

VIA AFRIKA DIGITAL EDUCATION ACADEMY

# Microsoft 365

## SESSION 1

Producing written documents using Microsoft Word,  
Part 1

## CLASS NOTES



**basic education**

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

In partnership with the Department of Basic Education.



*Our Teachers. Our Future.*

# Course content

## Microsoft 365

- Session 1: Producing written documents using Microsoft Word, Part 1
- Session 2: Producing written documents using Microsoft Word, Part 2
- Session 3: Producing written documents using Microsoft Word, Part 3
- Session 4: Processing numerical data using Microsoft Excel, Part 1
- Session 5: Processing numerical data using Microsoft Excel, Part 2
- Session 6: Preparing presentations using Microsoft PowerPoint
- Session 7: Keeping things together using Microsoft OneNote
- Session 8: Mastering online and mobile Microsoft Apps for classroom success

# Microsoft 365

## Session 1: Producing written documents using Microsoft Word, Part 1

### Class Notes



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2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.
3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).
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# Outcomes and content

## Outcomes of the session

By the end of the session, the participant will be able to:

- use a word processing app (Microsoft Word)
- open and save documents
- do basic formatting
- use copy/cut/paste
- use page view, page layout, page setup
- use layout and paragraph formatting
- use spelling and grammar checking
- decide on various printing options
- apply useful Word formatting for teachers

## Content of the session

This session will focus on:

- using a word processing app (focus on Microsoft Word)
- opening and saving documents
- basic formatting
- using copy/cut/paste
- using page view, page layout, page setup
- using layout and paragraph formatting
- using spelling and grammar checking
- printing options
- useful Word formatting for teachers

# Overview

Welcome to **Session 1: Producing written documents using Microsoft Word, Part 1**. This is the first of three sessions that will take you through the steps of discovering how useful word processing apps like Microsoft Word can be to you as a teacher. We will create three documents to use in your teaching during these sessions. In this session, we will create a simple notice or announcement. In Parts 2 and 3 of **Producing written documents using Microsoft Word**, you will develop a set of class notes and a test paper.

# Getting started with Microsoft 365

## What is a productivity suite?

Teachers have to deal with heaps of administration, including lesson preparation, preparing mark sheets, and other tasks. Productivity suites are the answer to doing this work efficiently. A productivity suite will include the following apps.

### **Word processing apps**

Word processing is the creation and editing of text, using a word processor, on any device. When we edit text, we change the way it's worded or correct any spelling or grammar errors we might have made. Word processing apps are useful for creating documents like notices, circulars, letters, reports, class notes and assessments.

After you create a word processing document, you can share it with others in different ways. You can email it to someone else or you can share the document with someone. The people you share it with can then add their text and even make comments on your document. This is called collaboration and it's very useful for teachers.

### **Spreadsheet apps**

Spreadsheets are documents we use to place information, or data, into tables so that it's easier to analyse. In most cases, the data contains many numbers. Spreadsheet apps can be used to create and edit data on a spreadsheet. You can use spreadsheets to create mark sheets in which you calculate marks, averages, and percentages. You can also use these apps to analyse results and present graphs.

You can share and collaborate on a spreadsheet in the same way you would in a word-processing document.

### **Presentation apps**

We have become familiar with people presenting information to us on a screen using presentation software like PowerPoint or Google Slides.

A well-constructed presentation can be an excellent learning experience for learners. This is especially true if the presentation has interactive elements in it.

## Email apps

Email has become a critical part of productivity suites. Emails are important for communicating information and keeping in touch with others. It is also used for collaborating on documents, spreadsheets, presentations, etc.

# Microsoft 365

Many people automatically think of Microsoft Word, Excel and PowerPoint when it comes to productivity suites. Microsoft 365 is an efficient and popular paid-for productivity suite. You can choose to pay for your subscription on a monthly or yearly basis. There are family plans, personal plans, and also several tiers of academic plans. The academic plans are aimed specifically aimed at educators, and with varying pricing ranges. The Microsoft sales team will guide a prospective user through the costs and benefits of each plan.

Office 365 includes the following productivity apps.

- Word is the word processing app.
- Excel is the spreadsheet app.
- PowerPoint is the presentation app.
- OneNote is the note-taking app.

You will learn everything about the abovementioned apps during this course.

Microsoft 365 also includes the following two important apps.

- Outlook is the email and Calendar app.
- OneDrive is the online cloud storage app.

You can learn all about Outlook in Session 3 of our **Using Your Laptop to Make a Real Difference in your Teaching Course**. The session is called Connecting with the World. It also includes information about using Microsoft OneDrive.

If you would like to take a really deep dive into the use of online cloud storage, enrol for our **Using your Windows Tablet Device to Make a Real Difference in your Teaching Course**. Session 4 – **What is the Cloud?** – deals with OneDrive in great depth.

