Microsoft Office Productivity Suite
Lesson: April 6th

Learning Target:
Students will become familiar with Microsoft Word and Google Docs

Let's Get Started:
If you are using a computer with Microsoft Office,
click here (Go to slide 2)
If you are using a computer without Microsoft Office,
click here (Go to slide 18)

Getting Started with Microsoft Office Word

Watch Video: [Getting Started with MS Word](#)

What is Microsoft Word:

Microsoft Word is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

Practice:
# Opening Word for the First Time

When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.
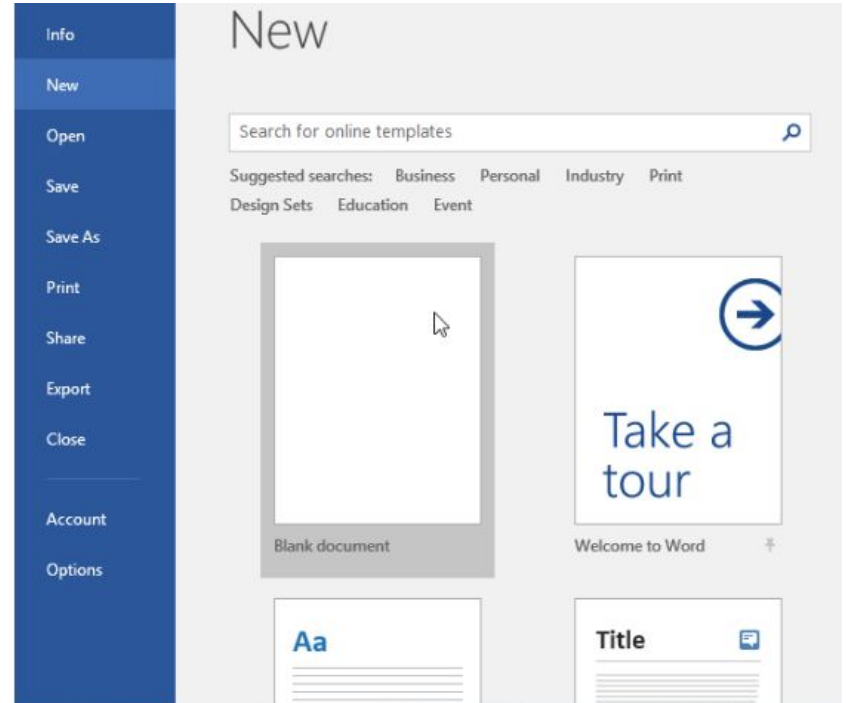
- All recent versions of Word include the **Ribbon** and the **Quick Access Toolbar**, where you'll find commands to perform common tasks in Word, as well as **Backstage view**.

- Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.
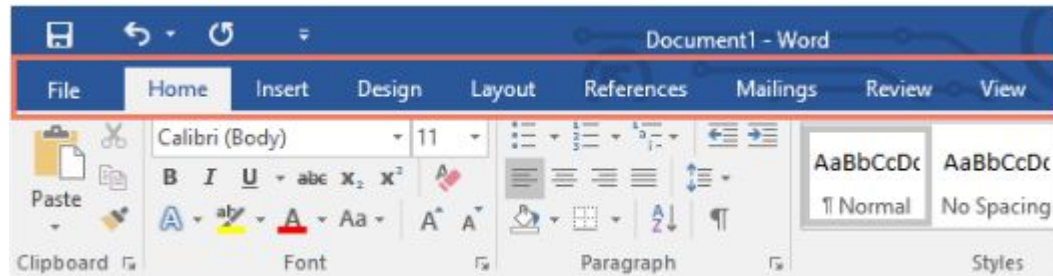
Each tab in Microsoft contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.
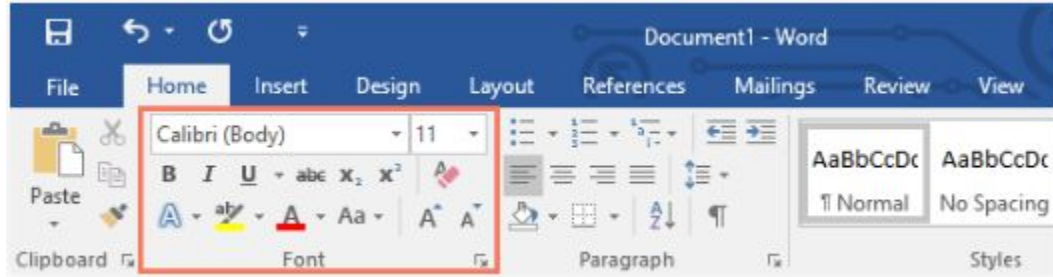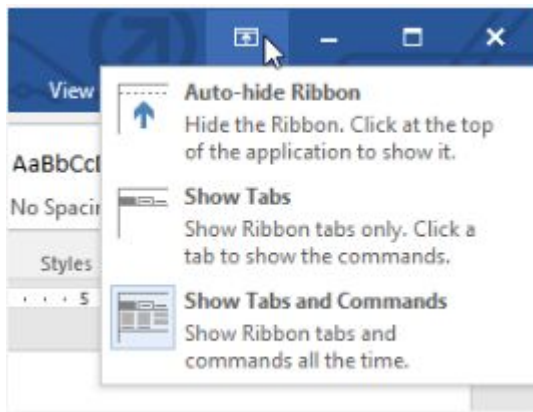

Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.
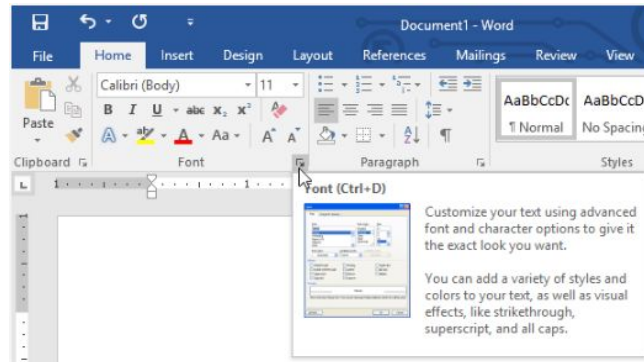
# MS Word: Showing/Hiding the Ribbon

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

- **Auto-hide Ribbon**: Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs**: This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show Tabs and Commands**: This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

MS Office: Using the Tell me feature

If you're having trouble finding a command you want, the **Tell Me** feature can help. It works just like a regular search bar. Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.
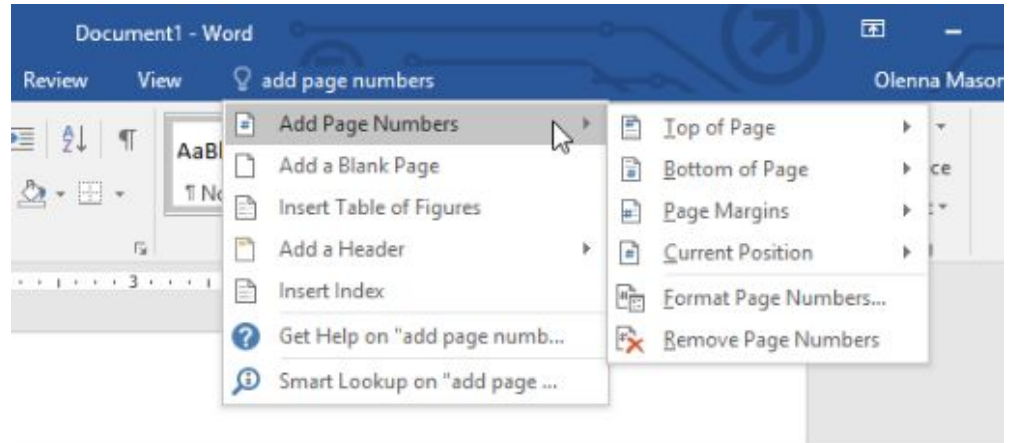
MS Office: The Quick Access Toolbar

