Lab 2a: Getting Familiar with MS Word

Overview

Purpose: This activity teaches the students how to use the basic features of Microsoft Word
Activity: The students will create a Microsoft Word document using common features.

Assessment

To get full credit, the students need to:

1. Create a document with the required information
2. Save the document
3. Demonstrate opening the document

Lab 2 (part 1): Getting Familiar with MS Word

Introduction

Your activity is to use various features of Microsoft Word to create a document. The goal is to help you become familiar with Microsoft Word because you will use it to write papers at university.

Learning Objectives

1. Identify the main parts of the Microsoft Word window
2. Identify the purpose of the commands on the menu bar
3. Type, edit and format text
4. Work with the buttons on the toolbar
5. Copy, cut and paste text
6. Work with pictures
7. Work with language tools (spell check)
8. Open, save, save as, and print Microsoft Word files

Assessment

To get full credit, the students need to:

1. Create a document with the required information
2. Save the document
3. Demonstrate opening the document

Task 1: Microsoft Word UI and Terminology

1. View presentation **Lab 1 - Parts of Microsoft Word.pptx** to get an overview of main parts of the Microsoft Word application window

    1. https://drive.google.com/open?id=163El-b66PmLb09zsaYBUj7DA-yUzHXzL

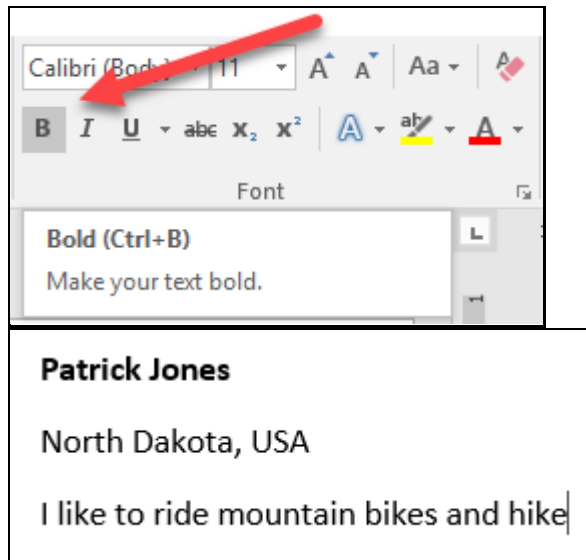Task 2: Adding Your Content

1. **Open Microsoft Word** from the desktop shortcut or the Windows Start Menu.
2. When you open up Word, you will see a blank document.

   1. Here is some useful information
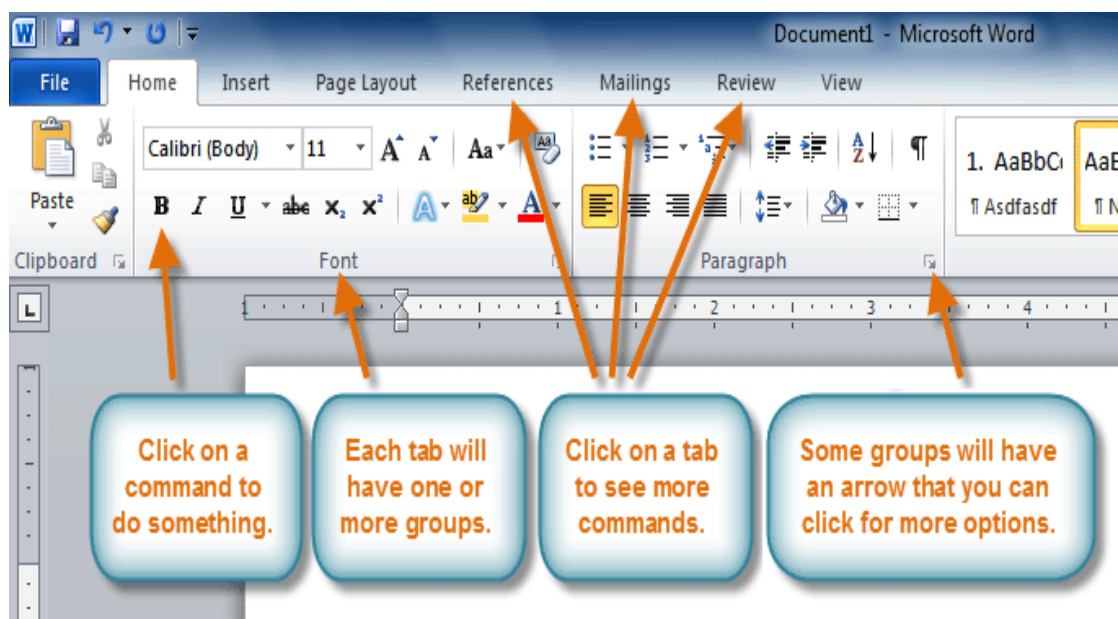
3. Type your Name
4. Press the Enter button to start a new line
5. Type where you are from (town, region, or country)
6. Type something about your interest, like your favorite quote, hobby, or sport
7. Make your name **bold**

    1. Highlight your name - Place the cursor at the beginning of your name, hold down the left mouse button, and drag
    2. Press the **bold** button in the Font toolbar

Bold (Ctrl+B)
Make your text bold.

Patrick Jones

North Dakota, USA
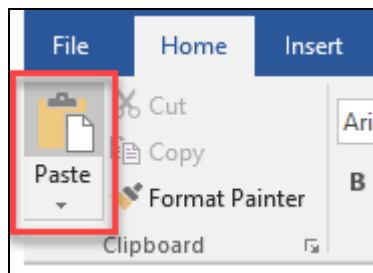
I like to ride mountain bikes and hike

8. Do a web search and find something interesting about your place
9. Select the information, copy it, and paste it your document

1. A quick way to copy text is to right-click and choose copy (or press   Ctrl+C
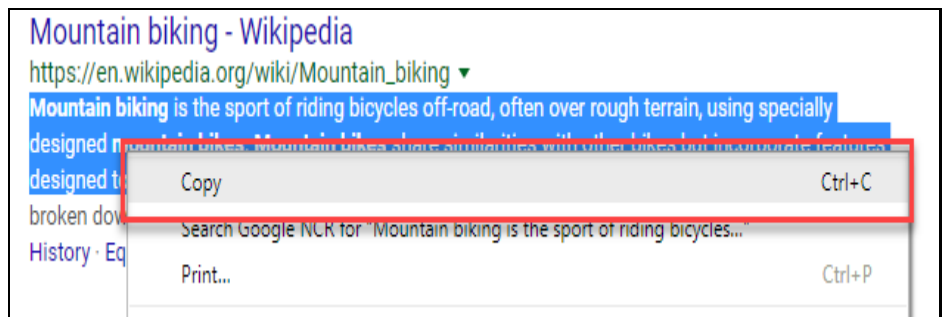
2. To paste, place the cursor where want, then press the copy button (or   press   Ctrl+V)

10. Do a web search and find something interesting about your hobby
11. Select the information, copy it, and paste it your document