# A general introduction to word processing apps

As a teacher, you have to deal with a number of different written documents, for example circulars, curriculum documents, memos, class notes, and textbooks. One thing that all these documents have in common is that they were created using some sort of word processing app.

## Word processing vs typing

Before computers became more easily available, documents were typed on a typewriter. But there were many problems with this way of working, the most obvious being that once you had typed on the paper, you could not easily make any changes. This is no longer a problem. On a computer, we can edit and change text easily.

In the past we spoke about typing. Nowadays it is more correct to talk about keying in, and not typing. This change has come about because inputting data into a computer – whether it is numbers or words – is done using a keyboard. However, it is still acceptable to call this typing.

## Word processing apps

A word processing app allows you to take words and edit and format them to make a written document. This is known as processing the text.

There are several word processing apps available. The good thing is that all the apps have almost the same functions, although they have different names and are distributed by different companies.

## **Word – Microsoft Office**

Microsoft Word is one of the best-known word processing apps. It forms part of the Office Suite.

Once you can use Microsoft Word, you will be able to go ahead and use any of the other word processing apps as well!

## **Docs – Google Apps**

Google Docs is another popular word processing app. A key advantage of this app is that it is free.

## **Writer – LibreOffice**

LibreOffice's Writer is yet another example of a word processing app. Like Google Docs, it is also a free app.

# Producing an announcement

## Starting with a new Word document

The Microsoft Word app provides a useful introduction to any word processing program, as well as to the other apps in the Microsoft Office Suite, for example Excel and PowerPoint.

### A useful viewing tip: Create a split screen

Do this if you want to work with two apps open on the same screen at the same time.

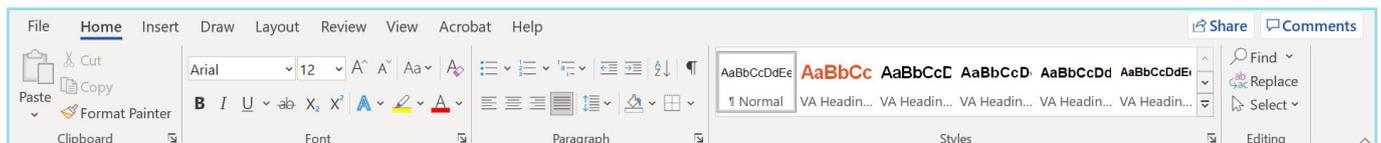
1. Open, one at a time, the two apps or documents you want to work with.
2. With one app open, press the Windows Key and the Left Arrow. (The app is on the left half of the screen now.)
3. Now select the other app by left-clicking on it.
4. You have both apps open now, one on the left, one on the right. Click in the app in which you want to start working.

### Exploring Word

Word Tabs

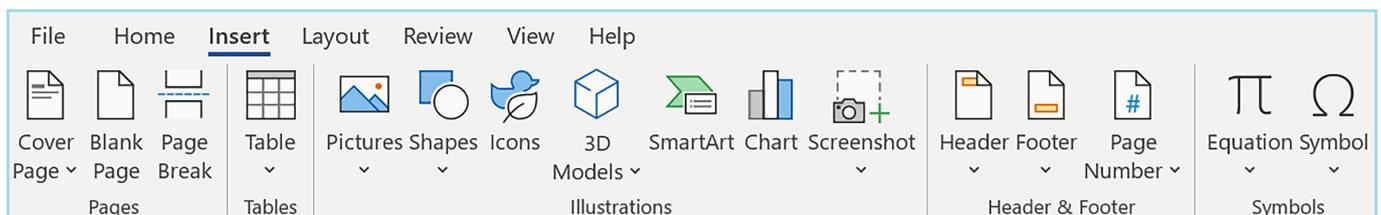


Home Tab



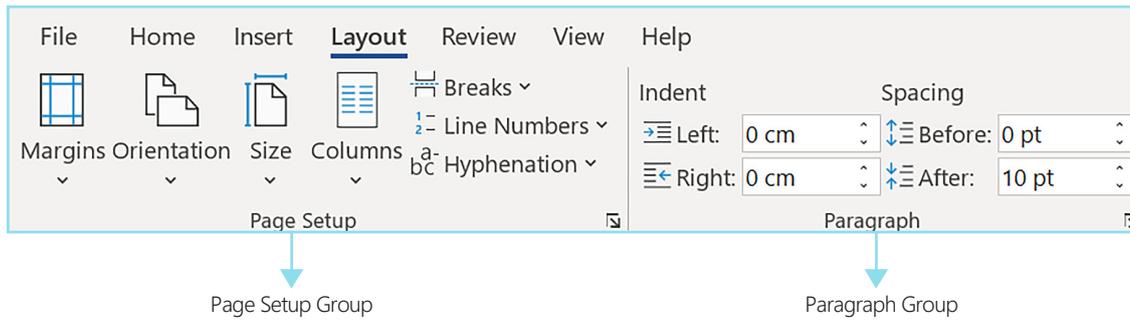
Clipboard Group      Font Group      Paragraph Group      Styles Group      Editing Group

