Microsoft 365

SESSION 3

Producing written documents using Microsoft Word, Part 3

CLASS NOTES

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.

Via Afrika

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 3: Producing written documents using Microsoft Word, Part 3

Class Notes

Via Afrika

Our Teachers. Our Future.

Please read the following important information

1. You can download and print the Class Notes for personal use, but you may not share them.

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).

4. Remember that devices and apps are updated all the time. The device specifications and features that you see here might differ slightly from those of the device you are using. The app features and icons that you see here might also differ slightly from the app in which you are working.

Contents

Outcomes and content

Outcomes of the session

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

- copy and paste text from other documents
- use Layout and Paragraph Formatting
- create multilevel lists
- insert tabs (left, centre, right and various placement)
- insert Text Boxes
- create multiple choice questions and answer sheets, matching columns, missing words and diagram spaces
- insert basic symbols
- insert accents
- use shortcuts for symbols
- use diacritics (especially for Tshivenda)
- insert Maths equations
- use the Help Function

Content of the session

This session will focus on:

- copying and pasting text from other documents
- using Layout and Paragraph Formatting
- creating multilevel lists
- inserting tabs (left, centre, right and various placement)
- inserting Text Boxes
- creating multiple choice questions and answer sheets, matching columns, missing words and diagram spaces
- inserting basic symbols
- inserting accents
- using shortcuts for symbols
- using diacritics (especially for Tshivenda)
- inserting Maths equations
- using the Help Function

Outcomes of Session 2 as a reminder

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

- use styles effectively
- understand heading levels
- apply built-in styles to format text
- understand Layout and Paragraph Formatting
- understand the use of bullets and numbered lists
- apply bulleted lists to text
- apply numbered lists to text
- increase and decrease indents
- understand how to work with tables
- insert a table into a document
- change borders and shading in a table
- merge cells in a table
- insert or delete rows/columns in a table
- change cell alignment in a table
- change text direction in a cell/column/row in a table
- apply table styles to a table
- use the Show/Hide Button
- insert page and section breaks
- create two pages using forced/manual page breaks
- insert section breaks
- understand how to use illustrations
- understand picture formats
- insert a picture from the device
- insert a picture from an online resource
- insert and resize shapes
- apply wrapping options to pictures
- understand how to proof documents
- add a word to the Dictionary
- add a word to Autocorrect
- use the Thesaurus
- find synonyms of words in a text
- use the Find and Replace Feature in a text
- understand how to use headers and footers
- insert basic headers and footers into a document
- insert automatic page numbering into a document

Outcomes of Session 1 as a reminder

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

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

Overview

Welcome to **Session 3: Producing written documents using Microsoft Word, Part 3**.

This is the third of three sessions that will take you through the steps of discovering how to use Microsoft Word as a teacher. In this session, you will use the knowledge and skills developed in Sessions 1 and 2 to create a test or exam paper.

You will notice that there are a number of concepts we have already covered, so please refer to the Class Notes for Sessions 1 and 2 for more information.

Producing a test paper

Using a word processor to set tests

Test and exam papers are probably the most complex documents you will produce in a word processing app. Word processing apps make setting tests and exams very easy, and there are many different techniques you will learn here to increase your productivity and efficiency.

Reflection

In your PD Journal, write a short paragraph about what you have already learned about Microsoft Word. How can you use it in your classroom?

Copying text from another document

You will remember that you can copy and paste text from one part of a document to another using Control C to copy (or Control X if you want to cut the text) and Control V to paste the text into the place you want it.

You can cut a number of pieces of text or images from your document and then use the Clipboard on the Home Tab to paste these items elsewhere in your document.

You can copy and paste text from another document.

1. Keep your existing document open.
2. Open the document from which you want to copy text.
3. Highlight/select and copy the text you want.
4. Go back to your first document and paste the text you copied where you want it to be.

If you use the Clipboard Group on the Home Tab, you can copy from many different documents before you paste them into your new document. There are only 24 spaces on the Clipboard. When you paste the 25th item, you will lose the first item you copied. Be sure to manage how you use the Clipboard to avoid losing anything. Microsoft does keep count for you to make it easier to keep track of the number of items on the Clipboard.

Inserting multilevel number lists

In the early grades we would not ask questions that have sub-questions within them in an assessment. However, as the learners' levels of literacy and learning increase, multilevel number lists becomes essential for class notes as well as for test and exam papers. Look at this example.

1. This is Question 1 at the first level.
    1.1 This is first sub-level point 1 of Question 1.
    1.2 This is first sub-level point 2 of Question 1.
2. This is Question 2 at the first level.
    2.1 This is first sub-level point 1 of Question 2.
    2.2 This is first sub-level point 2 of Question 2.