12. Here   is   a   sample   of   how   it   might   look

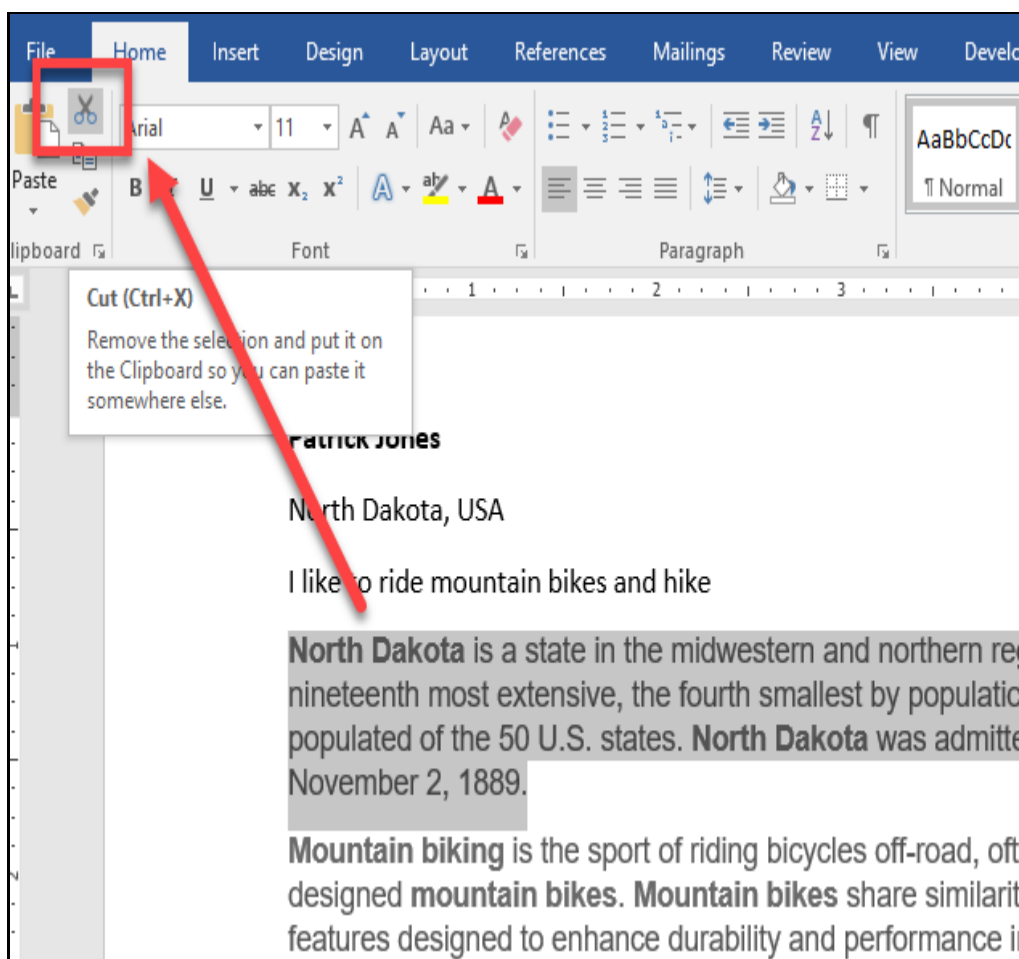**Patrick Jones**

North Dakota, USA
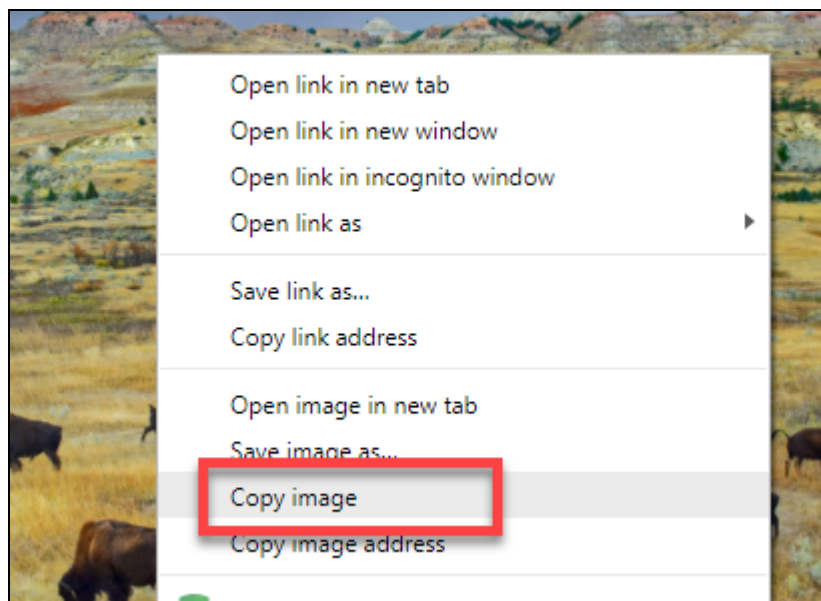
I like to ride mountain bikes and hike

North Dakota is a state in the midwestern and northern regions of the United States. It is the nineteenth most extensive, the fourth smallest by population, and the fourth most sparsely populated of the 50 U.S. states. **North Dakota** was admitted as the 39th state to the Union on November 2, 1889.

Mountain biking is the sport of riding bicycles off-road, often over rough terrain, using specially designed **mountain bikes**. **Mountain bikes** share similarities with other bikes but incorporate features designed to enhance durability and performance in rough terrain.

13. Move the text about your place under the place name

     1. Highlight the text and select cut from the taskbar (or press Ctrl+x)

2. Cutting   the   text   places   it   on   the   clipboard

3. Create a space after your place name

    1. At the end of line, press enter

4. Paste the text into the blank space. It should look something like:

Patrick Jones

North Dakota, USA

North Dakota is a state in the midwestern and northern regions of the United States. It is the nineteenth most extensive, the fourth smallest by population, and the fourth most sparsely populated of the 50 U.S. states. **North Dakota** was admitted as the 39th state to the Union on November 2, 1889.

I like to ride mountain bikes and hike

Mountain biking is the sport of riding bicycles off-road, often over rough terrain, using specially designed **mountain bikes**. **Mountain bikes** share similarities with other bikes but incorporate features designed to enhance durability and performance in rough terrain.

14. Find a picture related to your location
15. Copy   the   picture   (right-click   and   choose   Copy)

Open link in new tab
Open link in new window
Open link in incognito window
Open link as   ▶

Save link as...
Copy link address

Open image in new tab
Save image as...
Copy image
Copy image address

16. Create a blank line below the hobby in your document

    1. If the picture is too big, resize it
    2. Click the picture to select it

3. Grad the bottom-right corner and then move the mouse inwards

17. Paste the picture in the blank line
18. Find and insert a picture of your hobby
19. Your document might look like this:

North Dakota, USA

North Dakota is a state in the midwestern and northern regions nineteenth most extensive, the fourth smallest by population, an populated of the 50 U.S. states. **North Dakota** was admitted as November 2, 1889.
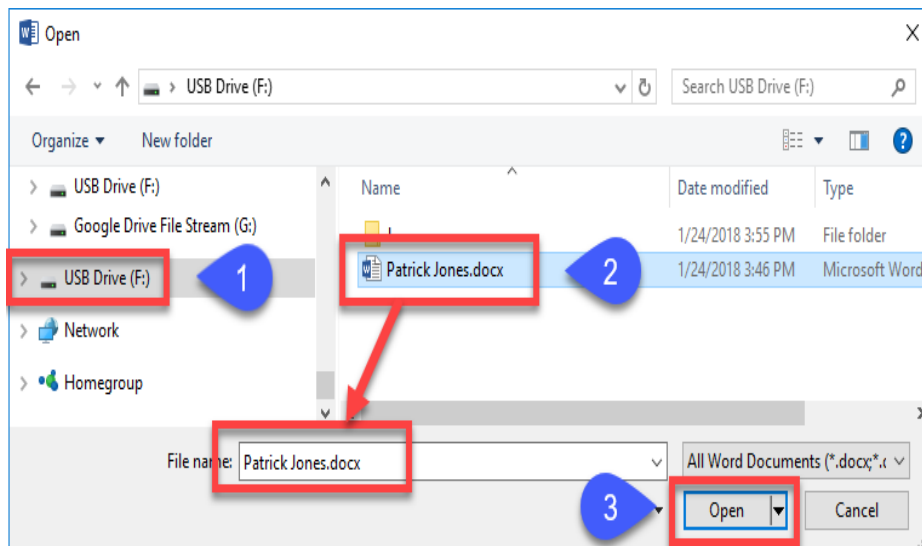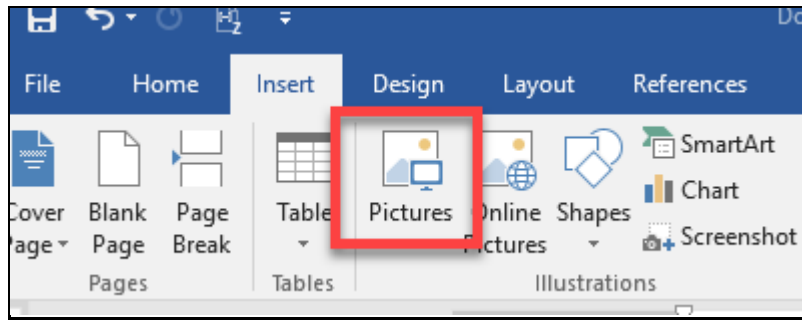
I like to ride mountain bikes and hike

20. If you have a picture that you have downloaded to your computer, you can use the Insert > Picture command

Identify the components of the following computer system b

- What are the input devices?
- What are the process devices?
- What are the storage devices?
- What are the output devices?

Lab 2b: Working with Macros

Working with Microsoft Word

Purpose: This activity teaches students how to create and use a macro in Microsoft Word.
Activity: Using the topic of systems, students will create and format Word document with the help of macros

The students will

1. See examples of system interfaces or APIs

2. Know the document layout in Word using appropriate headings
3. Gain practical experience using macros in Word

Assessment

To get full credit, the students need to:

1. Correctly name your document
2. Create a macro and add it to the Quick Access Toolbar
3. Style the document according to the instructions
4. Answer the questions

Instructions

Task 1: Setup your Word Document

1. Go to My Documents (Windows 7) or Documents (Windows 10) [*or on your flash drive*] and create a new folder for your work. Call the folder something like **YourName ICT Lab2.**