Insert Tab

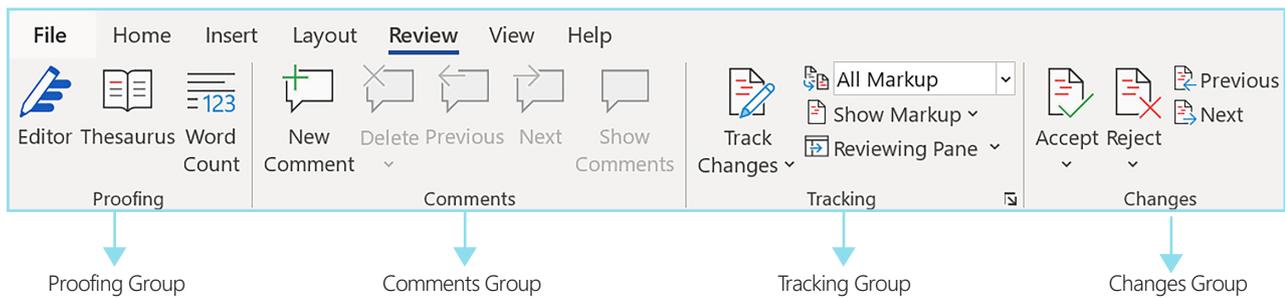


Pages Group      Tables Group      Illustration Group      Header & Footer Group      Symbols Group

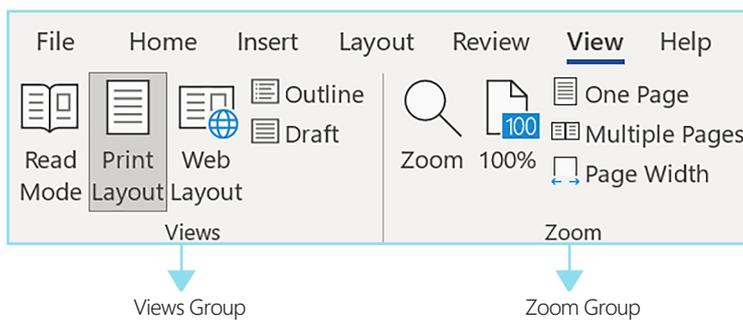
## Layout Tab



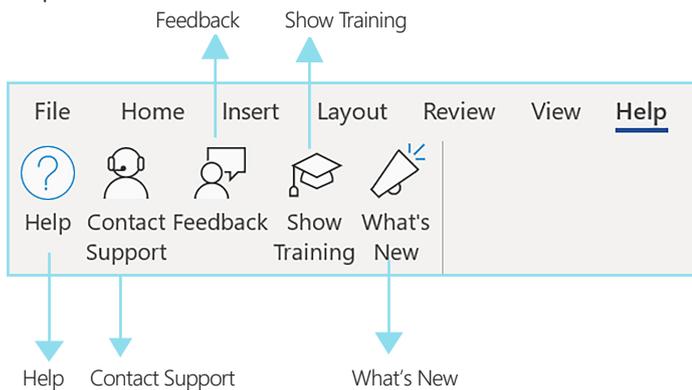
## Review Tab



## View Tab



## Help Tab



## Create a new document

You can create a new blank document.

1. Click on the File Tab.
2. Click New.
3. Left-click on Blank Document.

A shortcut to open a new document:  
**Press Control N.**

You can open a saved document.

1. Click on the File Tab.
2. Click Open.
3. Look through the documents in the list.
4. Left-click the correct document.

### Task

Create a new blank document.

## Saving a document

You can save a document.

1. Click on the File Tab.
2. Click Save As.
3. Give your file a name.
4. Click Save.

A shortcut to save a document:  
**Press Control S.**

### Task

Save your new document.

## Keying in text

Simply type or key in text as you have learned.

## New lines and new paragraphs

Notice that you can simply key in text and the app will move the text to the next line. You need to press Enter only when you want to create a new paragraph.

## Highlighting/selecting text

You can highlight or select a single word.

1. Move your cursor to the middle of the word.
2. Double-click to highlight the word.

You can highlight or select a line of text.

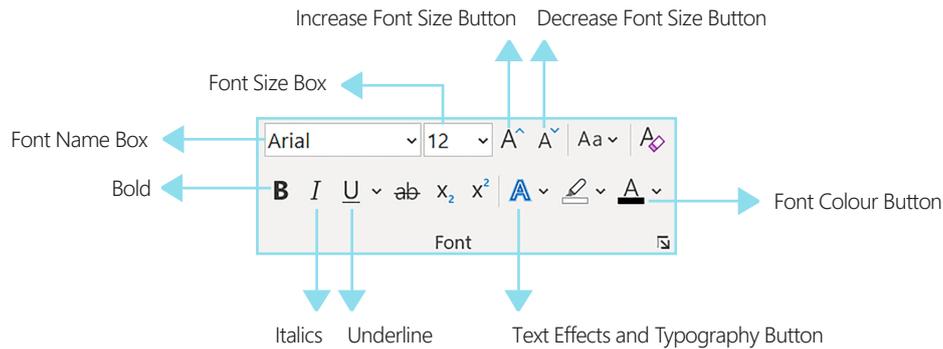
1. Move your cursor to the start of the line.
2. Left-click to highlight the line.

