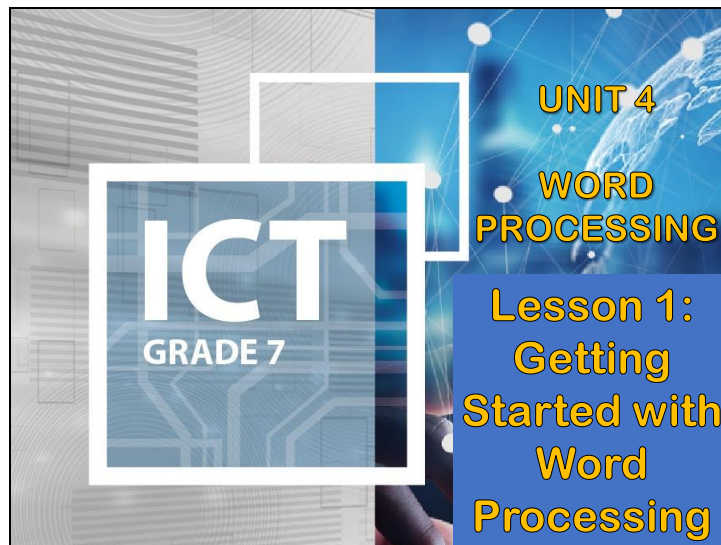
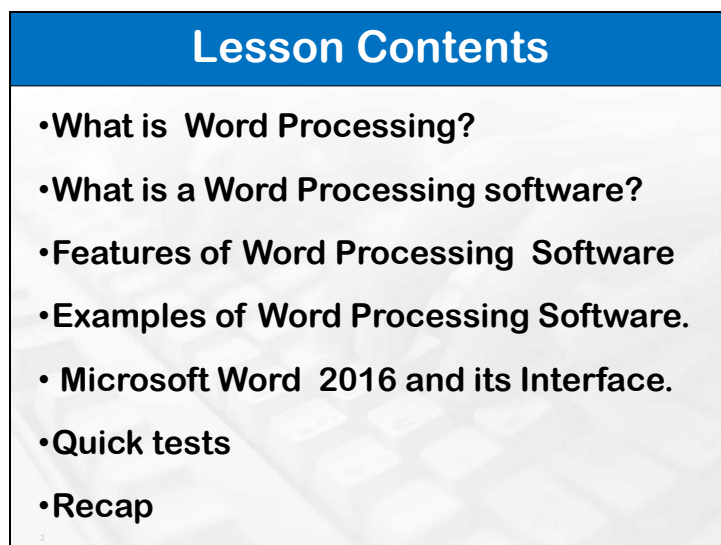


Slide 1



Hello students! Welcome to ICT Grade 7 learning session on Getting Started with Word Processing.

Slide 2



In this video, you will learn about


- What is Word Processing?
- What is a Word Processing Software?
- Features of Word Processing
- Examples of Word Processing Software.
- Microsoft Word 2016 and its Interface.

You will also perform some quick tests followed by a recap

Slide 3

What is Word Processing?

Word Processing is an application that allows the user to type and edit simple documents.



3


Let's start the lesson by having a look at "What is Word Processing?"

Word Processing is an application that allows the user to type and edit simple documents.

Slide 4

What is a Word Processing Software?

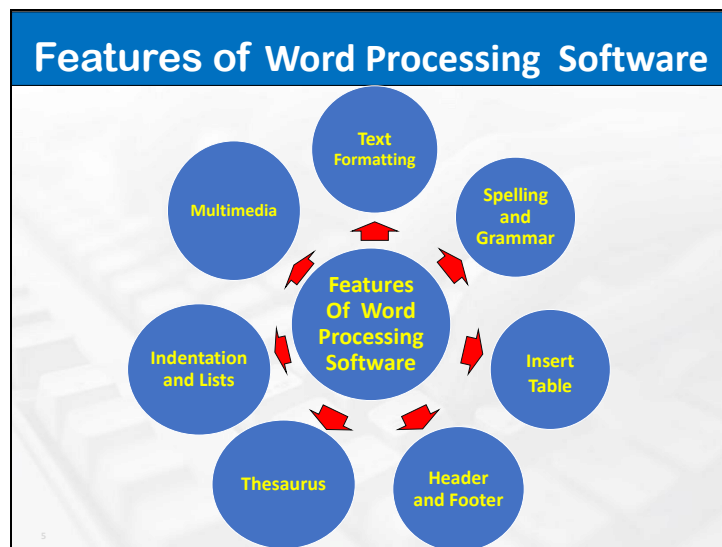
Word Processing Software is a computer program that allows documents to be typed, formatted and printed.



