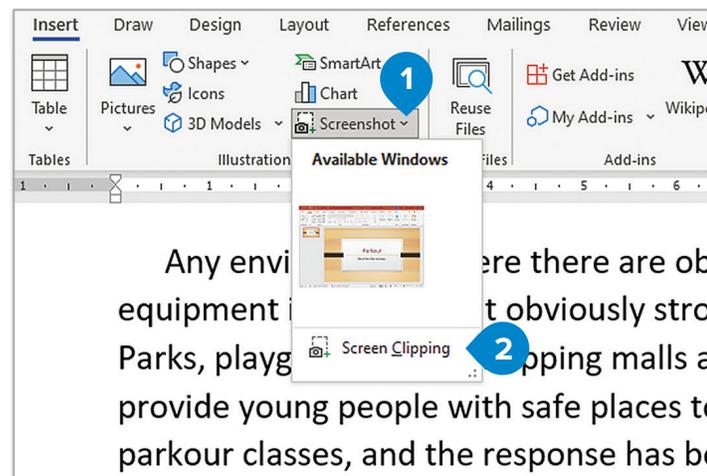
To insert a screenshot of an entire window:

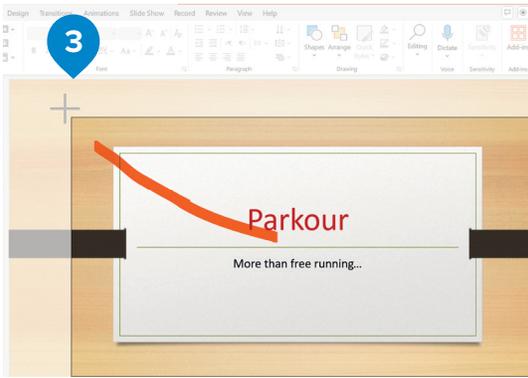
- > Click the point where you want to insert the screenshot.
- > On the **Insert** tab, in the **Illustrations** group, click **Screenshot**. 1
- > From the **Available Windows** gallery, click the thumbnail image of the entire window you want to insert into document. 2
- > The screenshot will be inserted into your document. 3



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**. 1
- > From the drop-down list, click **Screen Clipping**. 2
- > Press and hold the left mouse button to select the part of the screen that you want to capture. 3
- > Once you release, the screenshot will be inserted into your document. 4





parkour classes, and the response has been very positive. And it's not only sporty kids who are interested. As the popularity of parkour and free running grows, more and more young people are getting active and learning how to benefit from the urban playground.



Hands on!

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 most famous spider, but the Brazilian spider is more dangerous and more poisonous than the black widow. The Brazilian spider hides in dark places like cupboards and shoes. So, on your next trip to Brazil, look inside your shoes before you put them on!



How many hours in a day anyway?

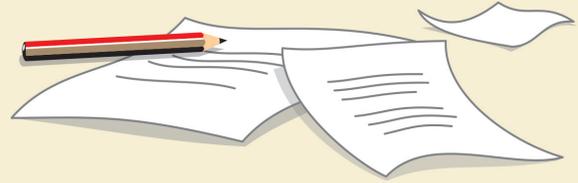
A day on Earth has twenty-four hours, but how long is a day on other planets? On Pluto one day lasts six Earth days and nine hours. On Venus one day is longer than a year on our planet! Jupiter is the biggest planet, but it has the shortest day. It lasts only nine hours and fifteen minutes!

Project

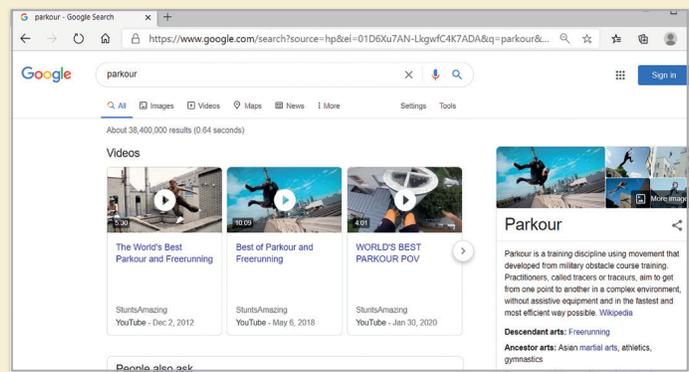
Article design

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

> 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.



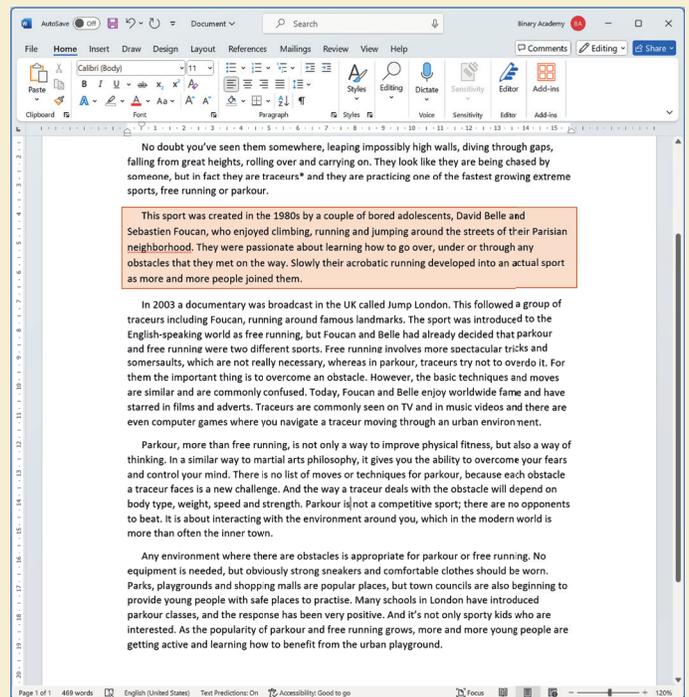
> Use your computer and browse the Internet to search for information on each topic.