You can highlight or select a paragraph.

1. Move your cursor to anywhere in the paragraph.
2. Triple-click to highlight the paragraph.

## The Font Group

The Font Group on the Home Tab provides a set of Command Buttons that will allow you to make changes to the font of your text.



### Fonts: Size and type

You can change the font before you key in text.

1. Click on the Home Tab.
2. Click the drop-down menu on the Font Name Box. (Usually, it is Calibri when you start with Word.)
3. Scroll through the different fonts and click on your chosen font.

You can change the font after you key in text.

1. Highlight your text.
2. Click on the Home Tab.
3. Click the drop-down menu on the Font Name Box. (Usually, it is Calibri when you start with Word.)
4. Scroll through the different fonts and click on your chosen font.

You can change the font size before you key in text.

1. Click on the Home Tab.
2. Click the drop-down menu on the Font Size Box. (Usually, it is 11 when you start with Word.)
3. Scroll through the different font sizes and click on your chosen font size.

You can change the font size after you key in text.

1. Highlight your text.
2. Click on the Home Tab.
3. Click the drop-down menu on the Font Size Box.
4. Scroll through the different font sizes and click on your chosen font size.

There is an alternative way of changing the font size after you key in text.

1. Highlight your text.
2. Click the Increase Font Size Button or Decrease Font Size Button next to the drop-down menu on the Font Size Box.

### **Fonts: Bold, Underline, Italics**

You can emphasise your text by changing the style of the font to **Bold**, *Italics*, and Underline before you key in text.

1. Click on the Home Tab.
2. Click the **B** for **Bold** Button, *I* for *Italics* or U for Underline Button before you key in text.
3. To stop the change in style, click the same button again.

You can emphasise your text by changing the style of the font to **Bold**, *Italics*, and Underline after you key in text.

1. Highlight your text.
2. Click on the Home Tab.
3. Click the **B** for **Bold** Button, *I* for *Italics* or U for Underline Button.
4. To stop the change in style, click the same button again.

### **Fonts: Text effects**

The Text Effects and Typography Button allows us to change the outline of the text, add a shadow, give the text a reflection, and add a glow to the text.

You can add effects to text.

1. Highlight the text.
2. Click the Text Effects and Typography Button.
3. Select the effect you wish to use.

## Task

- Make some changes to the format of your document.
- Change the font and font size.
- Add some **Bold**, some *Italics* and some Underlining where you think it would be useful.
- Remember to save your document again!

## Cut, Copy, Paste

You can copy a line of text, a word or a paragraph.

1. Highlight the text.
2. Press Control C.

A shortcut to copy text:  
**Press Control C.**

You can cut (delete and save to the Clipboard) a line of text, a word or a paragraph.

1. Highlight the text.
2. Press Control X.

A shortcut to cut text:  
**Press Control X.**

You can paste a line of text, a word or a paragraph that you have copied or cut.

1. Place the cursor where you want the text.
2. Press Control V.

A shortcut to paste text:  
**Press Control V.**

## Task

Make any necessary changes to the text arrangement on your announcement.

# The View Tab

The View Tab allows you to see your document in different ways, and also allows you to add the ruler.

## Page view

You can see your document in different ways.

1. Go to the View Tab.
2. In the Zoom Group, choose One Page, Multiple Pages or Zoom to decide how you want to see your document.
3. Click the 100% Button to see the document as it will look when it is printed.

## Add a ruler

You can use a Ruler in your document.

1. Go to the View Tab.
2. In the Show Group, tick the box next to Ruler by left-clicking on it.
3. The Ruler appears at the top of the document.

# The Layout Tab

The Layout Tab allows you to change the margins, the page size, the way your page is shaped and do many other useful things.

## Page size

You can change the page size of your document.

1. Go to the Layout Tab.
2. In the Page Setup Group, click on Size.
3. Choose the page you want for your document. Normal paper size is A4; A5 is half that size.

## Margins

You can change the margins in your document.

1. Go to the Layout Tab.
2. In the Page Setup Group, click on Margins.
3. Choose the margins you want in your document.

## Page orientation

You can change the orientation of your document.

1. Go to the Layout Tab.
2. In the Page Setup Group, click on Orientation.
3. Choose the Portrait or Landscape Orientation. Most documents are in Portrait.

# The Paragraph Group

The Paragraph Group gives us options to arrange the text on the page.

## Text alignment

You can change where to place the text in your document.

