

Microsoft Office Word 2010

WebQuest Description: Introduction to Microsoft Word

Grade Level: 9-12

Curriculum: Technology

Keywords: Microsoft Word

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Introduction

Microsoft Word is not only used for letters and writing papers, there are many other ways you can utilize this software program. You can add images and audio, create colorful brochures, or use one of the many templates in Word to create exciting documents. In this WebQuest you will learn the basics of Microsoft Office Word, using the newest version 2010. You will do a variety of activities to increase your skills and knowledge of Word.

Tasks

In this introduction to Word you will go through several websites to learn how to do some basic word processing. You will be given an assignment for each step of the way to practice what you are learning. At the end of the lesson you will be given an evaluation assignment that will incorporate all that you learned.

By the end of this WebQuest assignment you will be able to do the following:

Know the Features of Word 2010

Create and Save a new document

Change text font

Add WordArt

Add a Header & Footer

Insert an Image or clipart

Knowing these basic features and elements of Word 2010 will enable you to create interesting and eye catching documents.

Good Luck!

Process

First, please review Word Screen Elements below, as well as the YouTube video of Word Screen Elements. If you've been using Word 2003, there is a document below for Referencing 2003 to 2010. When you first open this Excel file, you will need to maximize the embedded document to see the tabs on the Excel Sheet. These tabs will take you to the specific topics.

You need to learn how to save a document properly. Go to File Management below from About.com to learn how to organize your document files.

Saving your Word document is as simple as clicking on the "File" tab, then clicking "Save As". From this point, you need to navigate to where you want your document saved. As you work on a document, remember to continually save your work. You can do this from the Quick Access Toolbar.

Next you will learn how to change the font and use WordArt.

Click below on Fonts to learn how to change the font from Ask.com. Now you know how to change your font, next try WordArt. WordArt adds different effects to your text. Click on WordArt below to learn about WordArt from Microsoft Office.

Assignment #1:

Create a document incorporating 3 different font sizes, you can type up anything that you would like, introduce yourself, write a poem,

whatever you prefer.

 At the top of the document, put your name created with WordArt.

At the end of the document list where your file is saved. For example: users/stacy/documents/NAU/CTE486/Word

Email your completed assignment.

Inserting a Header and Footer –View the below website titled Header and Footer to learn how to insert a header and footer from gilsmethod.com .

Insert a graphic or clipart into a Word document. This can add needed detail to your document. Review the below website Inserting Clip Art. Pay close attention on how to change the text wrapping settings.

Assignment #2:

Create a new document inserting an image or clipart from Word’s library. Write a brief description of the clipart you insert and why you choose it. The image is to be left justified, 2 inches or less in width, with text wrapping around it.

Insert a Header with your name and page number.

Insert a Footer with file location and date.

Email your completed assignment.

Assignment #3:Search the web for the following information.

How to display the formatting marks

How to insert the date

How to change line spacing

How to change Margins

Using Word, list each of the above and the website you found for it. Include a Header with your name. Email your completed assignment.

Evaluation

Download the PDF Evaluation Assignment.
Email the completed assignment.

Category and Score	Poor - 0-65%	Fair - 66 - 79%	Good - 80 - 90%	Excellent -91-100%	Score
Assignment 1	Missing 3 or more components of assignment; Lacks creativity	Missing 2 components of assignment; Lacks creativity	Missing 0-1 component of assignment; Shows some creativity	All components of assignment completed, and creative	20 pts
Assignment 2	3 or more components missing or incorrect; Image not resized properly	2 or more components missing or incorrect; image not resized properly	0-1 of the components missing or incorrect; image sized properly.	All components of assignment completed and done correctly.	20 pts
Assignment 3	Didn't follow assignment correctly, missing more than 3 items, problems with 3 or more websites	Missing 2 items from assignment, problem with 2 websites	Missing 0-1 items from assignment, problem with 1 website	All items completed from assignment, websites are all valid	20 pts
Evaluation	3 or more items missing or incorrect from assignment, lacks creativity	2 items missing or incorrect from assignment, lacks creativity	0-1 item missing or incorrect from assignment. Shows some creativity.	All items from assignment completed and correct. Is very creative.	40 pts
				Total Score	100 pts

Conclusion

You've completed this WebQuest, but haven't completed learning everything about Microsoft Office Word 2010. Make yourself a to do list of what you want to learn. The internet is a great resource to find your topics of interest. You will be amazed at how much you can do with Word if you learn!

Thank you, and I hope you had a good experience with this WebQuest!

Mrs. Trujillo

Teacher Page

I am a student at NAU going for BS in education.

This WebQuest was part of an assignment in a Multimedia class.

Standards

Credits

Other