



Unit 3: Formatting and Tables in Microsoft Word

Computer skill(s) needed:

- Inserting a memory stick
- Highlighting
- Typing: bold
- Typing: undo bold

- Making a table
- Printing

Vocabulary needed:

- Computer accessories
- Verbs: to highlight

Materials:

- [Vocabulary Flashcards](#)
- Supplemental Worksheets: [Tables](#), [Birthday Calendar](#)
- Memory Stick, CD, 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 2 First!

1. *Go over the flashcards from Unit 2 together. Make sure your student really knows these words well! Refer to the physical computer whenever possible.*
2. Follow these instructions independently:

Practice 1

- ☐ Open Microsoft Word.
- ☐ Save a new document as **yourname3review**.
- ☐ Type these words:
document, CD, printer.
- ☐ Save the document.
- ☐ Close Microsoft Word.

Practice 2

- ☐ Open Microsoft Word.
- ☐ Open **yourname3review**.
- ☐ Erase the word **printer**.
- ☐ Make a new line.
- ☐ Type the word **printer**.
- ☐ Click Undo. Click redo.
- ☐ Save the document
- ☐ Close Microsoft Word.



Part One: Introduce Vocabulary and Highlighting Text

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. Open Microsoft Word.
3. Open **yourname3review**.
4. Type these words: **desktop, CD drive, highlight, desktop computer, laptop computer**.
5. *Show your student how to highlight words in the document.*

Practice 1

- ☐ Highlight the word **CD**.
- ☐ Press delete.
- ☐ Click undo.

Practice 2

- ☐ Highlight all of the words.
- ☐ Press delete.
- ☐ Click undo.

6. Save the document.
7. Close Microsoft Word.

Part Two: Introduction to Formatting Text

1. Open Microsoft Word.
2. Open **yourname3review**.
3. Highlight the word **document**.
4. *Show your student how to make the word **document** bold.*
5. Click on the white space.

Practice 1

- ☐ Continue working in **yourname3review**.
- ☐ Highlight the word **laptop computer**.
- ☐ Make it bold.
- ☐ Click on the white space.



Practice 2

- ☐ Highlight the word **laptop computer** again.
- ☐ Click **B** again. What happened?
- ☐ Save the document.
- ☐ Close Microsoft Word.

Part Three: Making a Table

1. Work through the [tables worksheet](#) with your student.
2. Open Microsoft Word.
3. Save a new document as **yourname3tables**.
4. Show your student how to insert a table.
5. Click undo.

Practice 1

- ☐ Insert a table with three columns and four rows.
- ☐ Click undo.

Practice 2

- ☐ Insert a table with 2 rows and five columns.
- ☐ Click undo.

Part Four: Typing Inside Tables

1. Continue working in **yourname3tables**.
2. Insert a table with two columns and four rows.
3. Show your student how to click into the table cells.
 - a. Type the word **document** in the first cell.
4. Type one vocabulary word in each cell. Use from these words: **desktop, CD, printer, desktop computer, laptop computer, memory stick, CD drive**.
5. Save the document.
6. Close Microsoft Word.



Practice 1

- ☐ Open Microsoft Word.
- ☐ Save a new document as **yourname3schedule**.
- ☐ Insert a table with eight columns and four rows.
- ☐ Do not type anything in the first cell (row 1, column 1).
- ☐ Type the days of the week in the first row, starting in column 2.
- ☐ Highlight row 1. Make the days of the week bold.
- ☐ Type three times (ex: 8am, 12pm) in column 1, starting in row 2.

EXAMPLE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am	Study	Work	Work	Work	Work	Work	Work
1pm	Relax						Relax
6pm		Relax	Class	Study	Class	Relax	

- ☐ Highlight column 1. Make the hours bold.
- ☐ Type your daily activities into the remaining cells.
- ☐ Save the document.
- ☐ Close Microsoft Word.

Part Five: Using Print Preview and Printing

1. Open Microsoft Word.
2. Open **yourname3schedule**.
3. Read your document out loud.
4. Change one of your daily activities.
5. *Show your student how to preview the document before printing.*
 - a. *Click: File → Print*
 - b. *Look together. Is the document okay?*
 - c. *Close the preview by clicking back to home.*
6. Save the document.
7. Close Microsoft Word.



Practice 1

- ☐ Open Microsoft Word.
- ☐ Open **yourname3schedule**.
- ☐ Print the document.
 - ➔ Look. Is the document okay?
 - ➔ Click print.

Practice 2

- ☐ Work with your tutor. Complete the [Birthday Calendar](#) worksheet together.
- ☐ Open Microsoft Word.
- ☐ Save a new document as **yourname3birthdaycalendar**.
- ☐ Make a table with three rows and eight columns.
- ☐ Type the months of the year in to cells.

- ➔ Row 1: January-March
- ➔ Row 3: April-June
- ➔ Row 5: July-September
- ➔ Row 7: October-December

- ☐ Type in the birthdays from the Birthday Calendar worksheet.
- ☐ Make the months bold.
- ☐ Save the document.
- ☐ Print the document.
- ☐ Close Microsoft Word.

EXAMPLE

January	February	March
18 Kylie 21 Anna	3 Robert 5 Laura	
April	May	June
25 Cara 28 Debbie		16 Paul
July	August	September
1 Mike 9 Mark	31 Amanda	
October	November	December
21 Diane		6 Carla 30 Charlotte

End-if-Unit Checklist

Do the checklist (page 6 of this Unit Plan) and congratulate your student on a job well-done! 😊





Unit 3: Formatting and Tables in Microsoft Word

I can . . .

Review

- | | | |
|--------------------------------|-------------------------------|-----------------------------------|
| open Microsoft Word. | ☐ Yes! | ☐ Not yet. |
| close Microsoft Word. | ☐ Yes! | ☐ Not yet. |
| save Microsoft Word documents. | ☐ Yes! | ☐ Not yet. |
| open Microsoft Word documents. | ☐ Yes! | ☐ Not yet. |
| use the undo and redo buttons. | ☐ Yes! | ☐ Not yet. |

Unit 2

- | | | |
|---------------------|-------------------------------|-----------------------------------|
| highlight words. | ☐ Yes! | ☐ Not yet. |
| use bold. | ☐ Yes! | ☐ Not yet. |
| undo bold. | ☐ Yes! | ☐ Not yet. |
| insert tables. | ☐ Yes! | ☐ Not yet. |
| type inside tables. | ☐ Yes! | ☐ Not yet. |
| print. | ☐ 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.