1. Right-click in the folder area and select **New** > **Folder**
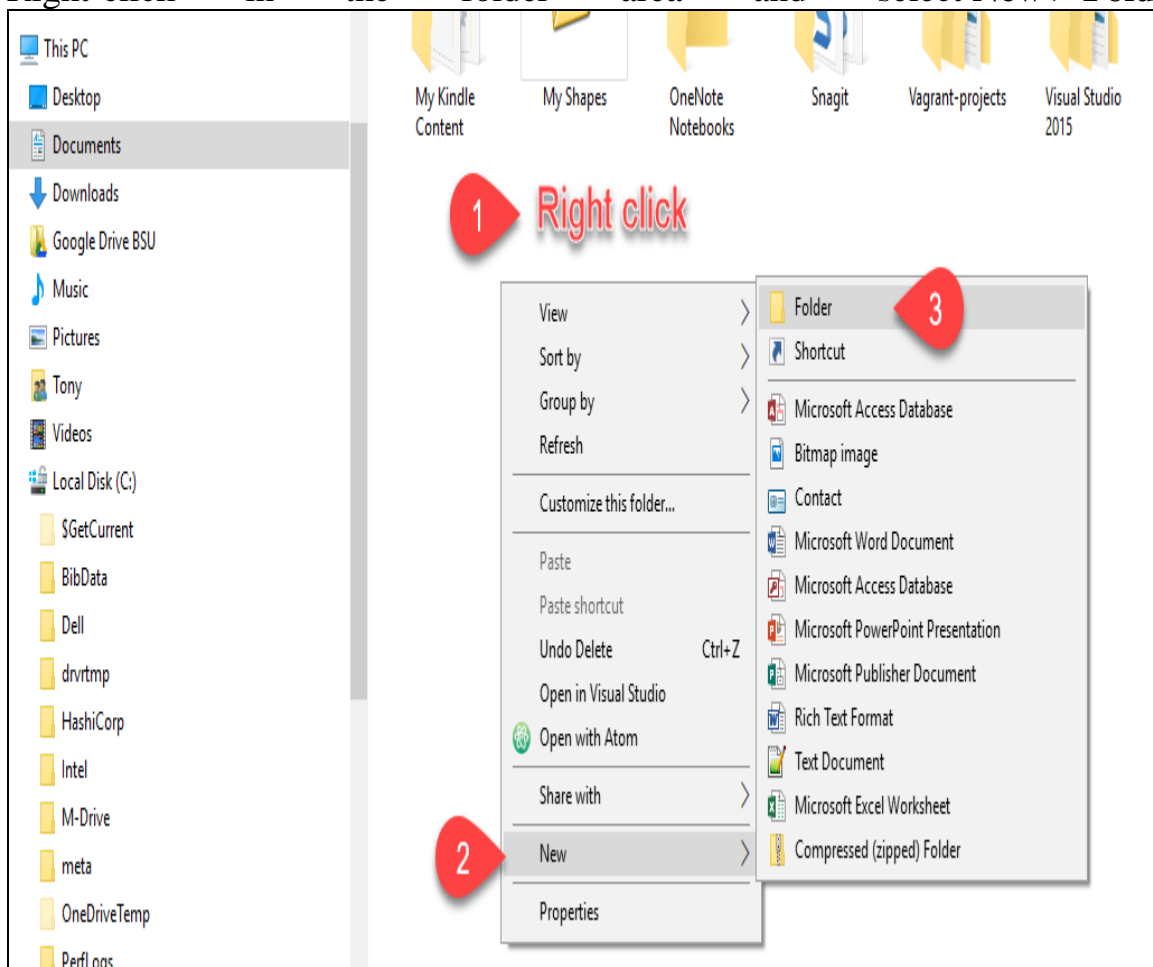
2. Rename it: **LastName ICT SP18**

2. Create a new Word document and name: **LastName Lab2**

    1. Open the folder. **Right-click** in the folder area and select: **New > Microsoft Word Document**
    2. Rename it: **LastName** **Lab2**
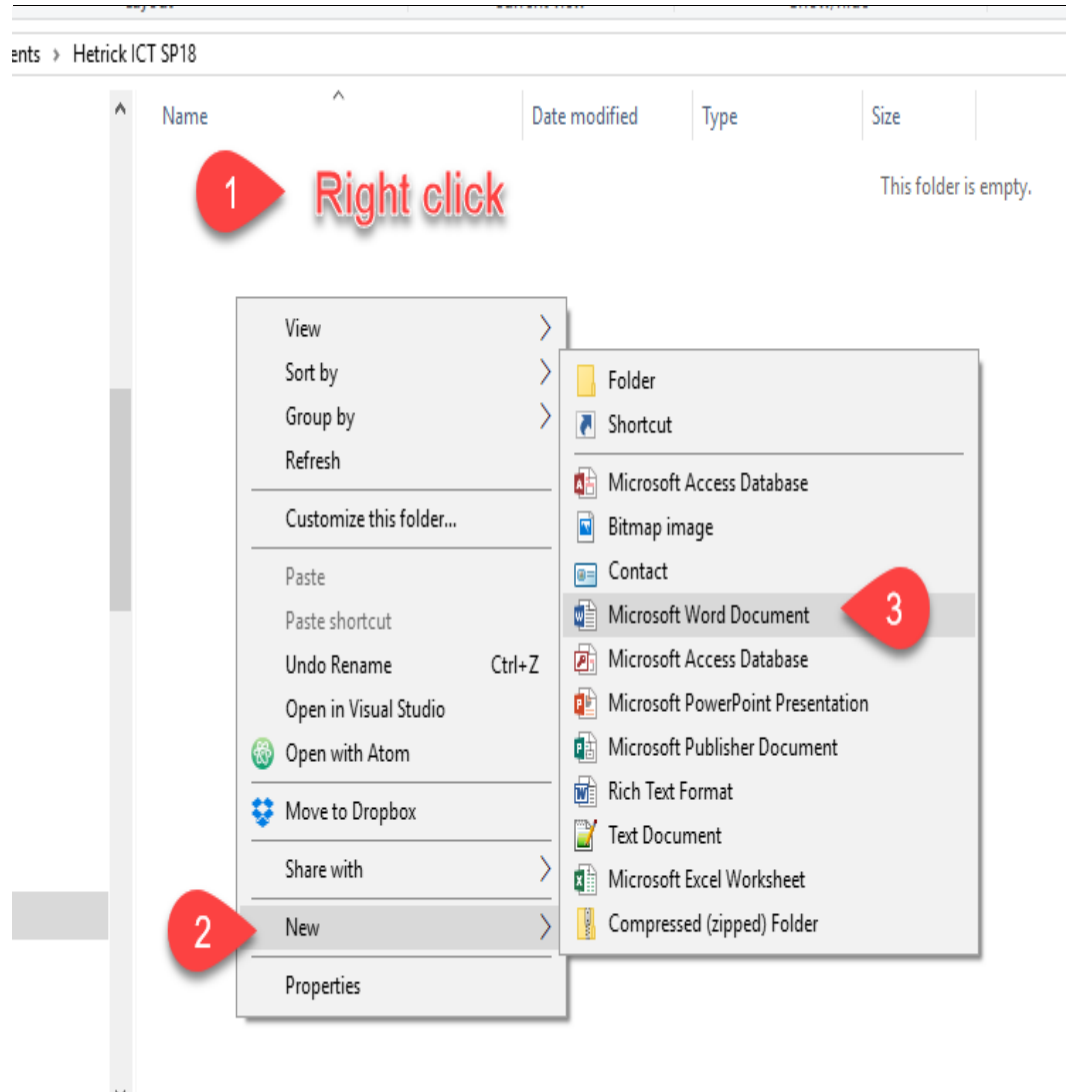
Task 2: Add and Form the Content

1. Copy the contents of the Examining a System exercise and paste it into your Word document.

    1. Press CTRL-A to select everything on the page
    2. Press CTRL-C to copy the selected text

2. Since you are pasting data from the web, clear the contents to remove any formatting. Clearing the formatting from the previous document styles the text in the default style

1. Select all the contents using shortcut: Ctrl-A
2. Press the **Clear All Formatting** button
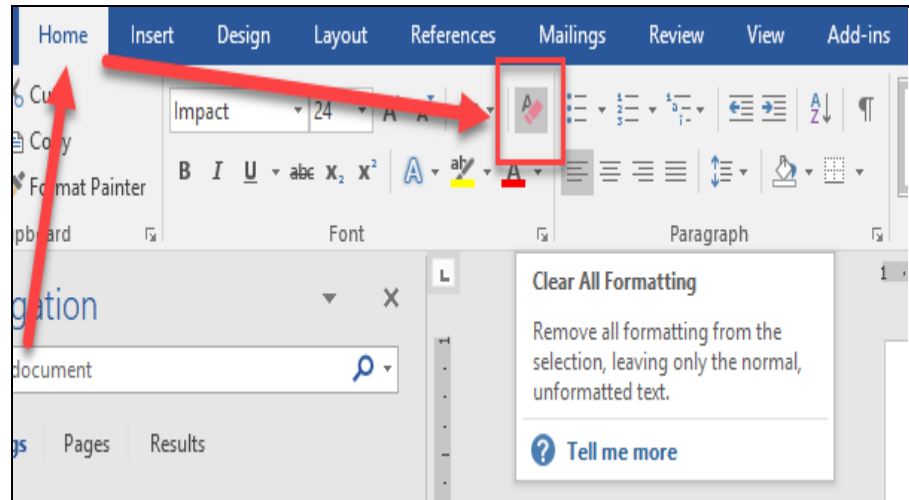
3. The document contains headings (h1-h3). Style the heading appropriately

   1. H1: Examining a System
   2. H2: System Terms
   3. H2: Tasks
   4. H3: 1. Identify the components of the system
   5. H3: 2. Identify the components of the IPO model

4. The document outline should look like:
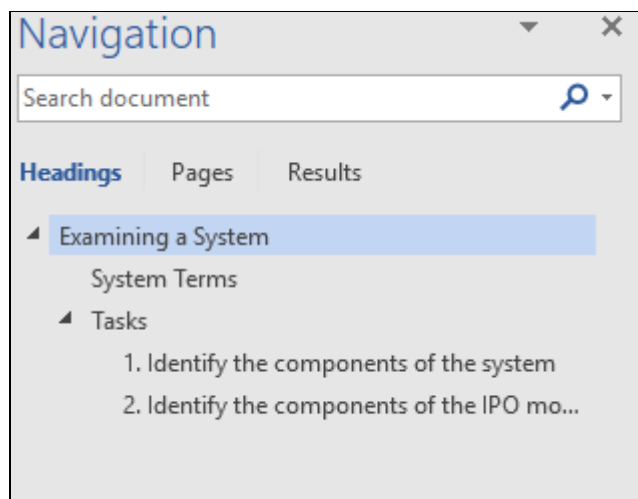
5. Format the document by removing extra line breaks

Task 3: Create a Macro

Every Time you use a shortcut key or click a button, you are using a system-defined macro. We will make our own! A Macro records your actions and repeats those same actions whenever the button is pressed.