Inserting a multilevel number list

You can create a multilevel number list as you type.

1. Before you type your question, click on the Multilevel List Button in the Paragraph Group on the Home Tab.
2. Select the style of multilevel number list you want to use and click on it.
3. Type your question. Press Enter.
4. On the next line, press the Tab Key (above the Caps Lock Key on the left) on the keyboard once to create the second level of the number (for example, 1.1).
5. Type the text for that question and press Enter.
6. When you have typed all the second level or sub-questions, press Enter.
7. Press and hold down the Shift Key and press the Tab Key. Your numbering will go up one level, for example, from 1.6 back to 2.
8. Continue as from Step 3 above.

To get out of the multilevel list, keep pressing Enter until the automatic numbering stops. You may need to use the Backspace Key to delete any extra spaces you have created.

Defining a new multilevel list

You can create new multilevel lists if the automatic settings don't meet your needs.

1. Click on the arrow next to the Multilevel List Button in the Paragraph Group on the Home Tab.
2. Click on Define New Multilevel List.
3. Click the level you want to change.
4. Enter formatting for the numbers as you want them.
5. Select the Number style for the level.
6. Click OK.

Task
Practise creating some multilevel numbered lists.

Using Tab Settings

Sometimes we do not want our text to start right next to the margin. We may want to align certain parts of our text in different ways. Think, for instance, how you would have a test question aligned to the left of the page, but the mark value of the question aligned against the right-hand margin. You can do this by using the Tab Settings.

Inserting tabs

You can set tabs using the Ruler.

1. Make sure you can see the Ruler at the top of your document. To get that, click on the checkbox next to Ruler in the Show Group on the View Tab.
2. Click the little angle shape on the far-left side of the screen until it turns into a right-angle shape.
3. Move your cursor to where you want the first tab to be set and watch for the cursor to change shape to an arrow. Click the Ruler on that spot. A small right-angle shape will appear showing where the tab is set.
4. You can add more tabs in the same way.

You can remove the tabs.

1. Go to the little right-angle shape on the Ruler and drag it down onto the document.
2. Anything you had put at that tab earlier stays there, but now there are no more tabs.

You can set tabs using the Tabs Button.

1. Click on the small arrow to the right-hand side on the bottom of the Paragraph Group on the Home Tab.
2. Click the Tab Button at the bottom left-hand side of the Dialogue Box.
3. Choose the settings you prefer.
4. Click OK.

Task

Create a set of tabs that work for your test paper.

Formatting different question types

You will have different types of questions in an assessment.
Some of them are listed below.

- Multiple choice questions.
- Match the columns questions.
- Fill in the missing word questions.
- Draw in the space questions.

Multiple choice questions

Multiple choice questions have two parts to them – the questions and the answer sheet.

You already know how to create a multilevel numbered list with 1, then 1.1, 1.2, etc.

For multiple choice questions, we often use similar lists, but the options are usually in the form of A, B and C or a, b and c. You can create this by defining a new list style.

Defining a new list style

You can create new multilevel lists if the automatic settings don't meet your needs.

1. Click on the arrow next to the Multilevel List Button in the Paragraph Group on the Home Tab.
2. Click on Define New Multilevel List.
3. Click the level you want to change.
4. Enter formatting for the numbers as you want them.
5. Select the Number style for the level.
6. Click OK.

Multiple choice answer sheets

To create an answer sheet for multiple choice questions, you want to have the question number, the option letters, and boxes or circles for the learners to mark.

1. Create the tabs that you need. Remember that in each row you will need the question number and then a tab for the letter and the little box or circle of each option.
2. Enter the first question number.
3. Insert the letters for the options in the first row next to Question 1. Remember to use your tabs.
4. Place your cursor in the spot where the first answer box or circle will be.
5. Go to the Symbols Group on the Insert Tab and click the Symbol Button.
6. Click on More Symbols. In the Dialogue Box, use the drop-down menu next to Font to select Wingdings 2. Near the bottom of the Dialogue Box, in Character Code, type in 154 if you want a circle, or 163 if you want a box.
7. Click Insert. (Now you have a place for the learners to insert their answers.)
8. Highlight the symbol you inserted and use the Increase Font Size Button in the Font Group on the Home Tab to make it the size you want.
9. Copy the symbol (use Control C) and then move your cursor to each spot you need it in the row. Use Control V paste it.
10. Now, you could repeat this for every row, or you can simply highlight the row and use Control C and Control V to copy and paste.
11. Go down the page to change the question numbers.

Match the columns questions

You can create match the columns questions neatly and easily.

