



Unit 2: Introduction to Microsoft Word

Computer skill(s) needed:

- Creating a document
- Saving a document
- Using the cursor
- Using the undo and redo buttons

Vocabulary needed:

- Microsoft Word
- Basic computer functions
- Verbs: to save/open, to undo/redo

Materials:

- [Vocabulary Flashcards](#)
- Computer!
- *Out and About in the World of Computers* (optional extra practice)

Directions to the *tutor* are in italics. All other directions should be given to the student.

Review Unit 1 First!

1. *Go over the flashcards from Unit 1 together. Make sure your student really knows these words well! Refer to the physical computer whenever possible.*
2. Follow these instructions independently:
 - a. Turn on the computer.
 - b. Open Microsoft Word.
 - c. Close Microsoft Word.
 - d. Turn off the computer.

Part One: Introduce Vocabulary and Saving a Document

1. *Work on the flashcards together until your student knows the words well.*
 - a. *When you introduce the words, point to them on the computer.*
 - b. *Focus on pronunciation and repeat each word at least three times!*
2. Turn on the computer.
3. Open Microsoft Word.
4. *Show your student how to save a new document in My Documents.*
 - a. *Save the file as **studentname2**.*



5. Type these words into the document: **screen, desktop, icon, pointer**.
6. Save the document.
7. Close Microsoft Word.

Practice 1

- ☐ Open Microsoft Word.
- ☐ Save a new document as **studentname2practice**.
- ☐ Type these words into the document: **document, folder, disk, memory stick**.
- ☐ Save the document.
- ☐ Close Microsoft Word.

Practice 2

- ☐ Open Microsoft Word.
- ☐ Have your student save the document as **studentname2words**.
- ☐ Type these words into the document: **keyboard, monitor, computer**.
- ☐ Save the document.
- ☐ Close Microsoft Word.

Part Two: Opening a Microsoft Word Document

1. Open Microsoft Word.
2. *Show your student how to open the file **studentname2**.*
 - a. Read the words in the document out loud.
 - b. Point to each item on the computer.
3. Close Microsoft Word.

Practice 1

- ☐ Open Microsoft Word.
- ☐ Open the document **studentname2practice**.
- ☐ Read the words in the document out loud.
- ☐ Point to each item on the computer.
- ☐ Close Microsoft Word.



Practice 2

- ☐ Open Microsoft Word.
- ☐ Open the document **studentname2words**.
- ☐ Read the words in the document out loud.
- ☐ Point to each item on the computer.
- ☐ Close Microsoft Word.

Part Three: Using a Keyboard

1. Open Microsoft Word.
2. Open the file **studentname2practice**.
3. *Show your student how to move the cursor around the document with the arrow keys.*
 - a. Move the cursor down.
 - b. Move the cursor up.
 - c. Move the cursor right.
 - d. Move the cursor left.
4. *Show your student how to type capital letters.*
 - a. Type the names of your family members.
 - b. Start each name with a capital letter.
5. *Show your student how to type question marks.*
 - a. Type the five W-words (who, what, when, where, why).
 - b. Type a question mark after each W-word.

Practice 1

- ☐ Open Microsoft Word.
- ☐ Save a new document as **studentname2yourinformation**.
- ☐ Type these questions (start a new line for each question):
 - a. What is your name?
 - b. What is your address?
 - c. What is your telephone number?
- ☐ Type the answers to the questions.
- ☐ Save the document.
- ☐ Close Microsoft Word.



Part Four: Using the Undo Button and the Redo Button

1. Open Microsoft Word.
2. Open the document **studentname2yourinformation**.
3. Start a new line.
4. Type the question, "What languages do you speak?"
5. Erase the question (use the backspace key!).
6. *Show your student how to click the undo button, then the redo button.*

Practice 1

- ☐ Type the answer.
- ☐ Click the undo button.
- ☐ Click the redo button.
- ☐ Save the document, and close Microsoft Word.

Part Six: Typing Practice

1. Go to www.typingweb.com.
2. *Help your student set up an account, and show him/her how to start practicing.*
3. *Bookmark this website and teach your student how to practice independently.*

End-of-Unit Checklist

Do the checklist (page 5 of this Unit Plan) and congratulate your student on a job well-done! 😊





Unit 2: Introduction to Microsoft Word

I can . . .

Review

- | | | |
|--------------------------------|-------------------------------|-----------------------------------|
| use a mouse. | ☐ Yes! | ☐ Not yet. |
| turn on a computer. | ☐ Yes! | ☐ Not yet. |
| open Microsoft Word. | ☐ Yes! | ☐ Not yet. |
| use a keyboard. | ☐ Yes! | ☐ Not yet. |
| erase words in Microsoft Word. | ☐ Yes! | ☐ Not yet. |

Unit 2

- | | | |
|------------------------------------|-------------------------------|-----------------------------------|
| save Microsoft Word Documents. | ☐ Yes! | ☐ Not yet. |
| open Microsoft Word Documents. | ☐ Yes! | ☐ Not yet. |
| move the cursor in Microsoft Word. | ☐ Yes! | ☐ Not yet. |
| type capital letters. | ☐ Yes! | ☐ Not yet. |
| use the undo button. | ☐ Yes! | ☐ Not yet. |
| use the redo button. | ☐ Yes! | ☐ Not yet. |

Are you ready to move on to the next unit?

- ☐ Yes! I want to move on. ☐ Not yet. I want to practice more first.