We will create a specific style for the definitions. Instead of redoing the style each time, we will create a macro that applies the style

Attention: If you are using an older version of Word, you can only highlight a word before starting the macro.

1. Highlight the word *Systems* under System Terms (the word must stay highlighted for the duration of the macro). If you deselect it, highlight it again.
2. Create a new macro and name it: DefinitionStyle

    1. In the ribbon menu: View > Macros > Record Macro
    2. Record Macro window

        1. Macro name: DefinitionStyle
        2. **Important!** Store macro in your own document (LastName Lab2.docx)

    3. Press OK to start recording

3. **Note**: When the macro is recording, take note to only do the actions you want to record (don't perform a lot of unnecessary actions)

4. Perform these steps

    1. **Office 2013 and later**: Highlight the word *Systems* under System Terms (the word must stay highlighted for the duration of the macro). If you deselect it, highlight it again.

        1. If you cannot highlight the term *Systems*, stop the macro, highlight the word Systems, then restart the macro.

    2. Click on the Home tab
    3. Change the font to something interesting. I used Bodoni MT
    4. Make it bold and underlined
    5. Change the font size to 12
    6. Press the indent button
    7. Apply   any   other   styles   (colors   may   not   work)
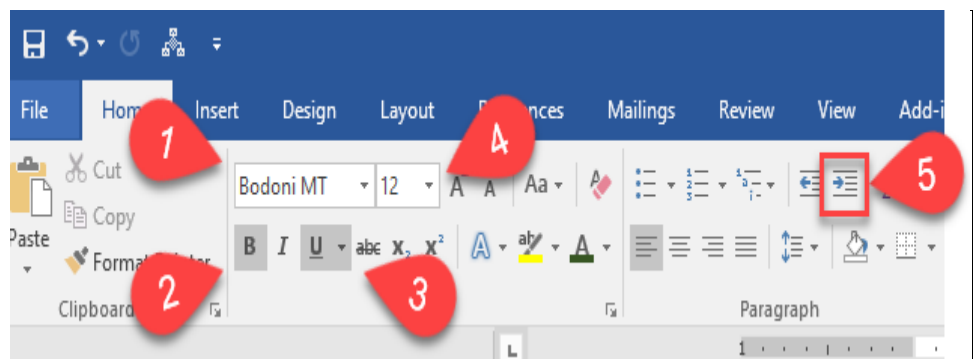
5. When you are done styling the text, stop recording the macro: View > Macros > Stop Recording
6. **To test it**, click the word *Components* In the menu: View > Macros > View Macros. Select DefinitionStyle and click Run.

    1. Did it work? Macros have limitations. Perhaps the color didn't or   another   style   didn't   work.
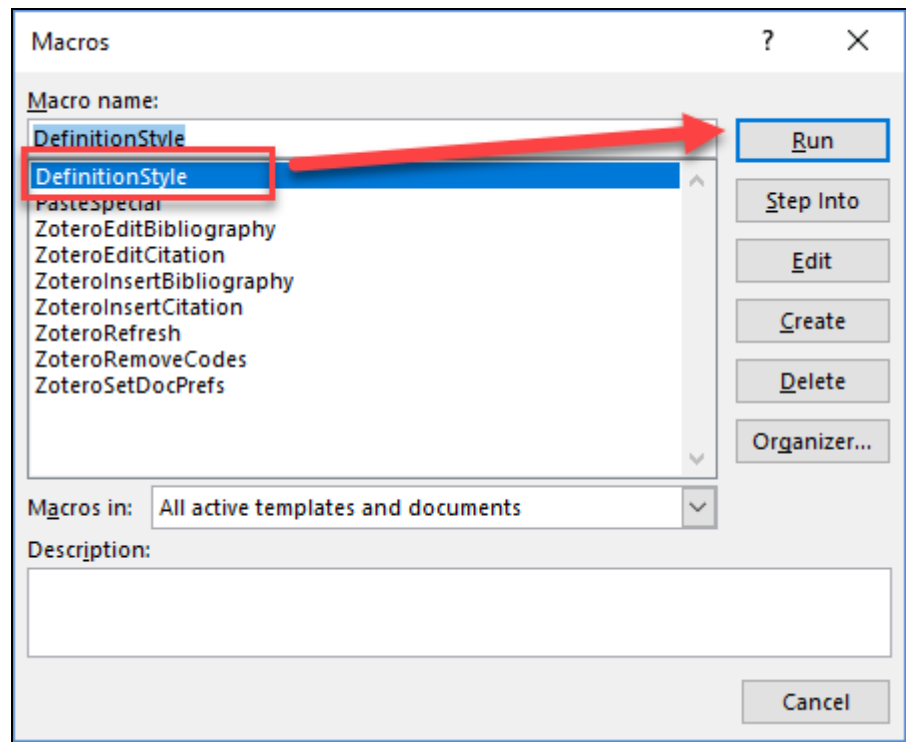
7. Let's add the macro to the menu to access it easily.

   1. Click on the icon to **Customize Quick Access Toolbar**
   2. Select **More**   **Commands**
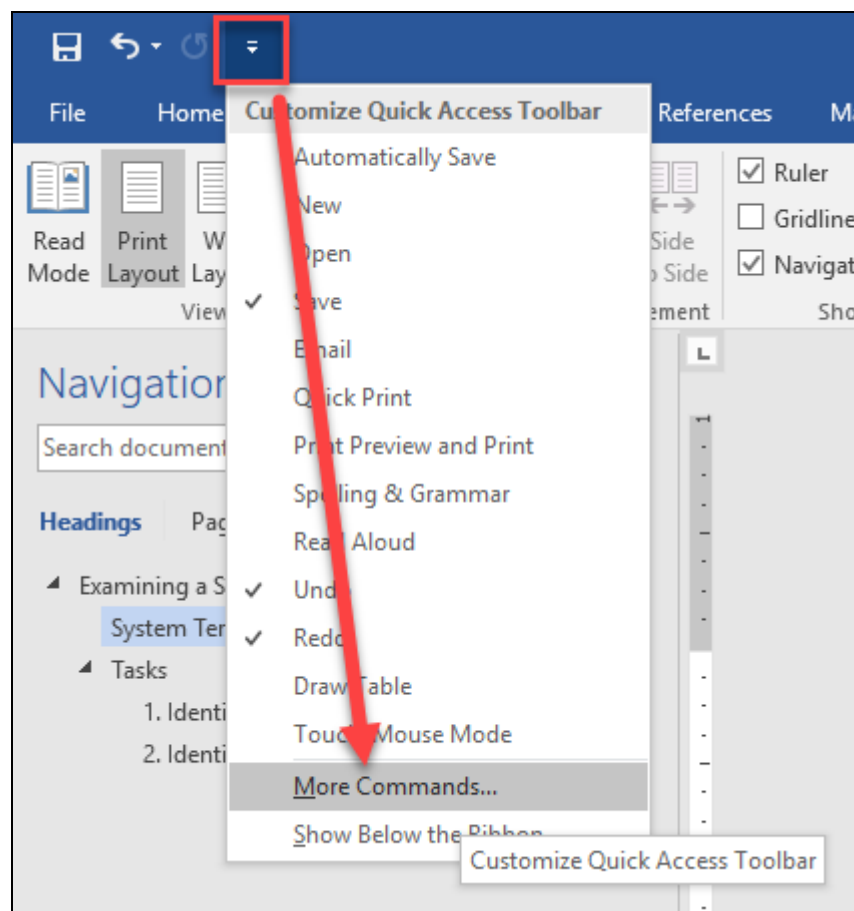
3. In the Word Options box, click on **Popular Commands** > **Macros**
4. **Important!** Change the document to your own file
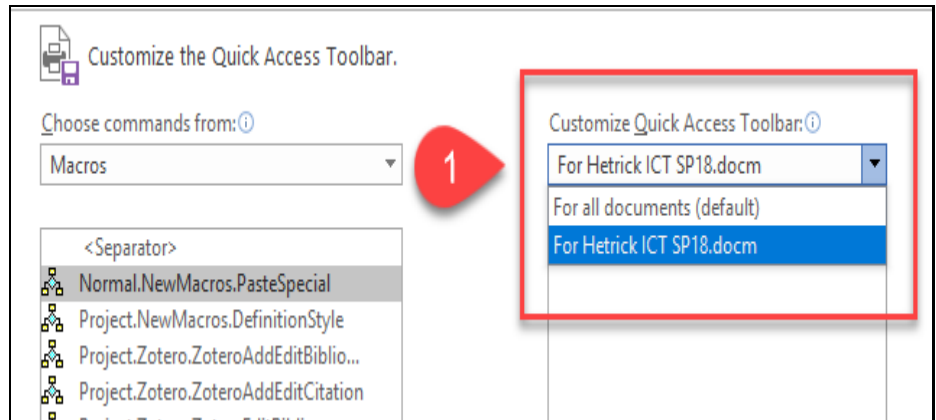
5. Select **Project.NewMacros.DefinitionStyle** > **Add**
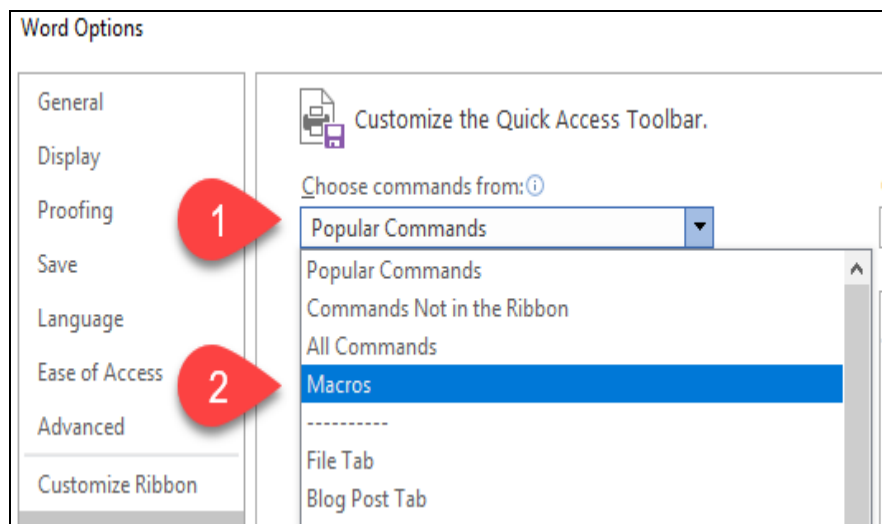
6. Add the macro to the Quick Access Toolbar
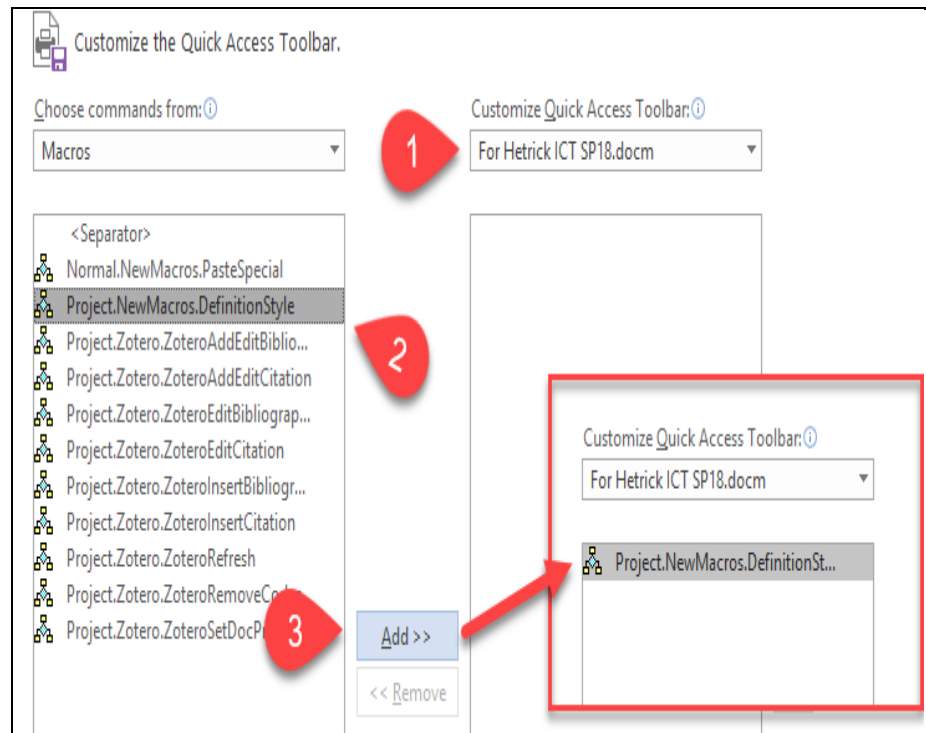
7. Press the Ok button to exit Word Options