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.
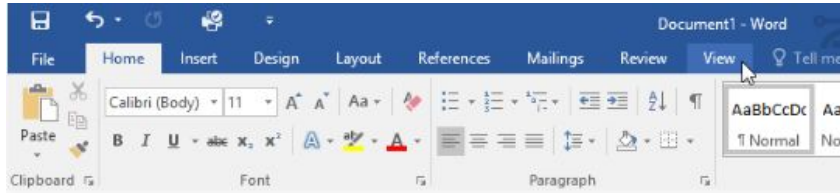
Practice: Add Commands to the Quick Access Toolbar

1. Click the drop-down arrow to the right of the **Quick Access Toolbar**

2. Select the **command** you want to add from the menu

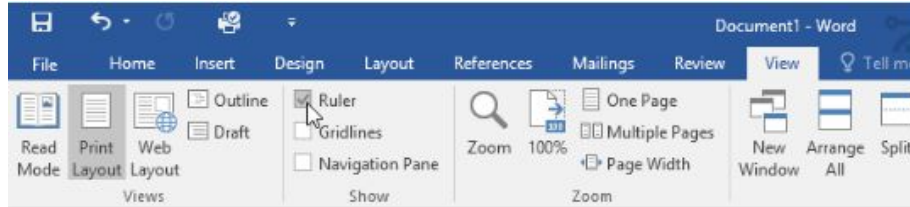3. The command will be added to the Quick Access Toolbar
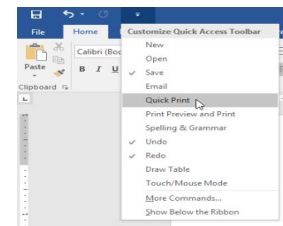
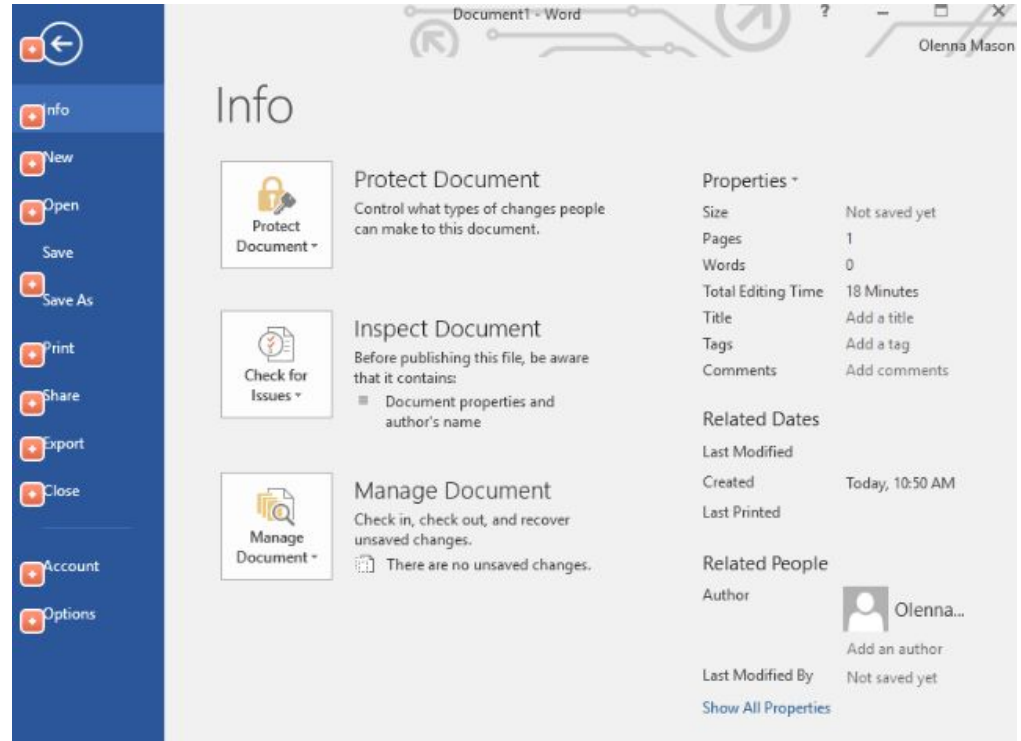# MS Office Practice: Show/Hide the Ruler

