



Unit 5: Formatting in Microsoft Word and Using the Internet to Search Images

Computer skill(s) needed:

- Typing: changing colors
- Typing: changing text size
- Web addresses

- Searching for images

Vocabulary needed:

- Internet basics

Materials:

- [Vocabulary Worksheet](#)
- Article: [Safe Image Searches](#)
- 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 4 First!

1. *Go over the flashcards from Unit 4 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 **yourname5review**.
- ☐ Insert a table with two columns and five rows.
- ☐ Type **computer words** at the top of the right column.
- ☐ Type **family words** at the top of the left column.
- ☐ Read this list of words out loud: **screen, son, printer, brother, computer, daughter, husband, monitor, mother, mouse, keyboard**
→ Type each word in correct column. Ask your tutor to check your work.
- ☐ Underline the words in the first row.
- ☐ Italicize the words in the left column. Bold the words in the right column.
- ☐ Save the document. Close Microsoft Word.



Practice 2

- ☐ Open your 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.
- ☐ Click on the first listing. Read about the listing with your tutor.
- ☐ Click back to the listings page.
- ☐ Click back to the Craigslist main page.
- ☐ Click back to the Google search.
- ☐ Close the window.

Part One: Introduce Vocabulary, Formatting Text Color and Size

1. *Work through the exercises on the [Vocabulary Worksheet](#) together. When introducing new words, be sure to model the pronunciation for your student at least three times.*
2. Open Microsoft Word. Open **yournamereview5**.
3. *Show your student how to change the text color of the text in row one. Make it blue.*

Practice 1

- ☐ Make **screen** red.
 - ☐ Make **brother** green.
 - ☐ Make **mouse** orange.
4. *Show your student how to change the size of the text in row one. Make it size eighteen.*

Practice 2

- ☐ Make three words size fourteen.
- ☐ Make three words size eight.
- ☐ Make three words size ten.
- ☐ Save the document. Close Microsoft Word.



Practice 3

- ☐ Open Microsoft Word. Save the document as **yourname5family**.
- ☐ Make a table with three columns and four rows.
- ☐ Type **relationship, name, description** in the first row.
- ☐ Fill in information for three of your family members.
- ☐ Change the size and color of at least 5 words.

Relationship	Name	Description
Example: sister	Carla	tall, thin , brown eyes, straight hair

- ☐ Save the document. Print the document. Close Microsoft Word.

Part Two: Web Addresses Practice

1. *Tell your student that you will practice web addresses by doing dictation. Start by doing an example together:*
 - a. Go to **www.bbc.com**.
 - ➔ *You can repeat the dictation as many times as your student needs. Be sure to check you student's work!*

Practice 1

- ☐ Go to **www.voanews.com**.
- ☐ What is the name of this Website?
- ☐ Click on the red button to listen.

Practice 2

- ☐ Go to **www.npr.org**.
- ☐ What is the name of this Website?
- ☐ Click on the play button to listen.

2. What is different about VOA and NPR? Talk with your tutor.



Part Three: Searching for Images on the Internet

1. Go to ***www.google.com***.
2. *“Today we are going to use Google to search for images.” Show your student how to navigate to Google Image Search using the link at the top right of Google’s main page.*
3. Type **John Lennon** in the search box. Press enter.
4. BEFORE you click on an image, read the article [Safe Image Searches](#).
5. Scroll up. Scroll down.
6. Click on an image from a safe source. What happened?
7. Click **view image**.

Practice 1

- ☐ Go to ***www.google.com***.
- ☐ Go to Google Image Search.
- ☐ Type Jaime Fox in the search box. Press enter.
- ☐ Click on an image from a safe source.
- ☐ Click **view image**.

Practice 2

- ☐ Go to ***www.google.com***.
- ☐ Go to Google Image Search.
- ☐ Type Lucile Ball in the search box. Press enter.
- ☐ Click on an image from a safe source.
- ☐ Click **view image**.

8. *For optional extra practice, repeat the steps in Practice 1 and 2 with your student’s favorite celebrities!*

End-if-Unit Checklist

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





Unit 5: Formatting in Microsoft Word and Using the Internet to Search Images

I can . . .

Review

- | | | |
|-------------------------------------|-------------------------------|-----------------------------------|
| insert tables. | ☐ Yes! | ☐ Not yet. |
| use bold, italicize and underline. | ☐ Yes! | ☐ Not yet. |
| open and close my Internet browser. | ☐ Yes! | ☐ Not yet. |
| open Web sites. | ☐ Yes! | ☐ Not yet. |
| scroll up and down in Web sites. | ☐ Yes! | ☐ Not yet. |

Unit 5

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|------------------------------------|-------------------------------|-----------------------------------|
| change the color of words. | ☐ Yes! | ☐ Not yet. |
| make words bigger and smaller. | ☐ Yes! | ☐ Not yet. |
| write Web addresses. | ☐ Yes! | ☐ Not yet. |
| use the back button. | ☐ Yes! | ☐ Not yet. |
| search for images on the Internet. | ☐ 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.