8. To use it, click the word *Link*. In the menu, click on the newly added icon. Yours might look different.
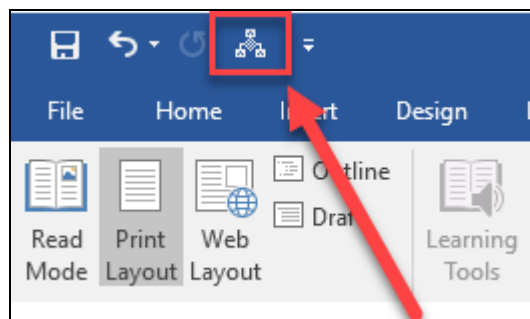
System Terms

> **System**: A system is a collection
> to be recognized as a single unit.
>
> **Components**: The devices respo
> system.
>
> **Link**: A relationship between tw
> affects the other.

Interfaces: A point where two systems or

Boundary: The dividing line between the

Task 4: Finish styling the rest of the document and complete the activity

1. Style the rest of the system terms using your macro
2. For **task 1**, put the items in an ordered list (enumerated list) like the original document.

   1. To add an item as a sublist, press the tab button

Tasks

1. Identify the components of the system
   1. Using the picture of a computer system, identify the fol
   2. Identify the 5 components of the system. Label them as
   3. What is the environment?
   4. Identify 3 of the system interfaces

3. For **task 2**, put the items in an unordered or bulleted list

Identify the components of the following computer system b

- What are the input devices?
- What are the process devices?
- What are the storage devices?
- What are the output devices?

4. What else could you style?

Lab 2c: Working with Online WYSIWYG Editors

Introduction

Your activity is to create a Google Site page to display how ICTs are used in your field of study.

- You will build a site similar to your instructor's site:

- https://sites.google.com/view/anthonysdemosite/home

The goal is to help you become familiar with online WYSIWYG editors (what you see is what you get). These editors are very common. Microsoft Word, Google Docs, and web text editing all use them. Once you use one, you can use them all!

Word 2016 Example
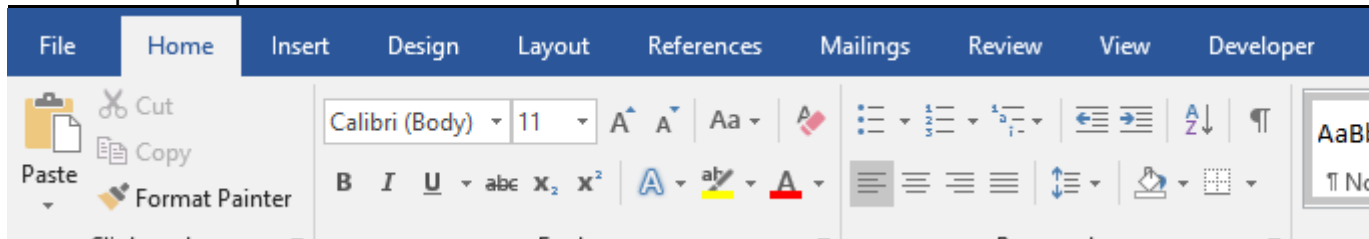
Google Drive Example
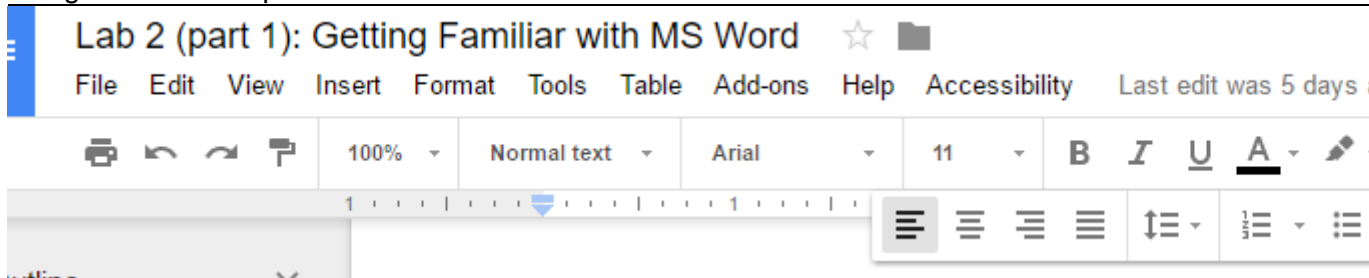
Google Sites Example
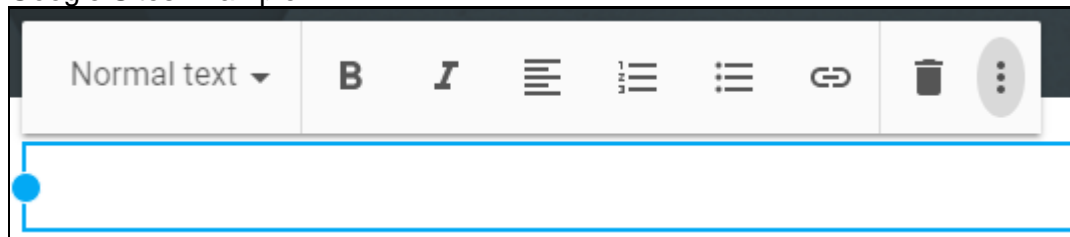
WordPress Example
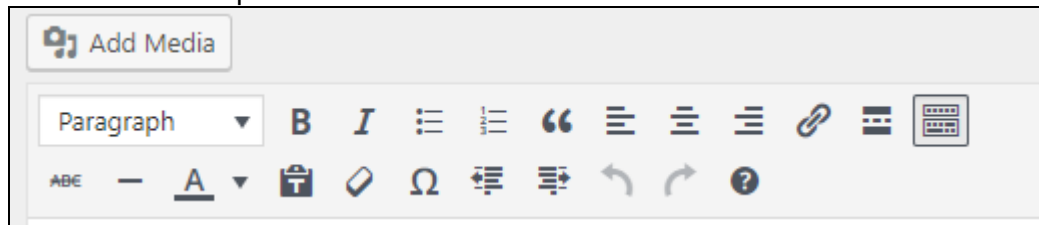
Learning Objectives