1. Click the **View** tab

2. Click the checkbox next to **Ruler** to show or hide the Ruler

MS Office: Backstage View

- **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.

MS Office: Document Views and Zooms

Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and out** to make your document easier to read.

Read Mode: This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.
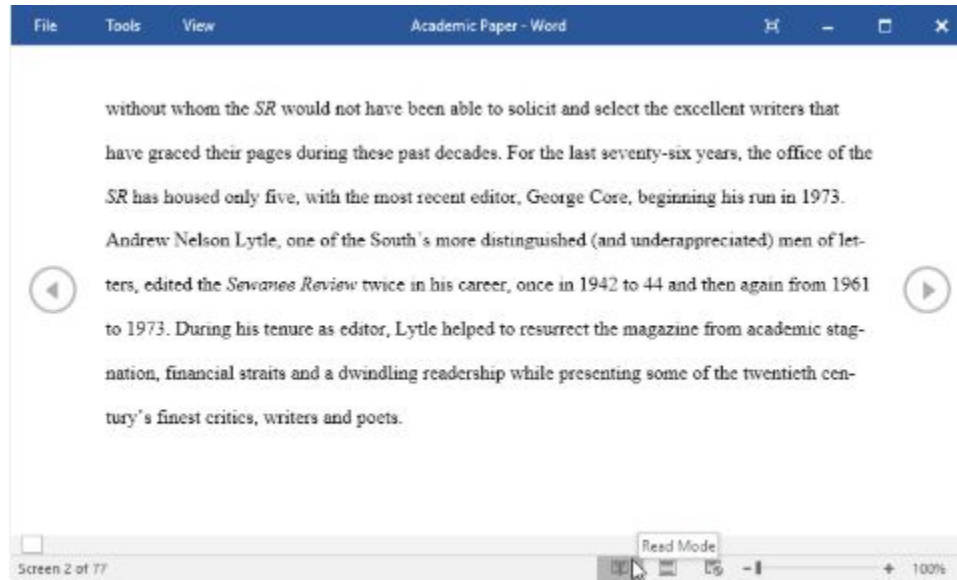
Print Layout: This is the default document view in Word. It shows what the document will look like on the printed page.