4

Word Processing Software is a computer program that allows documents to be typed, formatted and printed.

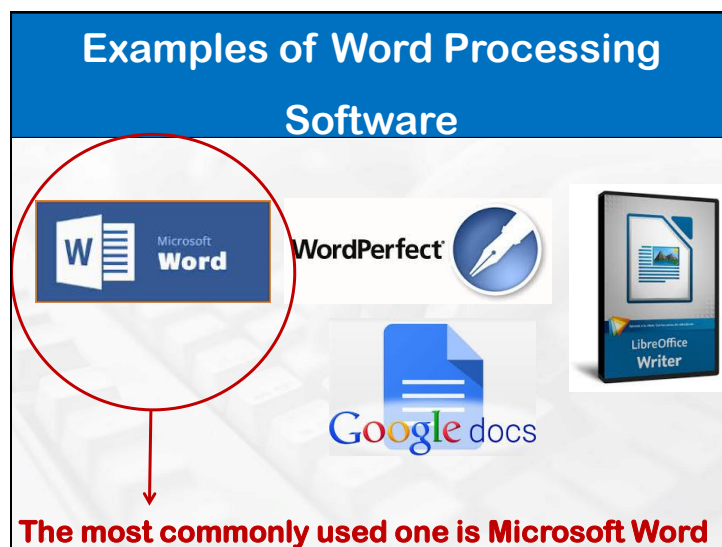
Slide 5



Some of the Features of Word Processing Software are:

- Text formatting
- Spelling and grammar
- Insert table
- Header and footer
- Thesaurus
- Indentation and lists
- Multimedia- that is to insert clip art, pictures ,charts and shapes

Slide 6



Examples of Word Processing Software are:

Microsoft Word

Word Perfect

Libre Office writer

Google Docs But the most commonly used software is the Microsoft Word Software

Slide 7



Microsoft Word is the word processing of the Microsoft Office Suite that allows you to create documents

As you can see the Microsoft Office Suite consists of:

Microsoft Excel

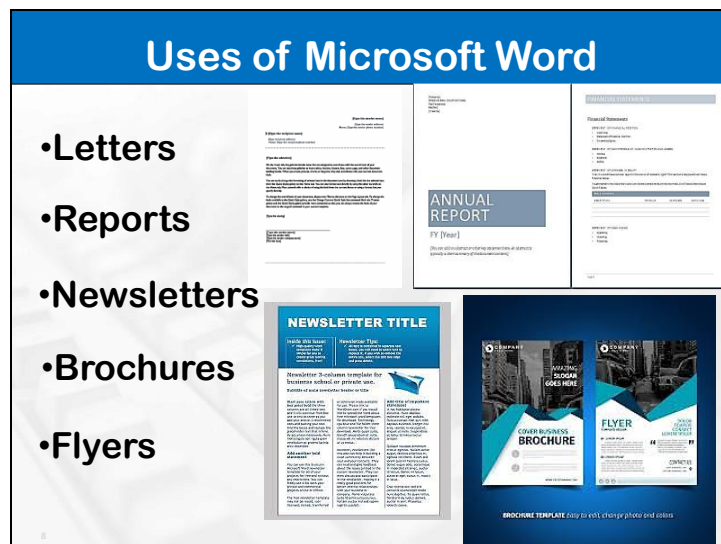
Microsoft One Note

Microsoft Outlook

Microsoft Word and

Microsoft Powerpoint

Slide 8



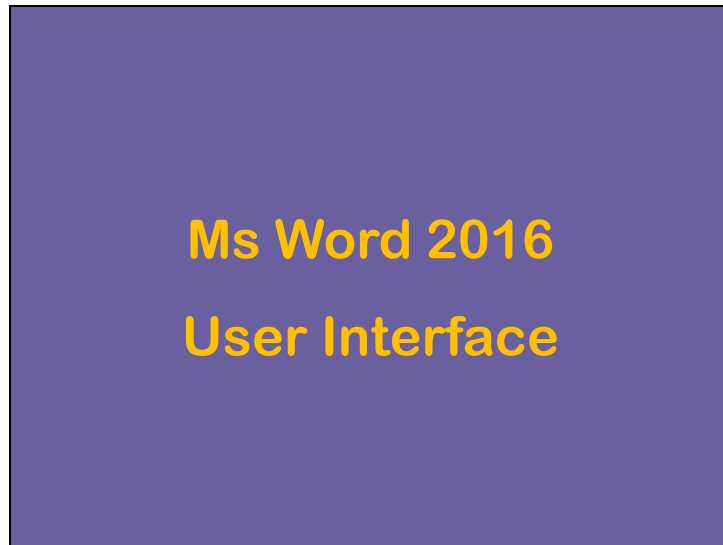
Uses of Word Processing Software

Word Processing can be used to produce the following :

Letters ,Reports, Newsletters, Brochures, Flyers,

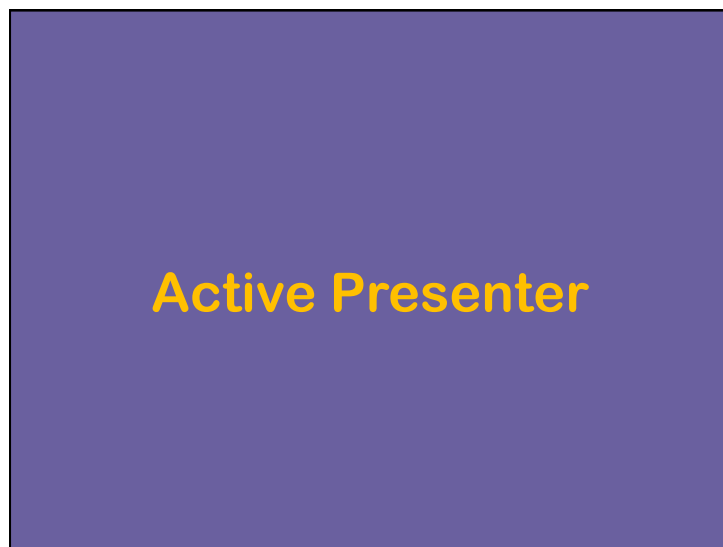
As can be shown on the slides

Slide 9

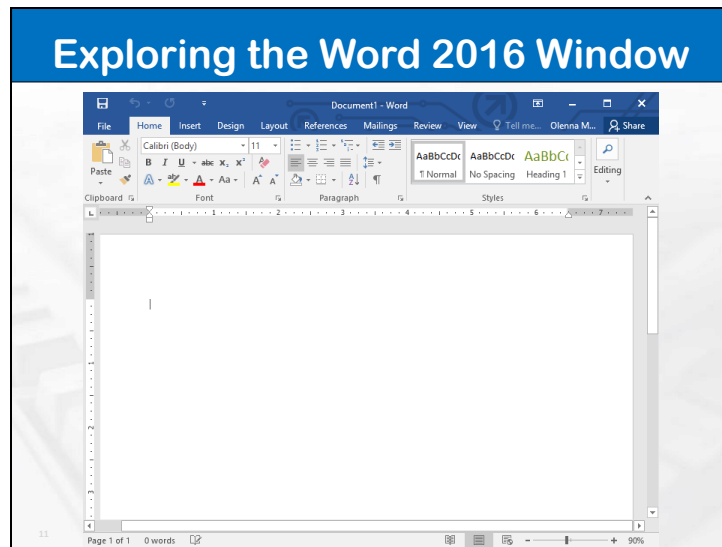


Now Let's see how Microsoft Word 2016 Interface looks like.

Slide 10



Slide 11



From your computer desktop, Click on the Microsoft Word **Short Cut Icon** as shown. This will launch Microsoft Word.

As you can see, you will obtain a series on templates, just choose on **Blank Document** to create a new one.