1. Identify the common button in WYSIWYG editor
2. Know the basic functions of a WYSIWYG editor
3. Identify the purpose of the commands on the menu bar
4. Gain practical experience using an online WYSIWYG editor

5. Type, edit and format text
6. Work with the buttons on the toolbar
7. Create hyperlinks

Assessment

To get full credit, you will need to:

1. Create a Google Site
2. Create a *Homepage* that describes how ICTs are used in your field
3. Style the web pages according to the instructions

Task 1: Create Your Google Site

During this first task, you will create a Google site! If you need help using Google Sites, visit Google's Help Page: https://support.google.com/sites/answer/6372878?hl=en

1. Go to https://sites.google.com/new (note that this link is for the updated version of Google Sites)
2. Log into your Google account

    1. If you do not have a Google Account, sign up for one using any email address
    (you do not need a Gmail address)
    2. For help, see Help Creating a Google Account

3. Click on **Get Started**
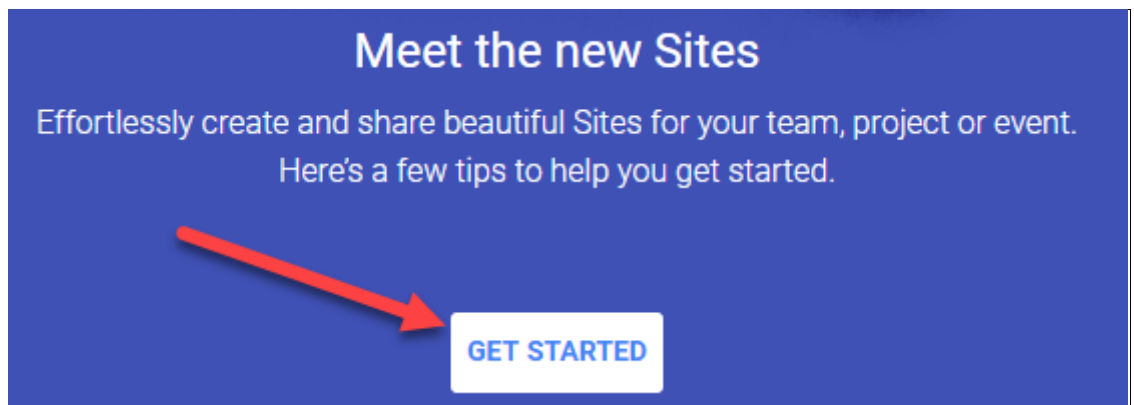
4. Click on the Red plus button to create a new site
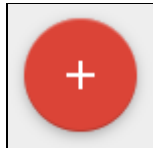
5. Take the tour to see how to use Google Sites.

Embed

Add content   ×

Components

Use the "Insert" menu to add content to your site. You can move
content, change the size, and crop images.

Google Drive

SKIP THIS TOUR   NEXT

From

Google Emb

Move things around   ×

To organize your site, drag the content to where you want it.

BACK   NEXT

PUBLISH   INSERT

Work with others   ×

Tᴛ
Text bo

Share your site to let others edit it with you.

<>
Embec

BACK   NEXT

omponer
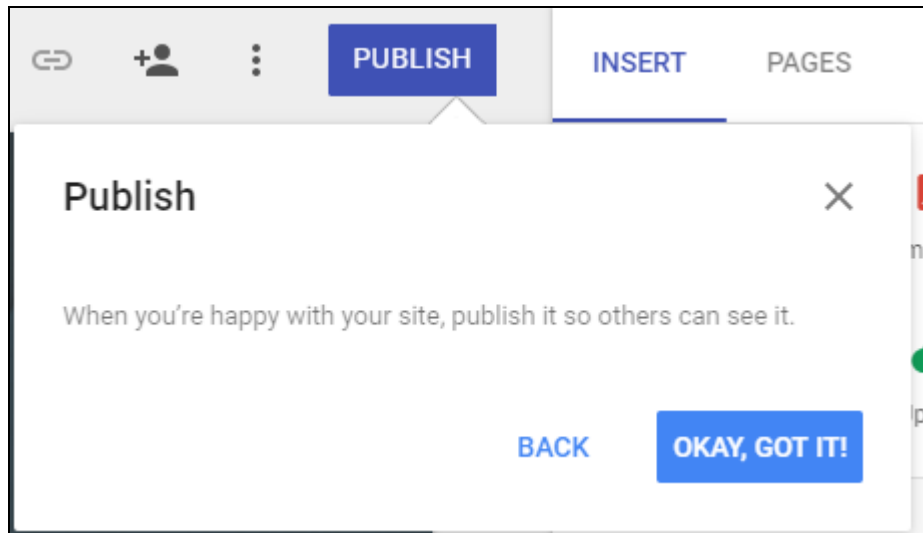
6. Give your site a name followed by (SP19)

    1. For example: ICT uses in Transportation (SP19)

7. Click on Untitled Site in the upper-left corner. Type in your name, press the Enter button or click out of the text box.
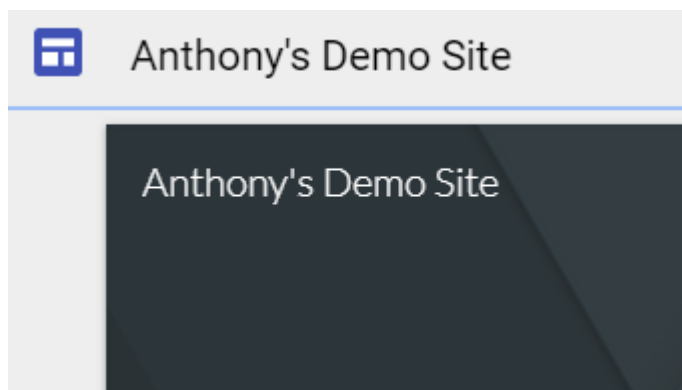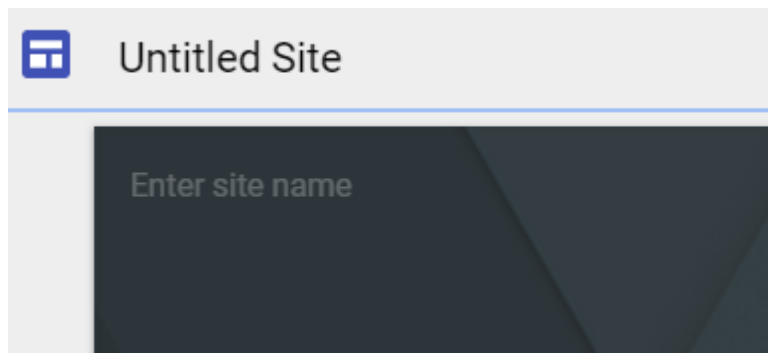
8. Choose your Theme (colors):

    1. Click on Themes
    2. Select something you like (Simple, Aristotle, Diplomat, Vision. Level, Impression)
    3. Select the color
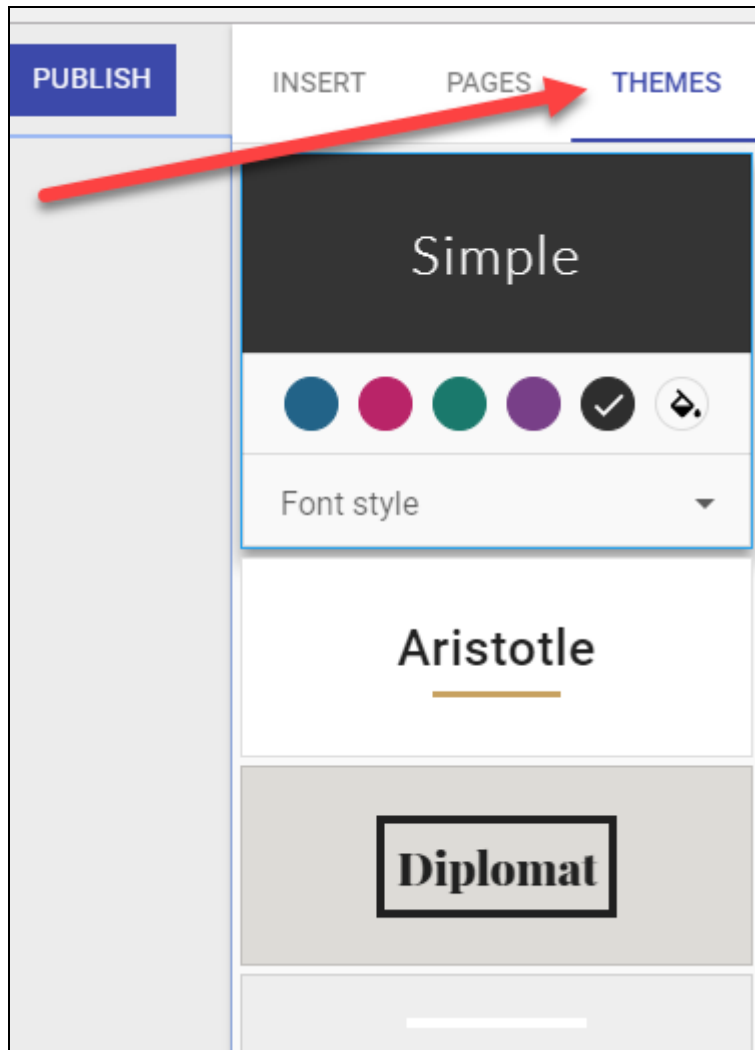
9. Move on to task 2!