1. Place your cursor where you want the activity.
2. Insert a two-column table with the correct number of rows.
3. Highlight only the left-hand column and use the Numbering Button in the Paragraph Group on the Home Tab to insert numbers.
4. Highlight the right-hand column and use the Numbering Button in the Paragraph Group on the Home Tab to insert letters.
5. Type in your questions and answers. Remember to jumble the answers.
6. Highlight the whole table.
7. Click on the Line and Paragraph Spacing Button in the Paragraph Group on the Home Tab and remove all spacing before and after the paragraphs by clicking on each option.
8. Highlight the table and go to the Table Layout Tab that has appeared in the tab row.
9. In the Alignment Group, select the Align Centre Left Button. Then in the Cell Size Group, increase the Table Row Height until you have good spacing in your table.
10. Go to the Table Design Tab, Borders Group and click on the Down Arrow under Borders. Check that your table is still highlighted and click on No border.

Task

Create an activity where columns must be matched.

Fill in the missing word questions

We often use questions that require learners to fill in the missing words.

You can insert a line on which learners can write.

1. Key in your question to the point of the missing word.
2. Insert a space using the Space Bar.
3. Hold down the Shift Key and press the Underscore Key (the key between the Zero Key and the Plus/Equal to Key) several times. (See tips below.)
4. Add a space after the line.
5. Copy the line and paste it into your document for the rest of the questions to ensure a professional-looking assessment sheet.

Tips

1. If the learners are to write on the actual question paper, it's a good idea to make the lines longer, to give them enough space in which to write. Format the line spacing as double space.
   - Select the text.
   - Click on the Line and Paragraph Spacing Button in the Paragraph Group on the Home Tab.
   - Select '2' under Line and Paragraph Spacing.
   - Microsoft Word will automatically change the spacing of the text.
2. If the learners are to write the answers on a separate answer sheet, put the question number in the middle of the line. The learners can then copy that number on the answer sheet when they write the answer.

Draw in the space questions

You can create space for the learners to draw in if they are answering on the question paper.

1. At the point that you wish to insert the space to draw, press the Enter Key on your keyboard again and again until you have the space you want.
2. This will just open up empty space in your question paper in which the learners can draw.

Alternatively, you can use a Text Box or a Shape that is available on the Insert Tab. This is useful because you can put a border around it. It also gives you a better sense of the space in which the learner can draw because you can use exact measurements.

You can insert a Text Box.

1. At the point that you wish to insert the space to draw, click on the arrow under Text Box in the Text Group on the Insert Tab.
2. Select Draw a Text Box.
3. When the cursor becomes a plus sign, click in your document where you want the Text Box, and then drag your cursor holding down the Left Touchpad Button to size it. When it is the size you want, let go of the Left Button.
4. You have a Text Box now.
5. Click on the Text Box. A new tab called Shape Format will open in the tab row. Go to this tab.
6. In the Size Group, you can choose how big you want the Text Box to be. You can also choose how you want to arrange it.
7. To change the border, go to the Shape Styles Group on the Shape Format Tab, and use Shape Outline to change the borders.

<div style="background:#bfe6f0;">

Task

Create an activity in which a Text Box is inserted.