1. Go to the Home Tab.
2. Highlight your text. Control A highlights all the text in the document.
3. In the Paragraph Group, look for the Text Alignment Buttons. They show whether the text is lined up against the left margin, centred on the page, aligned against the right margin, or if it is evenly spaced across the page in every line. We call this text justification.
4. Choose the alignment you want. Headings are usually centred; left aligned text is the easiest to read.

## Line spacing

You can change the spacing in your document.

1. Go to the Home Tab.
2. Highlight your text.
3. In the Paragraph Group, look for the Line and Paragraph Spacing Button.
4. Select the spacing you want. Line spacing of 1 is difficult to read but saves space. The best option is 1.5 line spacing for readability and space saving.

A shortcut to highlight all the text in a document:  
**Press Control A.**

A shortcut to align the text on the left in a document:  
**Press Control L.**

A shortcut to align the text on the right in a document:  
**Press Control R.**

A shortcut to align the text in the centre of a document:  
**Press Control E.**

## Task

- Check your document margins and page size.
- Change the page orientation and save your changes.
- Experiment with line spacing and text alignment in your document.

## Borders

You can add a border to your document.

1. Go to the Design Tab.
2. In the Page Background Group, click on Page Borders.
3. Select the type of border you wish to add to your document. It will appear on all the pages in the document.

### Task

Experiment with borders and text effects to make your announcement stand out.

## The Review Tab – Proofing

A good document has no spelling or language errors in it. Microsoft Word allows you to check your documents.

### Language

The Language Setting will have an effect on the way the text is checked. For example, if the Language is set to US English, the word 'colour' will be shown as incorrect because in US English it would be spelled 'color'.

You can change the language of your document.

1. Select all the text in your document.
2. Look at the bottom Toolbar in your document.
3. Click the Language Button.
4. Make English (South Africa) the Default Language.

### Proofing Group

You can check the spelling and grammar in your document.

1. Go to the Review Tab.
2. In the Proofing Group, select Editor.
3. Follow the instructions on-screen.

## Task

- Check which language Word is set to.
- Use the Proofing Group to check your document.

# Sharing documents

You can share a document in one of three ways.

1. Print it and share the printed page.
2. Create a PDF and share the document electronically.
3. Share the document for collaboration.

## Printing

You can print a paper document.

1. Press Control P and Microsoft Word will open the Printing Dialogue Box.
2. If you have a printer set up, select the printer and print.

A shortcut to print a document:  
**Press Control P.**

## Creating a PDF

You can share a PDF (a digital version of the document).

1. Go to the File Tab.
2. Go to Export.
3. Click Create a PDF.
4. You can share the PDF by email.

## Task

Create a PDF of your announcement.

# About the Final Assessment



At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate (refer to the sample certificate and sample badge on this page).



# Final Assessment

Indicate the **ONE** correct response for each question.

1	A shortcut to save a document is:
a	Shift S.
b	Control S.
c	Control X.
2	A shortcut to make text <b>bold</b> in a document is:
a	Control B.
b	Shift B.
c	Enter B.
3	A shortcut to cut text in a document is:
a	Control X.
b	Control S.
c	Control V.
4	If you want to cut text from one part of a document and paste it into another place in the document, you will do the following steps in order.
a	(1) Highlight the text. (2) Press Control C. (3) Press Control V.
b	(1) Highlight the text. (2) Press Control X. (3) Press Control V.
c	(1) Press Control X . (2) Press Control V.

## Final Assessment (continued)

Indicate the ONE correct response for each question.

5	You can change the orientation of your document by following these steps in order.
a	(1) Go to the Layout Tab. (2) In the Page Setup Group, click on Orientation. (3) Choose the Portrait or Landscape option.
b	(1) Go to the File Tab. (2) In the Page Setup Group, click on Orientation. (3) Choose the Portrait or Landscape option.
c	(1) Go to the Insert Tab. (2) In the Page Setup Group, click on Orientation. (3) Choose the Portrait or Landscape option.
6	You can change the font before you key in text by following these steps in order.
a	(1) Click on the Design Tab. (2) Click the drop-down menu on the Font Name Box. (3) Scroll through the different fonts and click on your chosen font.
b	(1) Click on the View Tab. (2) Click the drop-down menu on the Font Name Box. (3) Scroll through the different fonts and click on your chosen font.
c	(1) Click on the Home Tab. (2) Click the drop-down menu on the Font Name Box. (3) Scroll through the different fonts and click on your chosen font.
7	You can highlight or select a single word by following these steps in order.
a	(1) Move your Enter Key to the middle of the word. (2) Left-click to highlight the word.
b	(1) Move your cursor to the start of the line. (2) Right-click to highlight the word.
c	(1) Move your cursor to the middle of the word. (2) Double-click to highlight the word.

## Final Assessment (continued)

Indicate the ONE correct response for each question.