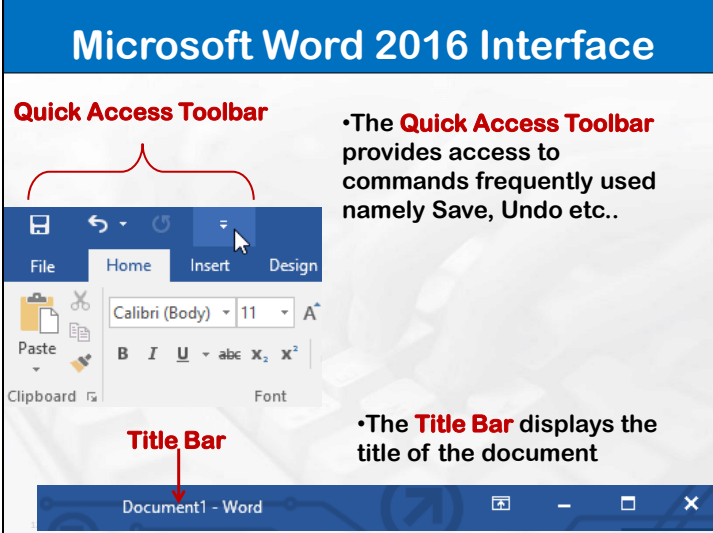
This is the interface of Microsoft Word!
We will explore this interface in more details shortly.

To Close this document, click on the File tab. This is called the Backstage view. Click on Close.

Now, to exit the program, click on this cross (X) button, which will lead you back to your desktop.

Slide 12

Microsoft Word 2016 Interface



Quick Access Toolbar

- The **Quick Access Toolbar** provides access to commands frequently used namely Save, Undo etc..

Title Bar

- The **Title Bar** displays the title of the document

We will explore some of the basic components from the interface of Microsoft Word.

Firstly, we'll talk about Quick Access Toolbar

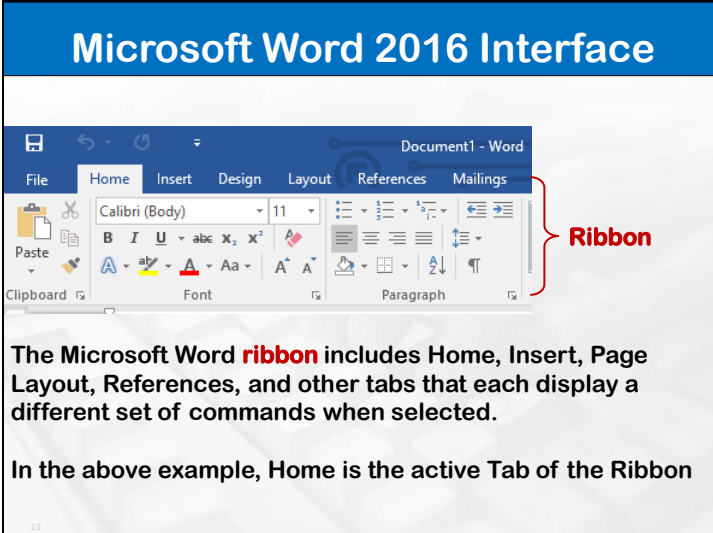
The Quick Access Toolbar provides access to commands frequently used namely Save, Undo etc..

The second component is Title Bar

The Title Bar displays the title of the document

Slide 13

Microsoft Word 2016 Interface



Ribbon

The Microsoft Word **ribbon** includes Home, Insert, Page Layout, References, and other tabs that each display a different set of commands when selected.

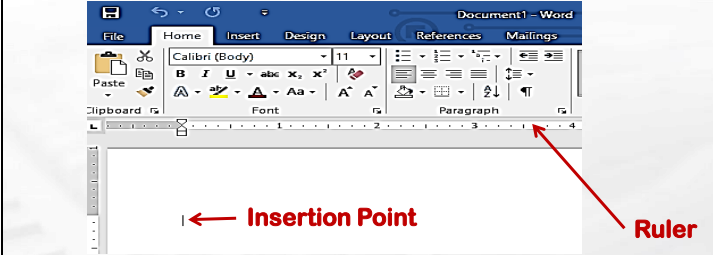
In the above example, Home is the active Tab of the Ribbon

Next we have Ribbon

The Microsoft Word ribbon includes Home, Insert, Page Layout, References, and other tabs that each display a different set of commands when selected.