</div>

Inserting symbols, diacritics and Maths equations
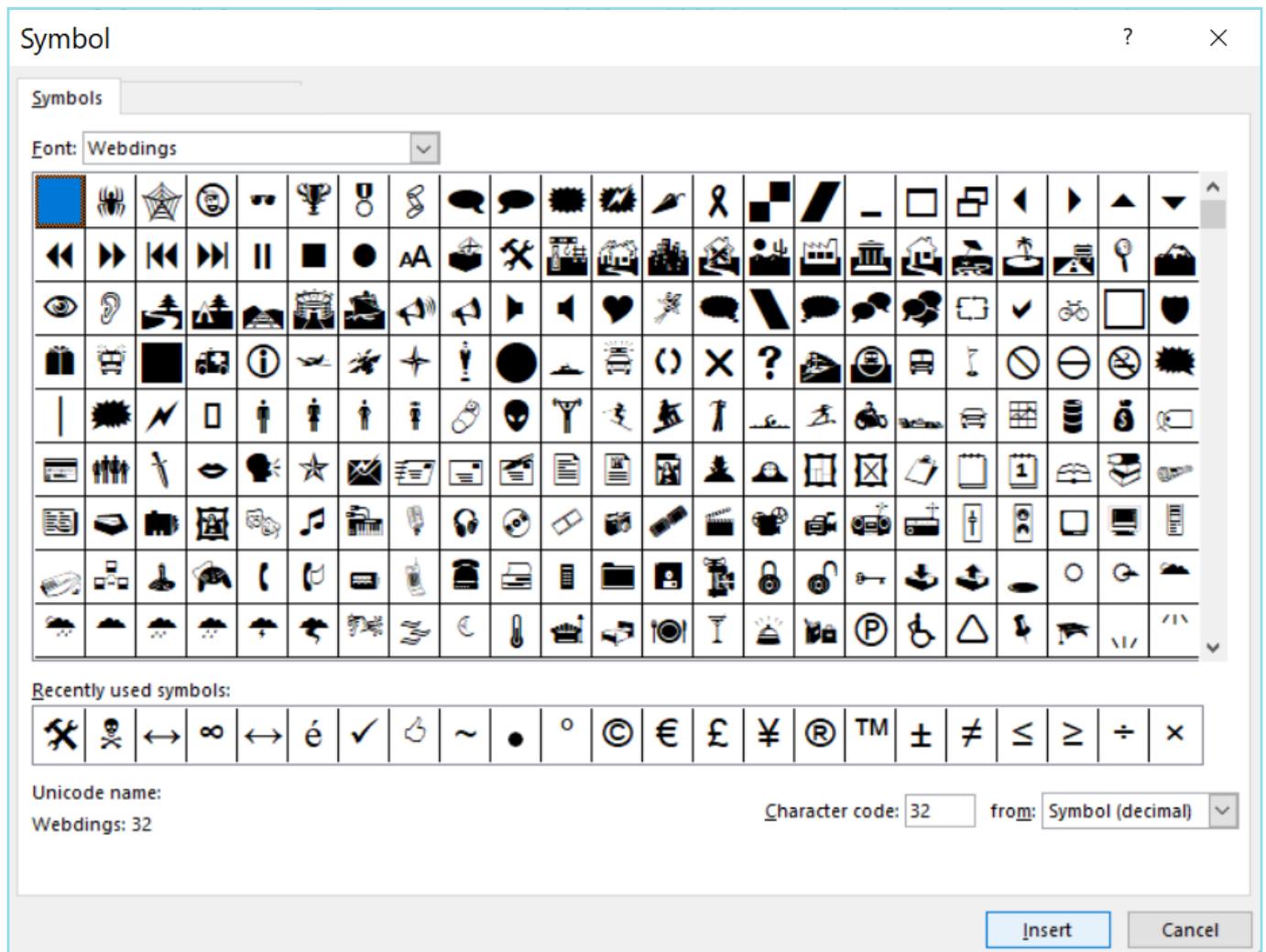
The Insert Tab allows us to insert symbols, diacritics and Maths equations.

Inserting symbols

For step-by-step instructions on how to insert a symbol, see the section on creating a multiple choice answer sheet.

Microsoft Word has several symbols that can be selected.

All these symbols are available in the Insert Symbol Button in the Symbols Group on the Insert Tab.

Inserting an accent

You can insert an accent over a letter.

1. At the point that you wish to insert the accent, click the Symbol Button and More Symbols in the Symbols Group on the Insert Tab.
2. Check that the font you are using in your document is the same as the font in the Dialogue Box.
3. Scroll through the symbols until you find the required accent.
4. Click Insert.

There are keyboard shortcuts for many of the accents.

To insert this	Press
à, è, ì, ò, ù À, È, Ì, Ò, Ù	Control ` (Accent Grave) the letter
â, ê, î, ô, û Â, Ê, Î, Ô, Û	Control Shift ^ (Caret) the letter
ä, ë, ï, ö, ü, ÿ, Ä, Ë, Ï, Ö, Ü, Ÿ	Control Shift : (Colon) the letter

Tshivenda diacritics in Arial Unicode

If you are working in Tshivenda, you will notice that the diacritics you need are not available. You will have to download a font that has these in it. Microsoft has a font called Arial Unicode. If you work in Tshivenda, search for this font and download it.

Mathematics equations

You can insert equations in Microsoft Word.

1. At the point that you wish to insert the equation, click on Equation in the Symbols Group on the Insert Tab.
2. This will open a space in your document in which you can use the Toolbar to construct the equations you need.

Reflection

- Think about how you use accents, diacritics and Maths equations in your classroom.
- Write a paragraph in your PD Journal in which you reflect on how what you've learned in this session will help you.

Using Help

In this session, you learned more about some of the more complex functions in Word. Of course, there is a lot more you can do in Word. If you want to learn more about how to do something, or if you get stuck while working, Microsoft Word has all the help you need built into the app.

You can access Help in Microsoft Word.