8	You can change the font size after you key in text by following these steps in order.
a	Highlight your text. Click on the Review Tab. Click the drop-down menu on the Font Size Box. Scroll through the different font sizes and click on your chosen font size.
b	Highlight your text. Click on the Home Tab. Click the drop-down menu on the Font Size Box. Scroll through the different font sizes and click on your chosen font size.
c	Highlight your text. Click on the Draw Tab. Click the drop-down menu on the Font Size Box. Scroll through the different font sizes and click on your chosen font size.
9	You can open a saved document by following these steps in order.
a	(1) Click on the File Tab. (2) Click Open. (3) Look through the documents in the list. (4) Left-click the correct document.
b	(1) Click on the Home Tab. (2) Click Open. (3) Look through the documents in the list. (4) Left-click the correct document.
c	(1) Click on the File Tab. (2) Click Open. (3) Look through the documents in the list. (4) Right-click the correct document.

## Final Assessment (continued)

Indicate the ONE correct response for each question.

10	You can highlight or select a paragraph by following these steps in order.
a	(1) Move your cursor to anywhere in the paragraph. (2) Triple-click to highlight the paragraph.
b	(1) Move your cursor to anywhere in the paragraph. (2) Right-click to highlight the paragraph.
c	(1) Move your cursor to anywhere in the paragraph. (2) Left-click to highlight the paragraph.
11	You can create a new blank document by following these steps in order.
a	(1) Click on the File Tab. (2) Click New. (3) Right-click on Blank Document.
b	(1) Click on the File Tab. (2) Click Open. (3) Left-click on Blank Document.
c	(1) Click on the File Tab. (2) Click New. (3) Left-click on Blank Document.

## Final Assessment (continued)

Indicate the ONE correct response for each question.

12	You can highlight text by changing the style of the font to Bold, Italics, and Underline after you key in text by following these steps in order.
a	(1) Highlight your text. (2) Click on the Design Tab. (3) Click the B for Bold Button, I for Italics or U for Underline Button. (4) To stop the change in style, click the same button again.
b	(1) Highlight your text. (2) Click on the Home Tab. (3) Click the B for Bold Button, I for Italics or U for Underline Button. (4) To stop the change in style, click the same button again.
c	(1) Click on the Home Tab. (2) Click the B for Bold Button, I for Italics or U for Underline Button. (3) To stop the change in style, click the same button again. (4) Highlight your text.
13	You can see your document in different ways by following these steps in order.
a	(1) Go to the View Tab. (2) In the Zoom Group, choose One Page, Multiple Pages or Zoom to decide how you want to see your document. (3) Click the 100% Button to see the document as it will look when it is printed.
b	(1) Go to the Design Tab. (2) In the Zoom Group, choose One Page, Multiple Pages or Zoom to decide how you want to see your document. (3) Click the 100% Button to see the document as it will look when it is printed.
c	(1) Go to the Home Tab. (2) In the Zoom Group, choose One Page, Multiple Pages or Zoom to decide how you want to see your document. (3) Click the 100% Button to see the document as it will look when it is printed.

