



Unit 4: Formatting in Microsoft Word and Introduction to the Internet

Computer skill(s) needed:

- Inserting a CD
- Typing: italics and underline
- Opening an Internet browser
- Opening a Web site

- Scrolling up and down
- Searching and clicking on links
- Using the back button

Vocabulary needed:

- Internet basics

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 dictated to the student.

Review Unit 3 First!

1. *Go over the flashcards from Unit 3 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 **yourname4review**.
- ☐ Insert a new table with two columns and seven rows.
- ☐ Type **job words** at the top of the left column.
- ☐ Type **computer words** at the top of the right column.
- ☐ Make the first row of the table bold.
- ☐ Read this list of words out loud: **screen, mechanic, mouse, doctor, icon, housekeeper, keyboard, dishwasher, pointer, carpenter, cashier, disk**
 - ➔ Type each word in correct column. Ask your tutor to check your work.
- ☐ Save the document. Close Microsoft Word.



Part One: Introduce Vocabulary, Formatting Italics and Underlining

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. Open **yourname4review**.
3. Show your student how to italicize **job words**.
4. Show your student how to underline **computer words**.
5. Save the document. Close Microsoft Word.

Practice 1

- ☐ Open Microsoft Word. Open **yourname4review**.
- ☐ Italicize two job words.
- ☐ Underline two computer words.
- ☐ Save the document. Close Microsoft Word.

Practice 2

- ☐ Open Microsoft Word. Save a new document as **yourname4jobs**.
- ☐ Insert a table with three columns and four rows.
- ☐ In the first row of the table, type the following words:
 - column 1: **name**
 - column 2: **past job**
 - column 3: **present job**
 - column 4: **future job**

- ☐ Underline **past job**.
- ☐ Italicize **present job**.
- ☐ Bold **future job**.
- ☐ Type your information in row one.

Name	<u>Past Job</u>	<i>Present Job</i>	Future Job
YOU			
TUTOR			
EXAMPLE	dishwasher	cashier	teacher

- ☐ Type your tutor's information in row two.
- ☐ Save the document. Close Microsoft Word.



Practice 3

- ☐ Open Microsoft Word. Save a new document as **yourname4myinformation**.
- ☐ Type the title: **About Me**
- ☐ Make the title bold.
- ☐ Make a new paragraph. Type your name.
- ☐ Make a new line. Type your address.
- ☐ Make a new line. Type your telephone number.
- ☐ Underline your name.
- ☐ Italicize your phone number.
- ☐ Print your document.
- ☐ Save your document. Close Microsoft Word.

About Me

Fanny
21 Helwig Street
Fort Worth, TX 20812
410-555-4432

Part Two: Introduction to the Internet

1. *Show your student the Internet browser and open a new window.*
2. *Show your student how to close the window.*

Practice 1

- ☐ Open your Internet browser.
 - ☐ Close the window.
3. Open the Internet browser.
 4. *Show your student how to navigate to the website **www.google.com**.*
 - a. *Tell your student that he/she can use this website to search for businesses, information and services.*
 5. In the search box, type **Craigslist**. Then press enter.
 6. *Explain to your student that these are the results of the search.*
 - a. *Show your student how to scroll up and down in the page.*
 - b. *Look at the results together. Show your student how to read the descriptions.*
 - c. *Show how to click into craigslist's main page from the Google search.*
 - d. *Show your student how to use the back button to return to the Google search.*
 7. Close the window.



Practice 2

- ☐ Open the Internet browser.
- ☐ Go to the website **www.google.com**.
- ☐ Search **Craigslist**.
- ☐ Scroll to the bottom. Scroll to the top.
- ☐ Read 3 descriptions out loud.
- ☐ Click into the main page of craigslist.
- ☐ Click back to your Google search.
- ☐ Close the window.

Part Three: Looking for Jobs Online

1. Open the Internet browser.
2. Go to the website **www.google.com**.
3. Search **Craigslist**.
4. Go to the main page of Craigslist.
5. *"Today we will practice looking for jobs on craigslist."*
6. *Look at each of the options under "Jobs" together and discuss them:*
 - a. *You read an entry out loud, the student repeats with a focus on pronunciation.*
 - b. *Talk about what types of jobs might be listed in each category.*
7. *Ask your student about his/her job (or desired job). Which category is appropriate?*
8. Click on the category that is closest to the job you have/the job you want.
9. Scroll to the bottom. Scroll to the top.
10. *Point out the date of the posting (left of the link).*
11. *Point out the location of the job (right of the link).*
12. *Show your student how to click on a listing; read through the details together.*
13. Click back to return to the listings page.
14. Click back to return to Craigslist's main page.
15. Click back to return to the Google search.
16. Close the window.



Practice 1

- ☐ Open the Internet browser.
- ☐ Go to the website **www.google.com**. Search **Craigslist**.
- ☐ Click into the main page of Craigslist.
- ☐ Look at the jobs. Click to view jobs in your field.
- ☐ Scroll to the bottom. Scroll to the top.
- ☐ Look at the top three job listings.
 - When were the jobs posted?
 - Where are the jobs located?
- ☐ Click on the second listing. Read the description with your tutor.
- ☐ Click back to the listings page.
- ☐ Click back to the Craigslist main page.
- ☐ Close the window.

Practice 2

- ☐ Open the Internet browser.
- ☐ Go to the website **www.google.com**. Search **Craigslist**.
- ☐ Click into the main page of craigslist.
- ☐ Look at the jobs. Click to view jobs in your field.
- ☐ Click on third listing and read it with your tutor. Answer these questions:
 - What experience is required?
 - What is the pay range?

17. Show your student the reply button. Do NOT reply to any postings today.

a. Click **reply** to see the different options. "Do you have email?"

i. Explain that student can use email to reply to the postings.

➔ You can work on applying for jobs online in a separate lesson. Contact Caitlin at Literacy Network for additional information.

18. Close the window.

End-if-Unit Checklist

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





Unit 4: Formatting in Microsoft Word and Introduction to the Internet

I can . . .

Review

- | | | |
|--------------------------------|-------------------------------|-----------------------------------|
| open Microsoft Word documents. | ☐ Yes! | ☐ Not yet. |
| save Microsoft Word documents. | ☐ Yes! | ☐ Not yet. |
| insert tables. | ☐ Yes! | ☐ Not yet. |
| type inside tables. | ☐ Yes! | ☐ Not yet. |
| print. | ☐ Yes! | ☐ Not yet. |

Unit 4

- | | | |
|---|-------------------------------|-----------------------------------|
| format text. (bold , <i>italicize</i> , and <u>underline</u> words) | ☐ Yes! | ☐ Not yet. |
| open my Internet browser. | ☐ Yes! | ☐ Not yet. |
| search using Google. | ☐ Yes! | ☐ Not yet. |
| open websites from Google. | ☐ Yes! | ☐ Not yet. |
| scroll up and down in websites. | ☐ Yes! | ☐ Not yet. |
| click on links to view information. | ☐ Yes! | ☐ Not yet. |
| use Craigslist to look at job listings. | ☐ 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.