Task 2: Create your homepage banner

1. Give your page a title: **ICT Portfolio** (or something similar)
2. Add a banner to your homepage

   1. Think about what you want your page to be about.
   2. What visual image do you want to associate with your site?
   3. Mouse-over the banner and click **Change Image** > **Select image…**
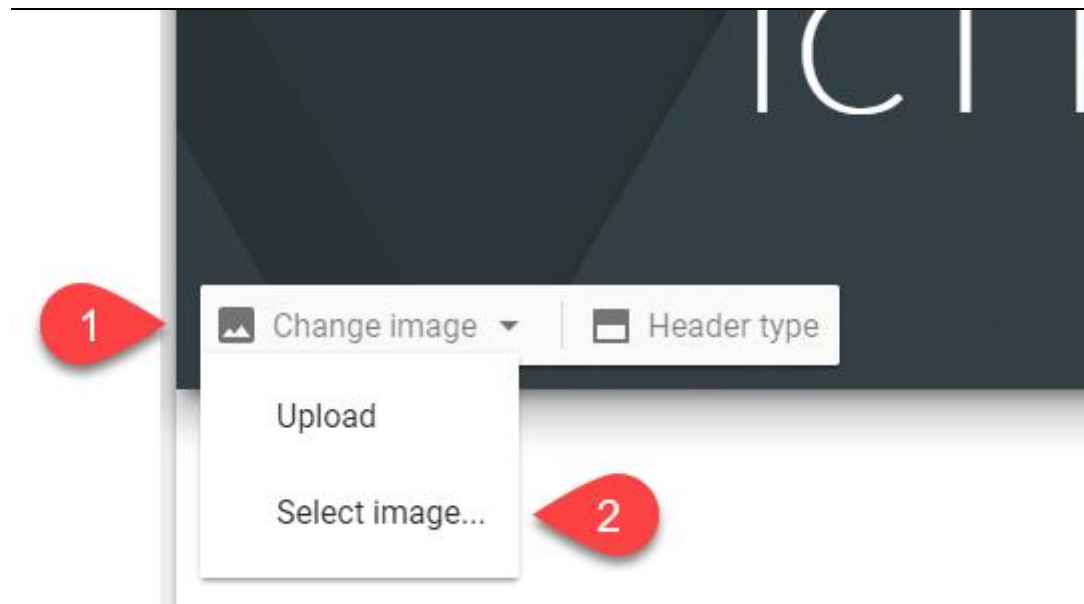
1. **Gallery**: (easiest)   Choose one from the Gallery
2. **Search**: (more options) Use the search box to find a banner online
3. **By URL**: (advanced)   Search Google for an image.

3. Is the text readable? If not, try changing the font. Or, you might need to find a different image.

4. If you are satisfied with your banner, move on to task 3!

Task 3: Add your content

During this task, you will add content and link to the work that you have completed during lab

1. Click on the **Insert tab > Text box**
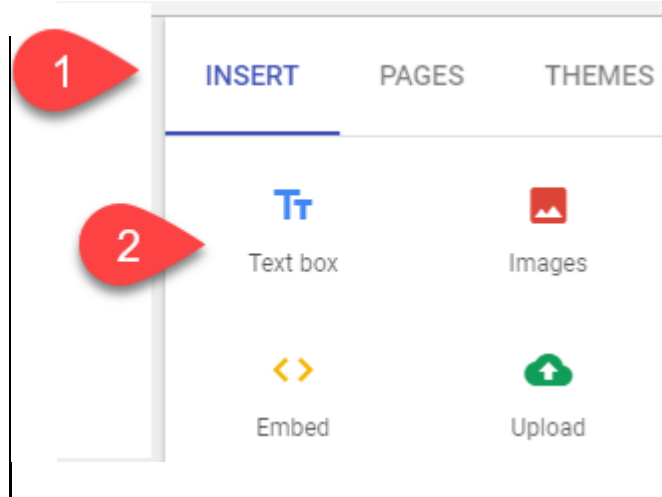
2. A text box will appear on the page
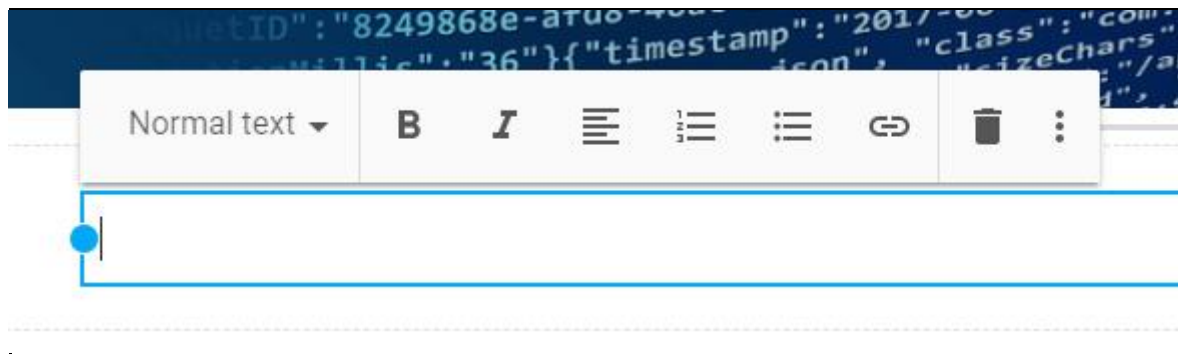
3. Give the page section a title.

   1. For example: Welcome!

4. Change the text from **Normal text** to **Heading**
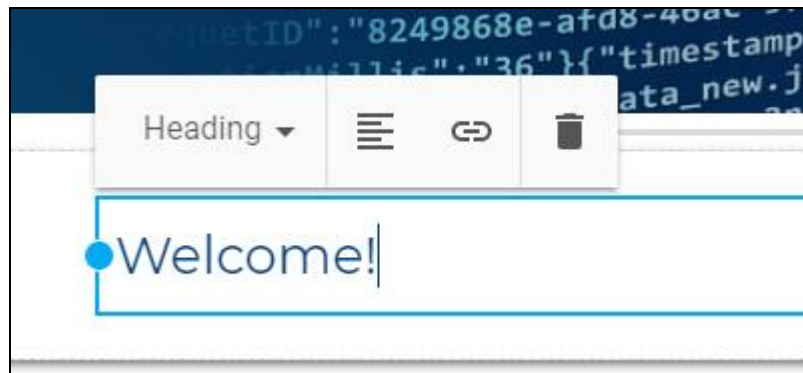
5. Add another textbox (**Insert tab > Text box**)
6. Add some welcome text.

   1. For example, you may use this welcome text:

      Welcome, visitor! This site contains information about how ICTs are used transportation

7. Change **Welcome, visitor!** To bold

1. Highlight the text, then click the B button
2. Or press Ctrl+B
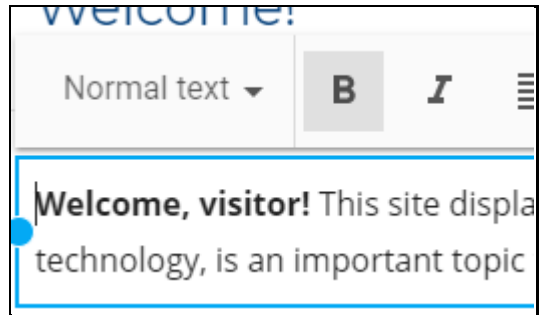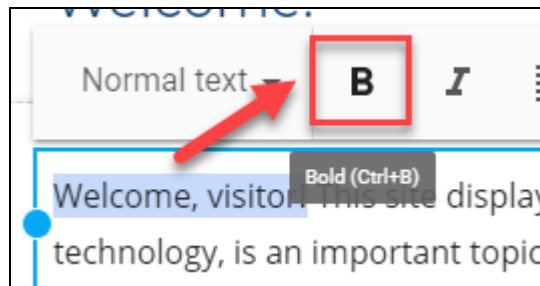
8. Add another textbox for the heading that gives a general overview of your specialty or field of study.

    1. Make it a **heading**.
    2. Give it an appropriate title

9. Add another text block gives the overview of your topic

    1. Add a paragraph about your topic
    2. Add the 3 points in a numbered list that your site will focus on

        1. Click the **Numbered List** button

10. Add a new layout box that contains one or more pictures

1. Add 1-3 pictures and short descriptions that relate to your topic
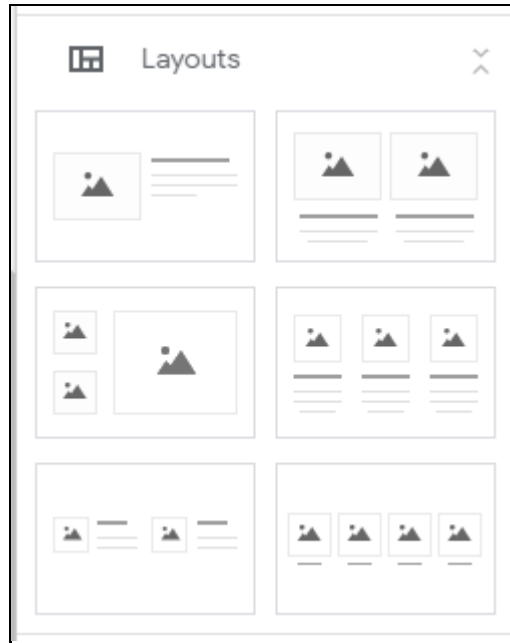
11.   Up to this point, here is what your page should look like


12. Find some online resources that relate to your field
13. Add a text box that directs the user to visit the pages to find out more about how ICTs are used in your field
14. Highlight some text and create a link

    1. You can make a list or you can link text in your paragraph
    2. Do not put the URL directly on the page. It doesn't look professional.