1. Click on the Help Tab.
2. Click on the Help Button. This will open the Help Search Pane. Just ask what you need to know. Please be aware that you must be connected to the internet to use this function.

You can access Training in Microsoft Word.

1. Click on the Help Tab.
2. Click on the Show Training Button. This will open the Help Word for Windows Training Pane on the right. Just look for what you want to learn. Please be aware that you must be connected to the internet to do this.

Task

Use the Help Function to clarify anything you may be uncertain of in your use of Microsoft Word.

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).

I CREATE DOCS! PART 3

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Certificate

Via Afrika
Our Teachers. Our Future.

has successfully completed the attendance and assessment requirements of:

PRODUCING WRITTEN DOCUMENTS (USING MICROSOFT WORD) PART 3

This training is endorsed for 5 SACE Professional Development points.

I CREATE DOCS! PART 3

SAMPLE

_____
Date

Christina Watson
Chief Executive Officer

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.

S A C E
Towards Excellence in Education

Final Assessment

	Indicate the ONE correct response for each question.
1	You can copy and paste text from another document. Select the option which shows the steps in the correct order.
a	(1) Keep your existing document open. (2) Highlight and copy the text you want. (3) Open the document from which you want to copy text. (4) Go back to your first document and paste the text you copied where you want it to be.
b	(1) Keep your existing document open. (2) Open the document from which you want to copy text. (3) Highlight and copy the text you want. (4) Go back to your first document and paste the text you copied where you want it to be.
c	(1) Open the document from which you want to copy text. (2) Highlight and copy the text you want. (3) Keep your existing document open. (4) Go back to your first document and paste the text you copied where you want it to be.
2	You will find the Multilevel List Button in:
a	the Paragraph Group on the Home Tab.
b	the Font Group on the Home Tab.
c	the Tables Group on the Insert Tab.
3	You will find the Line and Paragraph Spacing Button:
a	in the Styles Group on the Home Tab.
b	in the Editing Group on the Home Tab.
c	in the Paragraph Group on the Home Tab.
4	To create lines in notes for learners to write on, it is best to:
a	hold down the Enter Key and press the Underscore Key.
b	hold down the Shift Key and press the Underscore Key.
c	hold down the Control Key and press the Dash Key.

	Final Assessment (continued)	
Indicate the ONE correct response for each question.		
5	To insert a Text Box you will click on the arrow under Text Box in the:	
a	Text Group on the Design Tab.	
b	Text Group on the Insert Tab.	
c	Text Group on the Home Tab.	
6	You will be able to insert symbols using the Insert Symbol Button:	
a	in the Symbols Group on the Insert Tab.	
b	in the Symbols Group on the Home Tab.	
c	in the Symbols Group on the References Tab.	
7	When you insert an accent over a letter, you should:	
a	change the font to Arial 11.	
b	use Shift Enter and !	
c	check that the font you are using in your document is the same as the font in the Dialogue Box.	
8	You can insert equations in Microsoft Word.	
a	True if you have the Maths Add-in.	
b	True.	
c	False.	
9	You can access Help in Microsoft Word by following these steps in order.	
a	(1) Click on the Help Tab. (2) Click on the Help Button. This will open the Help Search Pane. Just ask what you need to know. Please be aware that you must be connected to the internet to use this function.	
b	(1) Click on the Help Tab. (2) Just ask what you need to know. Please be aware that you must be connected to the internet to use this function.	
c	(1) Click in the Search Bar. (2) This will open the Help Search Pane. Just ask what you need to know. Please be aware that you must be connected to the internet to use this function.	