Slide 14

Microsoft Word 2016 Interface



- The **insertion point** is the blinking vertical line in your document.
- It indicates where you can enter text on the page
- The **Ruler** is the used to set alignments and margins of the document

Then we'll talk about Insertion Point

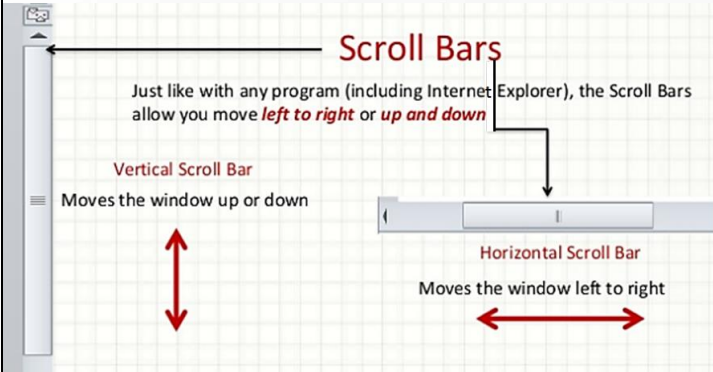
The insertion point is the blinking vertical line in your document. It indicates where you can enter text on the page

As you could guess, this is The Ruler

The Ruler is the used to set alignments and margins of the document

Slide 15

Microsoft Word 2016 Interface



Scroll Bars

Just like with any program (including Internet Explorer), the Scroll Bars allow you move *left to right* or *up and down*

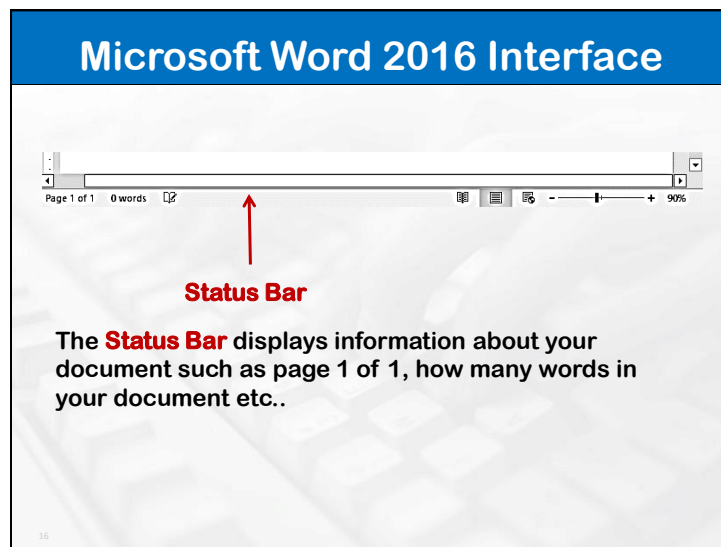
Vertical Scroll Bar
Moves the window up or down

Horizontal Scroll Bar
Moves the window left to right

Moreover, these are the Scroll Bars

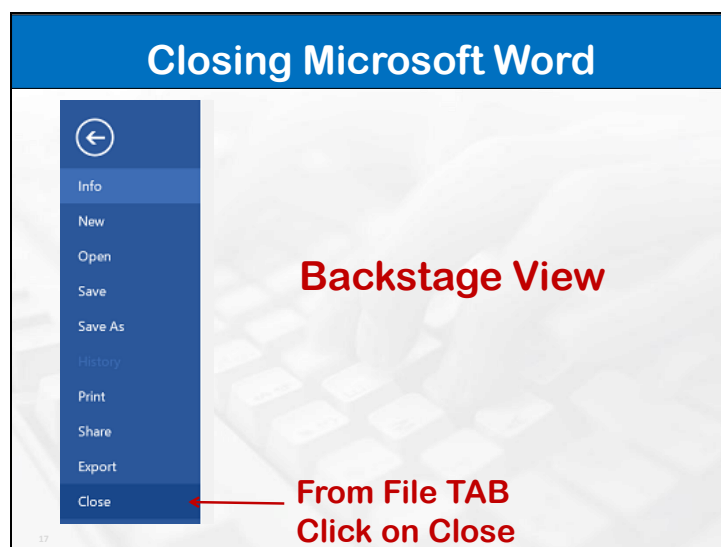
Just like any program for example Internet Explorer, the scroll bar allows you to move left to right or up and down

Slide 16

**Finally we will talk about the status bar**

It displays information about your document such as page 1 of 1, how many words in your document etc