> Be careful of commercial sites. Use only reliable sites and don't open web pages which you suspect might contain viruses.

> 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.

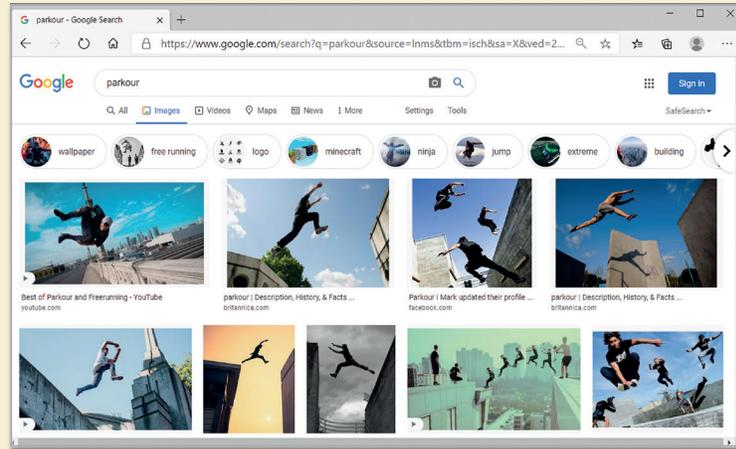


> When you have gathered all the information you need, open Microsoft Word and start typing without any special formatting. Focus on your content.

> 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.

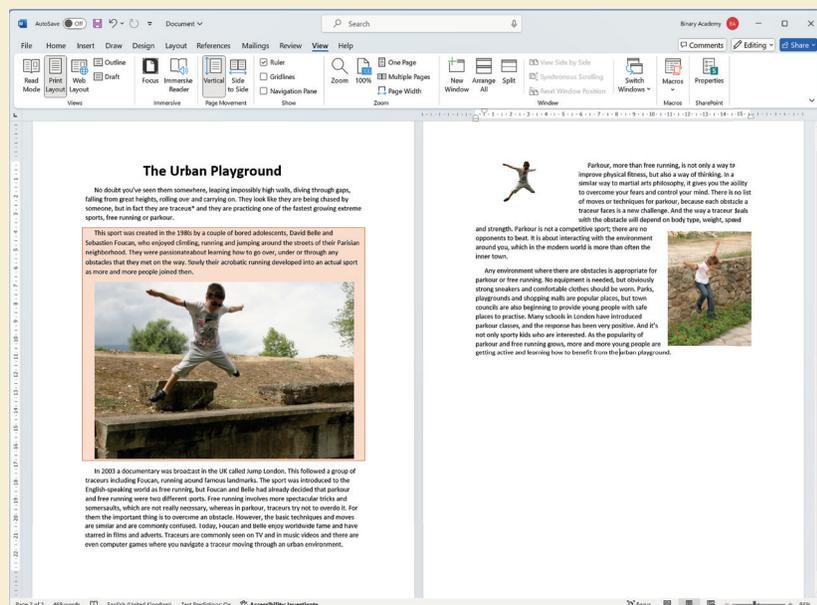
> Then start gathering all the pictures that you will use in your text. Find and insert pictures from a variety of online sources.

> 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 help the reader understand the text and make the document more appealing.

> Finally, format your text to look appealing and easy to read. Try to avoid things like heavy border pages or too many colors, which may look nice but in fact make your text difficult to read.



> Form teams and write an article comparing life in the past to life today. Research how technology has influenced everyday life and improved human experiences. 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.

> Don't forget to include pictures for all the subjects that you mention. Correct your mistakes, print your document, and share it with your classmates or read it out in class.

Wrap up

Take a moment to reflect on your progress.

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

- > Changing fonts and font sizes and applying bold, italic, and underline.
- > Aligning text, using bullets and numbering, and adjusting paragraph settings.
- > Customizing borders and shading for paragraphs and sections.
- > Using advanced formatting options such as character spacing and hanging indents.
- > Inserting, formatting, and modifying images and graphics with text wrapping and positioning.
- > Inserting and editing shapes, 3D models, and screenshots.
- > Creating and formatting tables with borders, shading, and text alignment.
- > Using tools like Spelling, Grammar, and Thesaurus to refine your writing.
- > Setting up documents for printing and selecting the appropriate view for editing and reviewing documents.

Key Terms

3D models

align

bold

border

bullet

cell

character

character spacing

column

direction

document

draft

find

font

format

grammar

graphic

hanging indent

illustration

image

indentation

italic

justify

landscape

layout

line spacing

margin

numbering

orientation

outline

portrait

print

print preview

replace

ribbon

row

ruler

shading

spelling

synonym

syntax

tab

table

thesaurus

tight

underline

view

wrap

zoom

Word Processing

with Microsoft® Word

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Have you ever looked at a perfectly polished document and wondered how it was done? Imagine creating professional-looking documents that don't just communicate but impress.

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