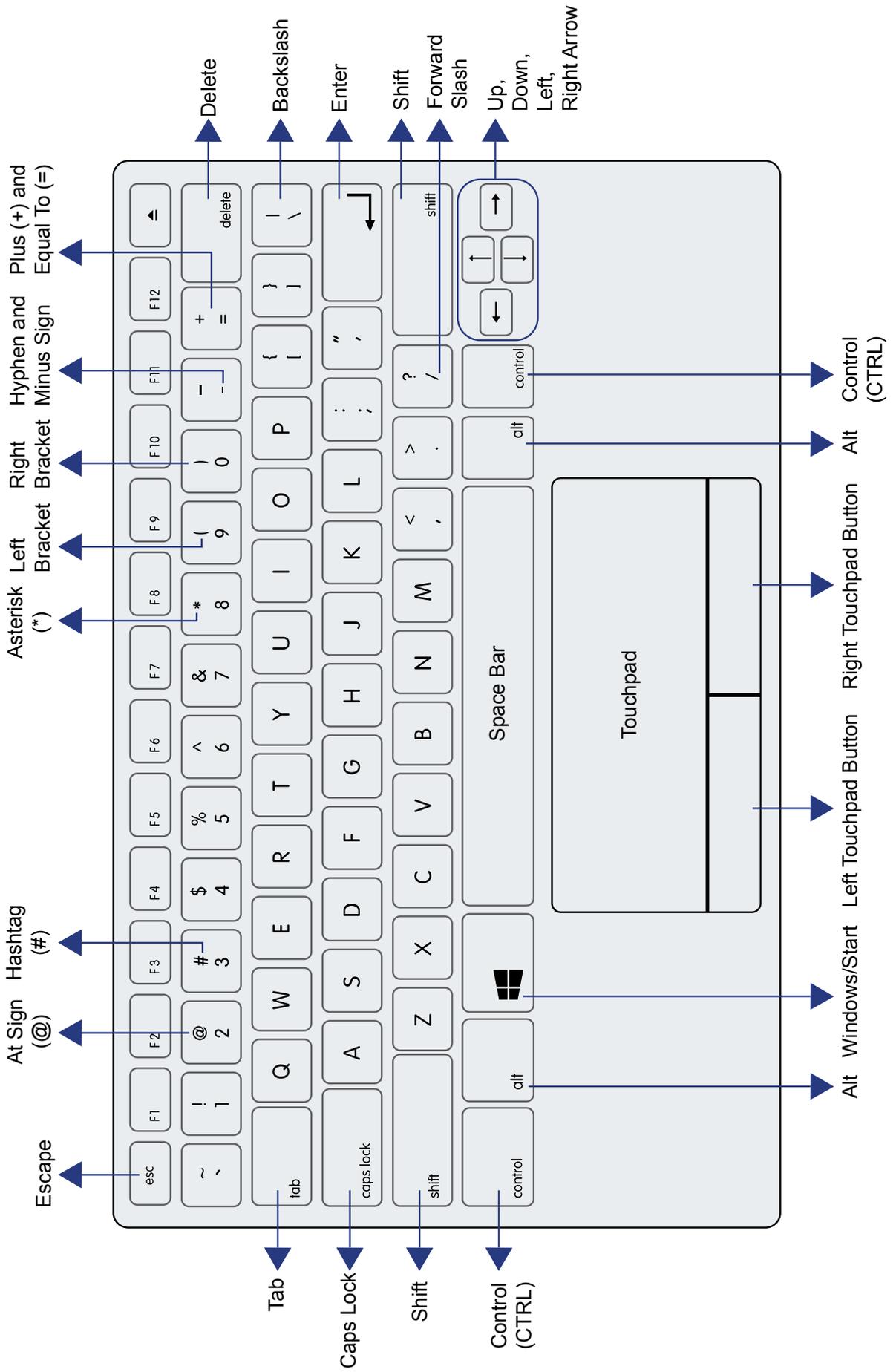|	Final Assessment (continued)		
Indicate the ONE correct response for each question.			
10	You can change the spacing in your document to double space by following these steps in order.		
a	(1) Select the text. (2) Click on the Line and Paragraph Spacing Button in the Paragraph Group on the Home Tab. (3) Select '1' under Line and Paragraph Spacing. (4) Microsoft Word will automatically change the spacing of the text.		
b	(1) Select the text. (2) Click on the Line and Paragraph Spacing Button in the Paragraph Group on the Home Tab. (3) Select '3' under Line and Paragraph Spacing. (4) Microsoft Word will automatically change the spacing of the text.		
c	(1) Select the text. (2) Click on the Line and Paragraph Spacing Button in the Paragraph Group on the Home Tab. (3) Select '2' under Line and Paragraph Spacing. (4) Microsoft Word will automatically change the spacing of the text.		
11	You can find more Symbols by choosing the _____ Font.		
a	Tahoma		
b	Wingdings		
c	Times New Roman		
12	How many spaces are there in the Microsoft Word Clipboard? When you paste one more item, you will lose the first item you copied.		
a	23		
b	24		
c	25		