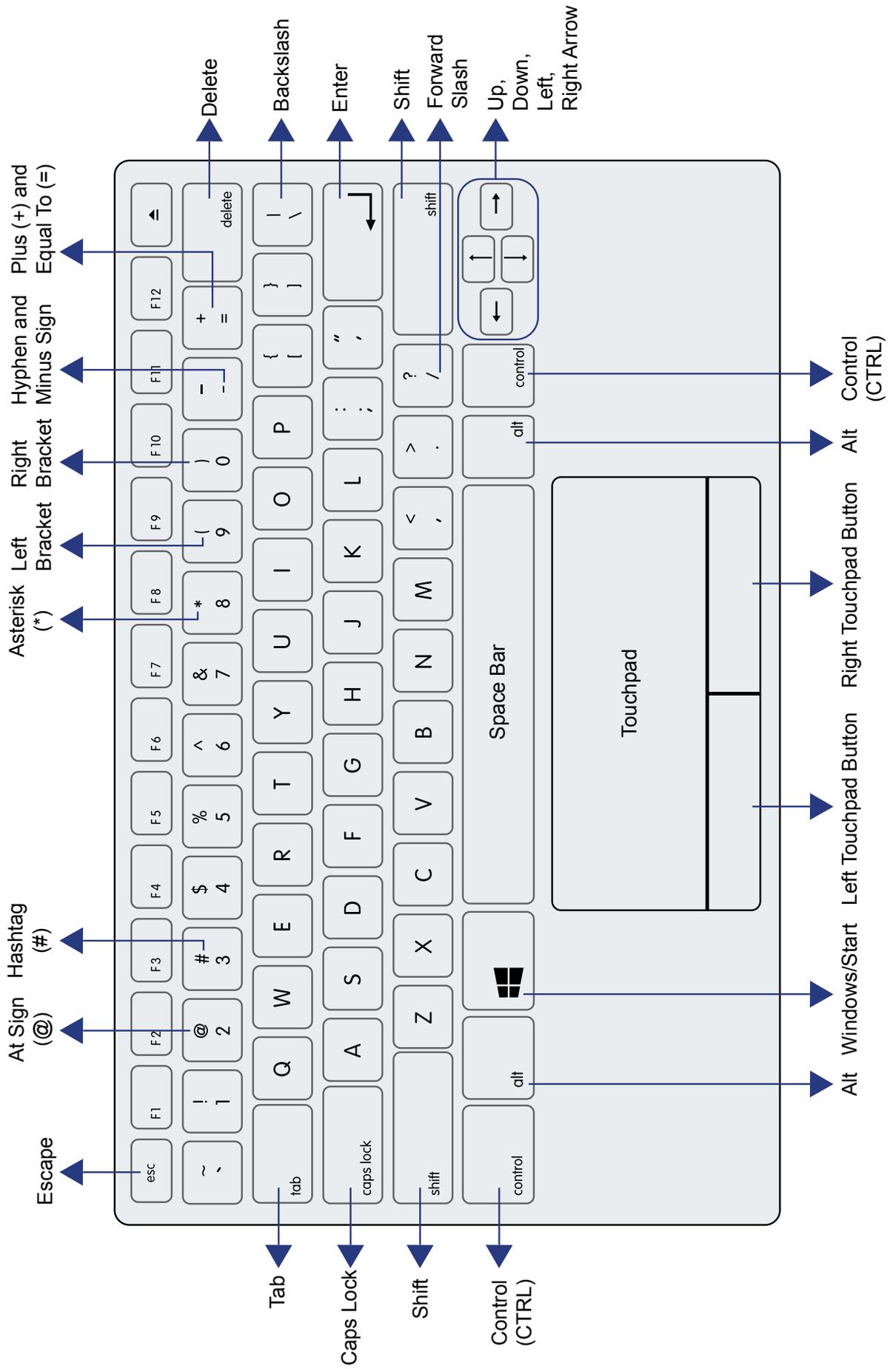
## Final Assessment (continued)

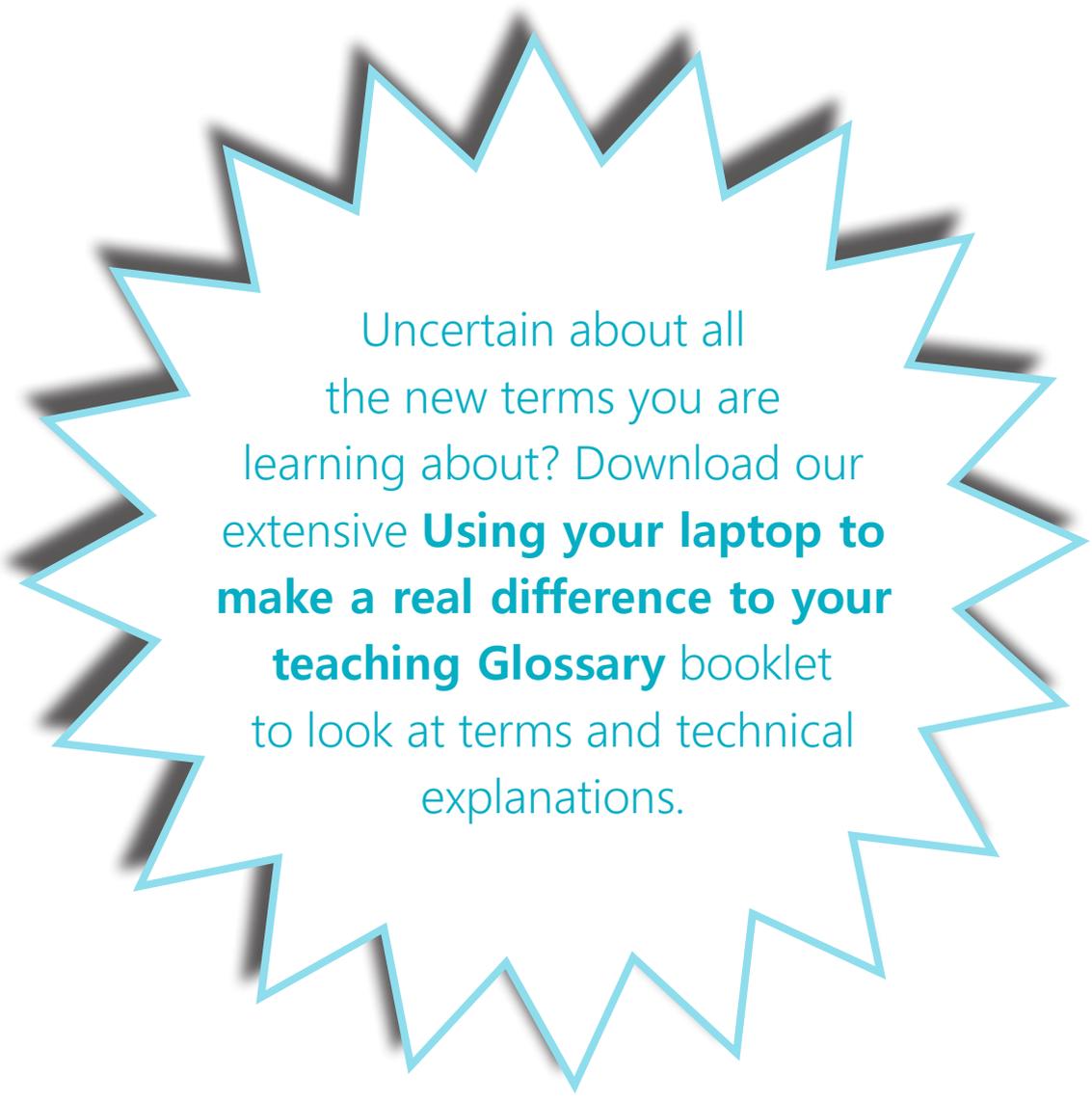
Indicate the ONE correct response for each question.