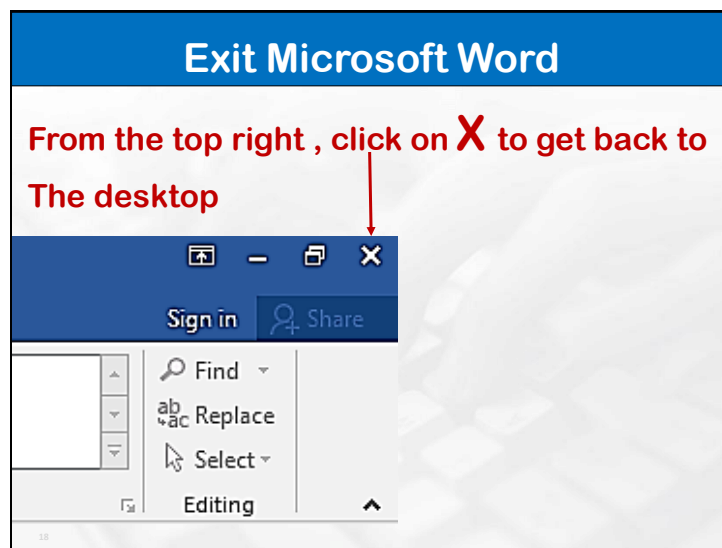
Slide 17

**Closing Word document**

To close the Word Document, we click on the File Tab, this is what we call the Backstage View

Select Close from the File Tab to close the document.

Slide 18

**Now if you want to Exit Microsoft Word**

From the top right window, click on **X** to exit the program of Ms Word and get back to your desktop

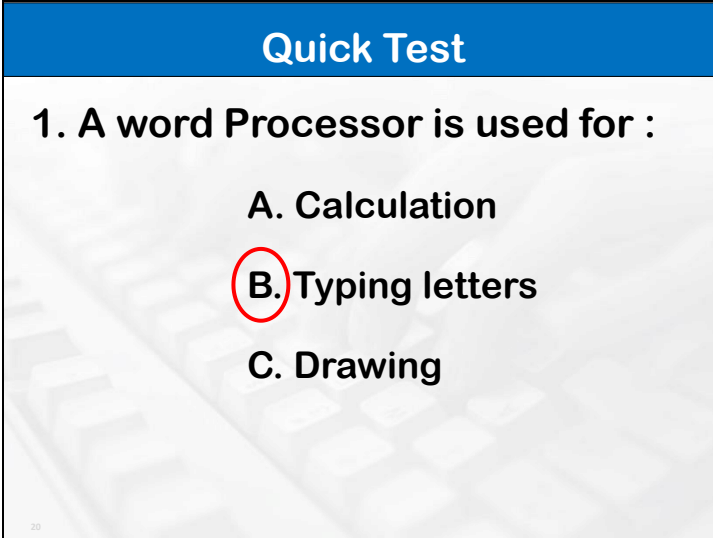
Slide 19



Now students, let's do a quick test exercise on whatever we have been doing so far.

Read each statement carefully and answer accordingly
You will be given a few seconds to answer

Slide 20

A slide titled "Quick Test" with a blue header. The main content is a question: "1. A word Processor is used for :". Below the question are three options: "A. Calculation", "B. Typing letters", and "C. Drawing". Option B is circled in red. The background of the slide shows a faint image of a computer keyboard.

Quick Test

1. A word Processor is used for :

A. Calculation

B. Typing letters

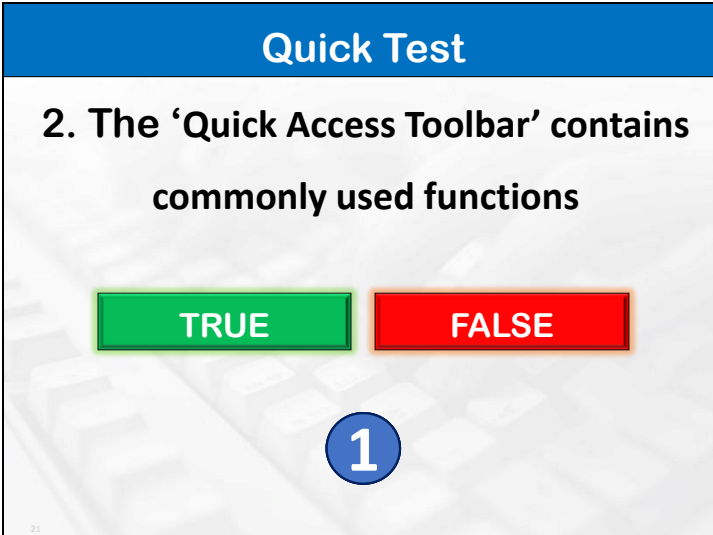
C. Drawing

Question 1: A Word Processor is used for:

- A . Calculation
- B. typing letters
- C. Drawing

Good Answer, It is answer **B** , that is Typing letters

Slide 21

A slide titled "Quick Test" with a blue header. The main content is a question: "2. The 'Quick Access Toolbar' contains commonly used functions". Below the question are two buttons: a green button labeled "TRUE" and a red button labeled "FALSE". Below the buttons is a blue circle containing the number "1". The background of the slide shows a faint image of a computer keyboard.

Quick Test

2. The 'Quick Access Toolbar' contains commonly used functions

TRUE **FALSE**

1

Question 2:

The 'Quick Access Toolbar' contains commonly used functions

True or False

True – Correct Answer

Slide 22

Quick Test

3. The 'Close' option is found in the Insert TAB.

TRUE **FALSE**

1

22

Question 3 :

The 'Close' option is found in the Insert TAB.

TRUE or FALSE

FALSE, The Close option is found in the File Tab

Slide 23

Quick Test

4. Which of the following is an example of a word Processing Software?

A. Microsoft Outlook

B. Microsoft Excel

C. Microsoft Word

23

Question 4:

Which of the following is an example of a word Processing Software?

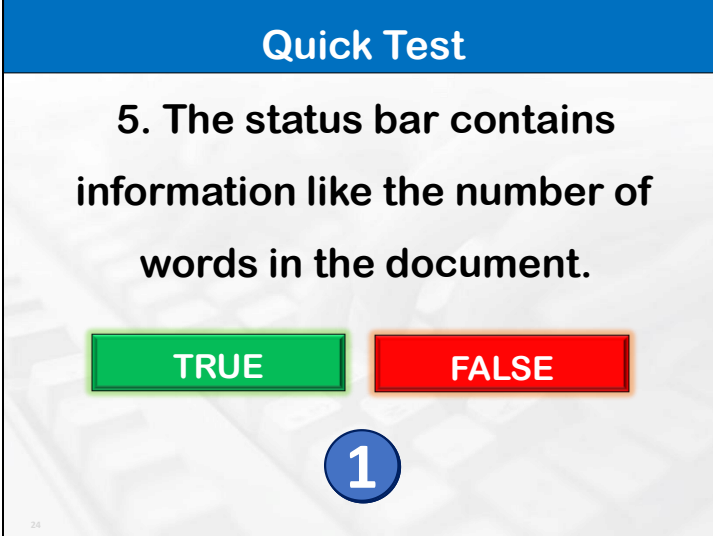
Microsoft Access

Microsoft Excel

Microsoft Word

Excellent, you got it right ! **Answer C** - Microsoft Word

Slide 24

A slide titled "Quick Test" with a blue header. The main text reads: "5. The status bar contains information like the number of words in the document." Below the text are two buttons: a green button labeled "TRUE" and a red button labeled "FALSE". At the bottom center is a blue circle with the number "1".

Quick Test

5. The status bar contains information like the number of words in the document.

TRUE **FALSE**

1

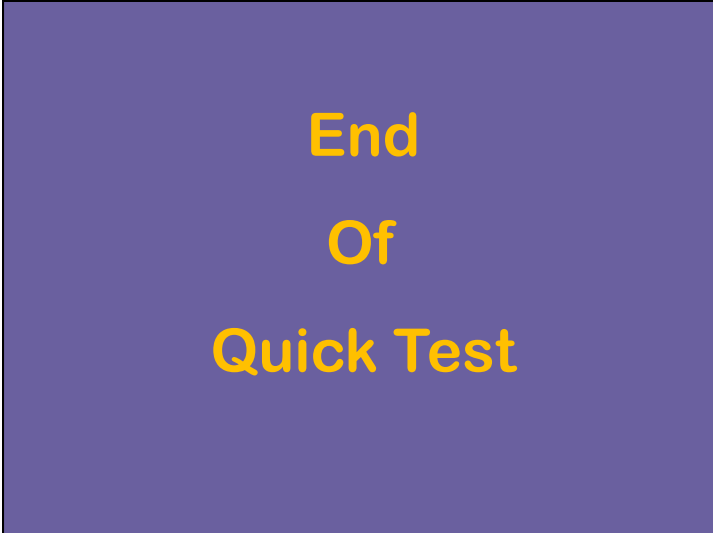
Question 5:

The status bar contains information like the number of words in the document.