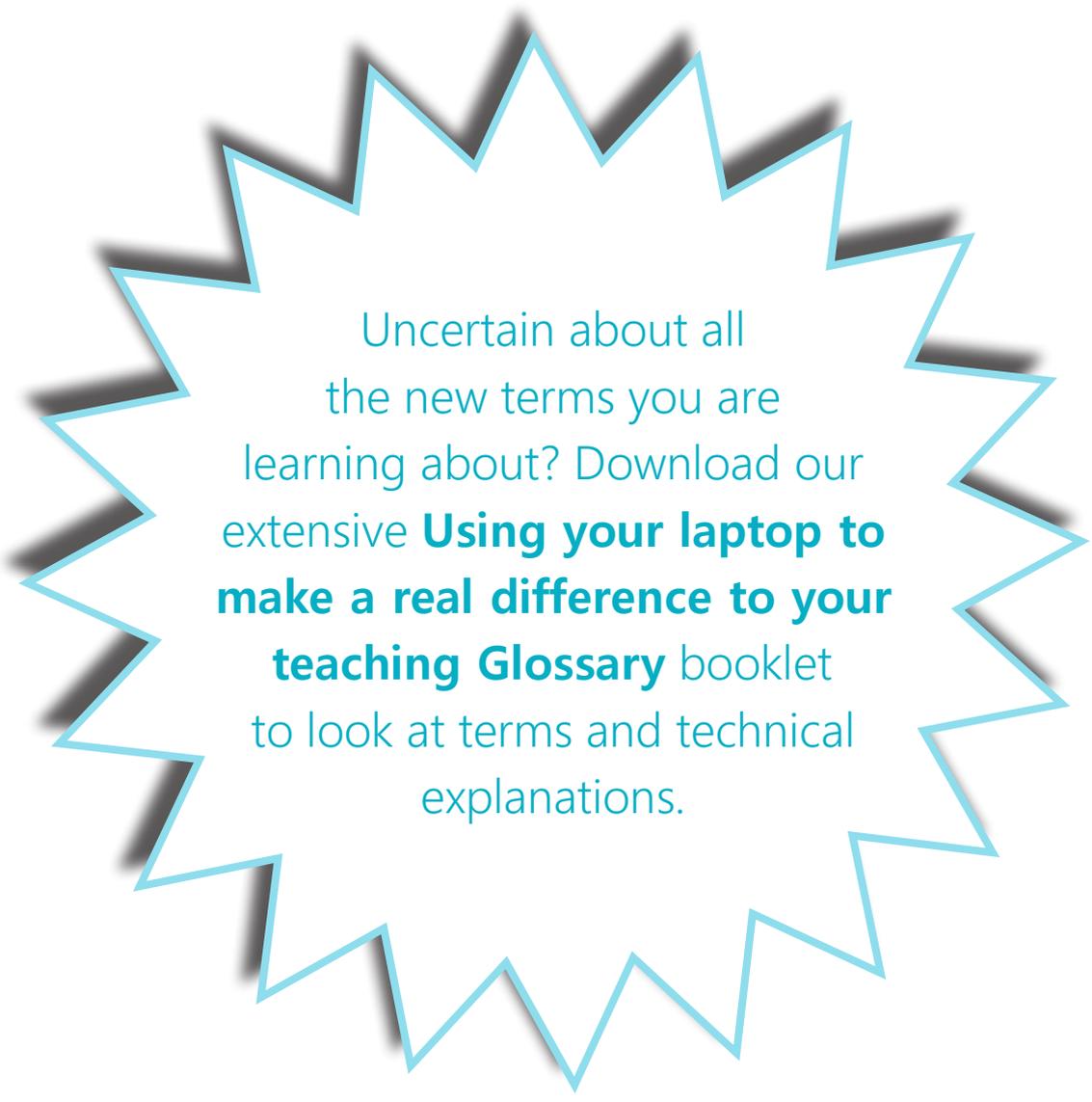|	**Final Assessment (continued)**	
Indicate the ONE correct response for each question.		
13	When you want to align text in a table, you can find the Alignment Group:	
a	on the Layout Tab.	
b	on the Table Layout Tab.	
c	on the Table Design Tab.	
14	Use the _____ in the Paragraph Group on the Home Tab to insert numbers.	
a	Numbering Button	
b	Bullets Button	
c	Multilevel List Button	
15	You can find Training in Microsoft Word:	
a	on the Help Tab without an internet connection.	
b	in the Search Bar without an internet connection.	
c	on the Help Tab if you have an internet connection.	

The keyboard of a laptop

Escape
At Sign (@)
Hashtag (#)
Asterisk (*)
Left Bracket
Right Bracket
Hyphen and Minus Sign
Plus (+) and Equal To (=)

Delete
Backslash
Enter
Shift
Forward Slash
Up, Down, Left, Right Arrow

Tab
Caps Lock
Shift
Control (CTRL)

Alt
Windows/Start
Left Touchpad Button
Right Touchpad Button
Alt
Control (CTRL)