15. Paste your link, click the **Apply** button
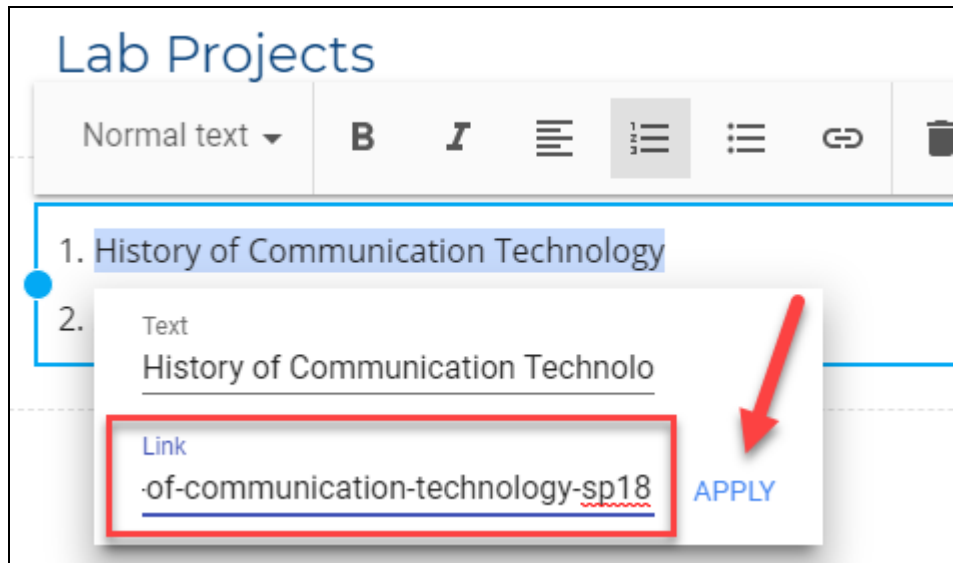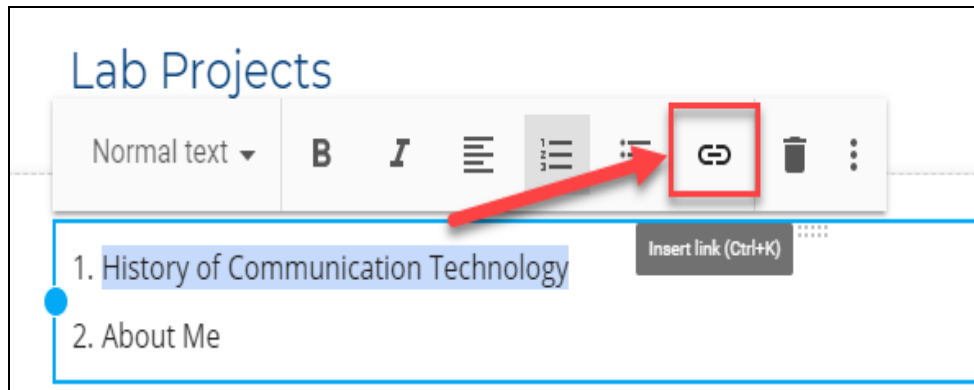
16. Test your link

   1. Click on the timeline project name, then click on the link
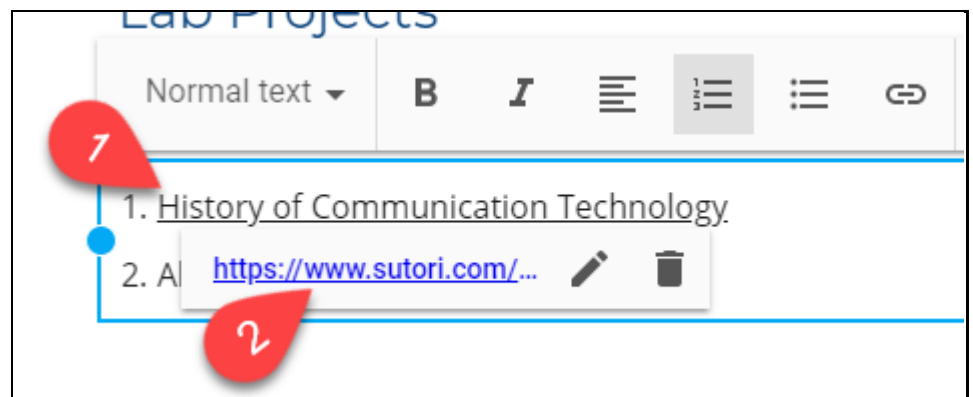
   2. It should open your timeline
   3. You might get a Redirect Notice page. If so, confirm the link

Redirect Notice

The previous page is sending you to https://www.sutori.com/story/history-of-communica

If you do not want to visit that page, you can return to the previous page.

17. For the final step, you need to publish your new site! Once you do, it becomes live. It becomes accessible to anyone.
18. Click the Publish button

PUBLISH   INSER
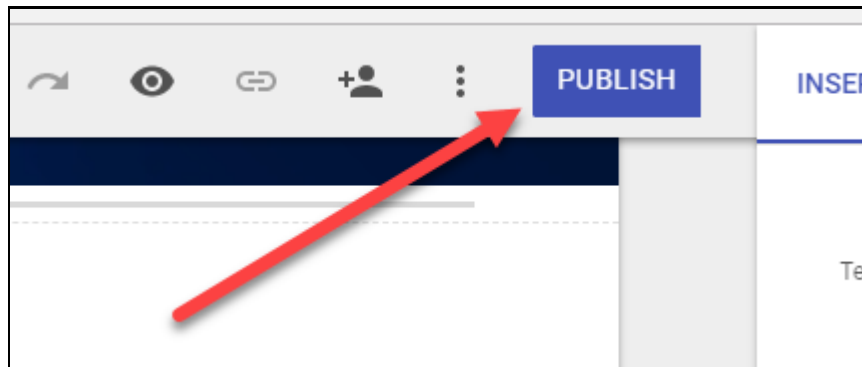
1. Verify the web address (cannot contain spaces)
2. **STRONGLY RECOMMENDED**: Hide the site from search engines by checking the Search Settings checkbox

Publish to the web

Web address

anthonysdemosite

https://sites.google.com/view/**anthonysdemosite**

Who can visit my site

MANAGE

Search Settings

☑ Request public search engines to not display my site   Learn more

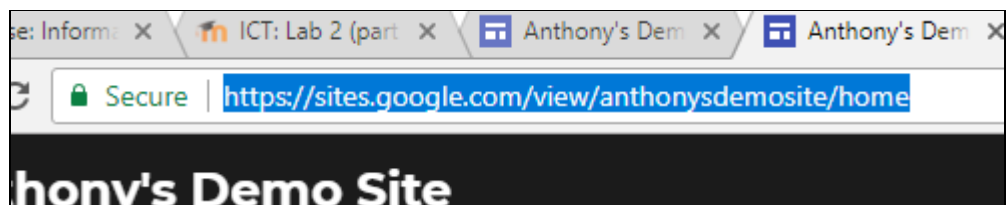CANCEL   PUBLISH

19. Verify that you can view your site
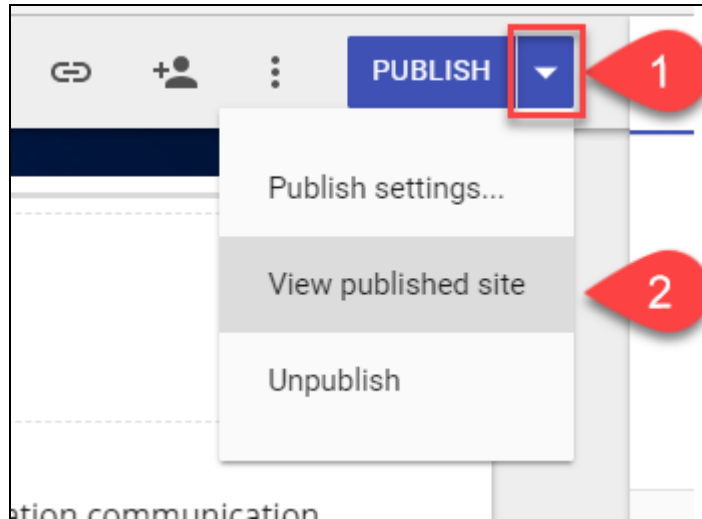
20. That's it! Submit your published URL, and you are done.

Task 4: Add pages for each of your main points (Optional)

Do you still have time? Add a new page that provides more detail about the main points that you listed on your site.

Task 5: Submit your URL

1. Copy the published URL

2. Send the link to your instructor