14	You can change the page size of your document by following these steps in order.
a	(1) Go to the View Tab. (2) In the Page Setup Group, click on Size. (3) Choose the page you want for your document.
b	(1) Go to the Layout Tab. (2) In the Paragraph Group, click on Size. (3) Choose the page you want for your document.
c	(1) Go to the Layout Tab. (2) In the Page Setup Group, click on Size. (3) Choose the page you want for your document.
15	You can change the spacing in your document by following these steps in order.
a	(1) Go to the File Tab. (2) Highlight your text. (3) In the Paragraph Group, look for the Line and Paragraph Spacing Button. (4) Select the spacing you want.
b	(1) Go to the Home Tab. (2) Highlight your text. (3) In the Paragraph Group, look for the Line and Paragraph Spacing Button. (4) Select the spacing you want.
c	(1) Go to the Home Tab. (2) Highlight your text. (3) In the Styles Group, look for the Line and Paragraph Spacing Button. (4) Select the spacing you want.

# The keyboard of a laptop

# Additional Resources





Uncertain about all  
the new terms you are  
learning about? Download our  
extensive **Using your laptop to  
make a real difference to your  
teaching Glossary** booklet  
to look at terms and technical  
explanations.

# Acknowledgements

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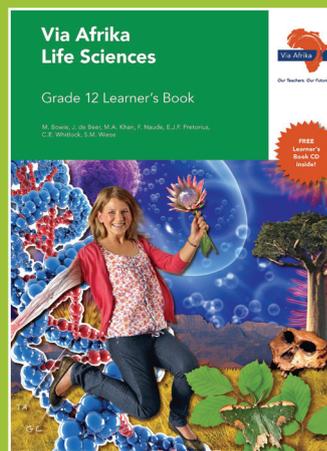
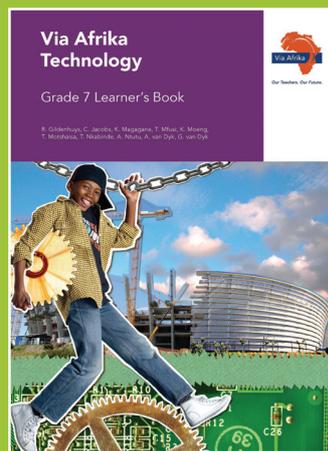
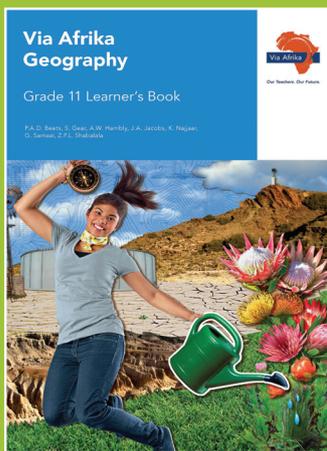
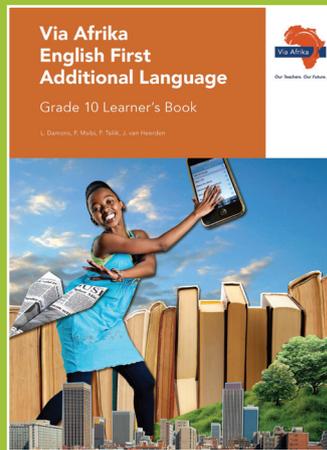
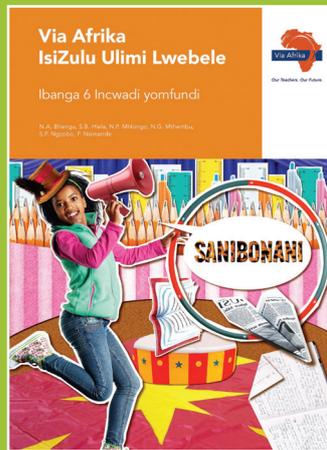
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