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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Please note that the technical specifications, app features and icons, and hyperlinks to online content contained in the notes were accurate at the time of going to print.
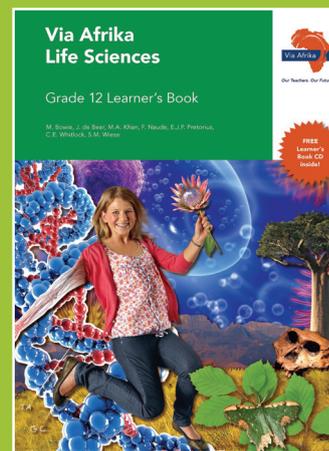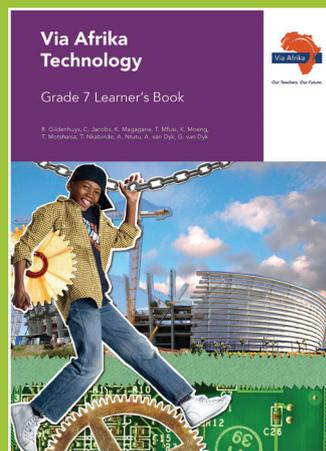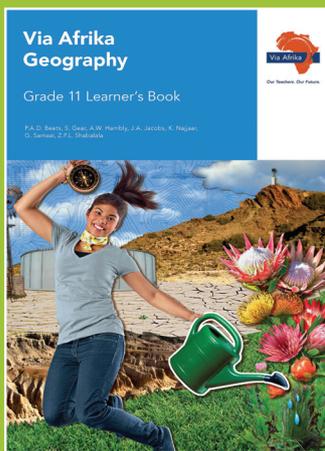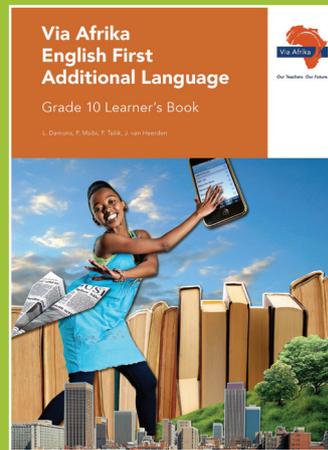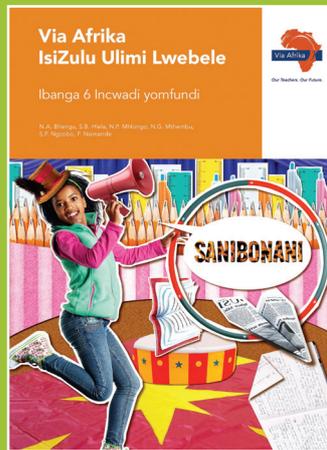
These are subject to change as devices, apps and software develop, and as online content is moved, changed, or removed by content creators.

Notes

WHAT ELSE WE DO

CAPS approved printed books

Via Afrika Natuurwetenskappe en Tegnologie

Graad 4 Leerderboek

M.N. Mpanza, J.C. Norton, H. Steenkamp, R.S.A. Thomas, S.M. van Huyssteen

Via Afrika IsiZulu Ulimi Lwebele

Ibanga 6 Incwadi yomfundi

N.A. Bhengu, S.B. Hlela, N.P. Mhlongo, N.G. Mthembu, S.P. Ngcobo, P. Nomande

Via Afrika English First Additional Language

Grade 10 Learner's Book

L. Damons, F. Mubi, P. Tailā, J. van Heerden

Via Afrika Sesotho Puo ya Lapeng

Kereiti 2 Buka ya moithuti

M.T. Kokoali, M.J. Lephepheru, O.A. Malahle, A.M. Maloloane, N.M. Sefatsa, M.A. Thuthani

Via Afrika Geography

Grade 11 Learner's Book

P.A.D. Beets, S. Gear, A.W. Hambly, J.A. Jacobs, K. Naiker, G. Sansao, Z.P.L. Shabalala

Via Afrika Technology

Grade 7 Learner's Book

R. Gildenhuys, C. Jacobs, K. Magagane, T. Mfusi, K. Moeng, T. Motshaisa, T. Nkabinde, A. Ntuhu, A. van Dyk, G. van Dyk

Via Afrika Life Sciences

Grade 12 Learner's Book

M. Bowie, J. de Beer, M.A. Khan, F. Naude, E.J.F. Pretorius, C.E. Whitlock, S.M. Wiese

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Via Afrika Life Sciences

Grade 11 Learner's Book

M. Bowie, J. de Beer, A. Johaardien, R. Mhlongo, E. Pretorius, C.E. Whitlock

PDF

Via Afrika Economics

Grade 10 Learner's Book

J. Blankenhuysen, G.S.T. Makoaya, F.R. Mahlaha, J.N.T. Mkhonto, H.S.S. Ntshakala, J.S. Van Zyl