TRUE or FALSE

you got it right Again! **Its TrUE**

Slide 25

A slide with a solid purple background and yellow text that reads: "End Of Quick Test".

**End
Of
Quick Test**

Well, students, this is the end of our quick test. I hope that you were able to get all the answers correct.

Now it's time to recap what we have learnt today.

Slide 26



Slide 27

Recap

- What is **Word Processing**?
- What is a **Word Processing Software**?
- The Features of **Word Processing Software**
- Examples of **Word Processing Software**
- **Microsoft Word**
- Uses of **Microsoft Word**
- Opening and Closing **Microsoft Word**
- Interface of **Microsoft Word**

Recap

To start with, we have learnt about:

What is **Word Processing**?

What is a **Word Processing Software**?

The Features of **Word Processing Software**

Examples of **Word Processing Software**

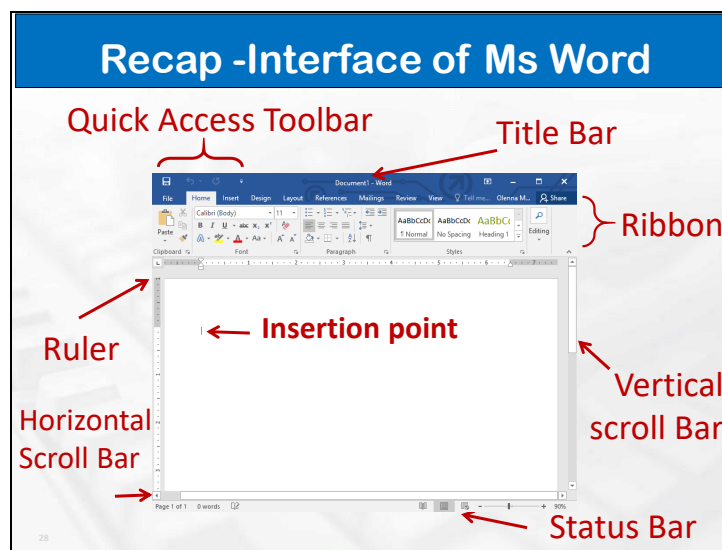
Microsoft Word

Uses of **Microsoft Word**

Opening and Closing **Microsoft Word**

And finally the
Interface of **Microsoft Word**

Slide 28



Recap – Interface of Ms Word

Now let's have a look at the different components that we have just seen from the Interface of Microsoft Word:

We have seen :

Quick Access Toolbar

Title Bar

Ribbon

Insertion Point

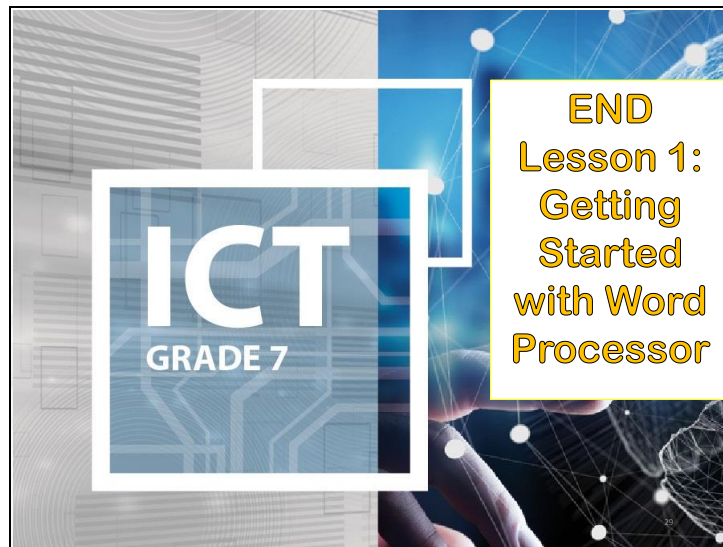
Ruler

Horizontal Scroll Bar

Vertical Scroll Bar

Lastly,

Status Bar



Dear students, Thank you for your attention. I hope that you have enjoyed today's lesson.

So, its goodbye from my side and see you soon for another lesson on Word Processing