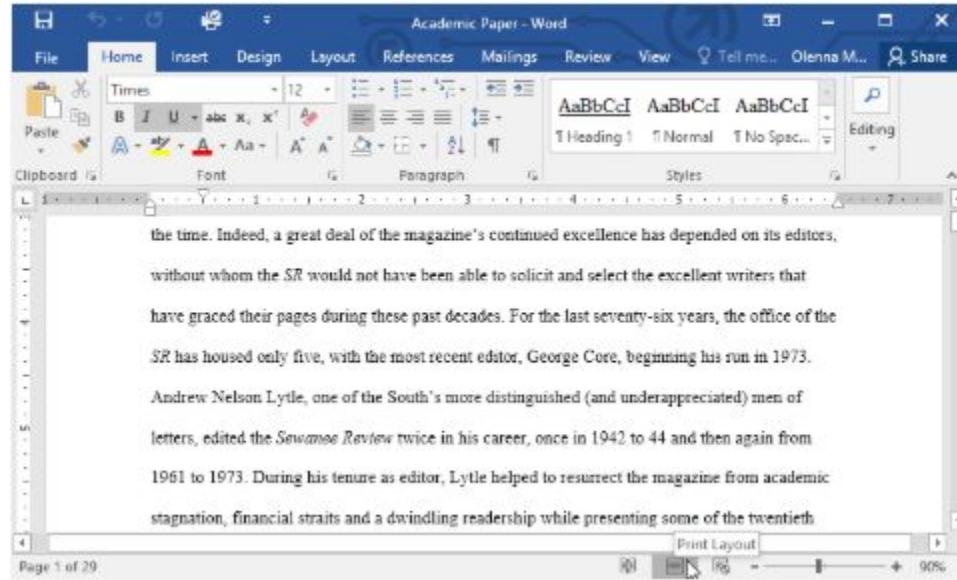
Web Layout: This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.
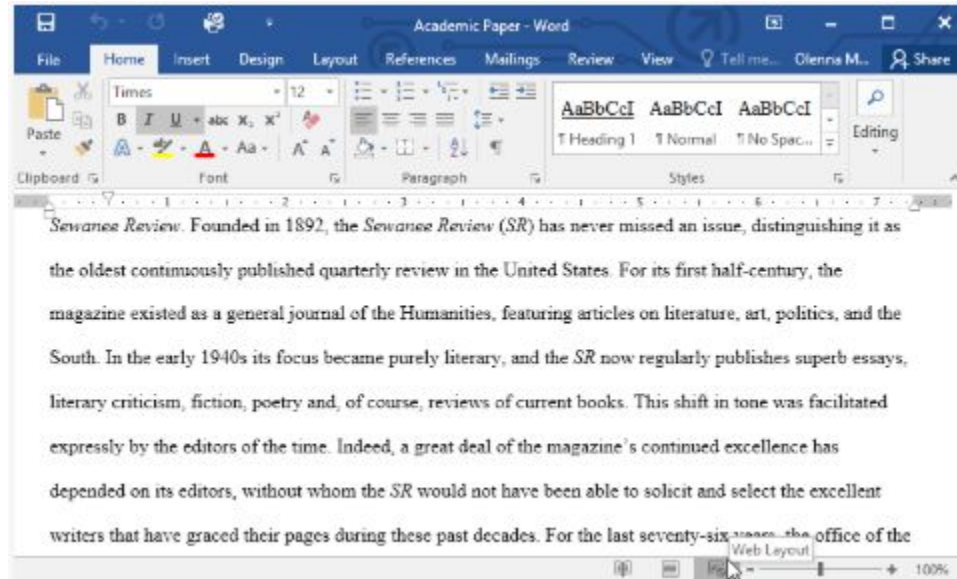
Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+** or **- commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.
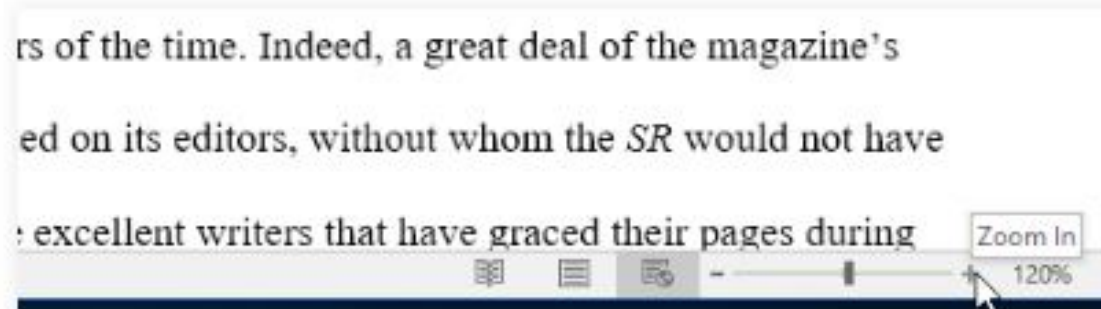
CHALLENGE!

1. Open **Word**, and create a **blank document**.
2. Change the **Ribbon Display Options** to **Show Tabs**.
3. Using **Customize Quick Access Toolbar**, add **New**, **Quick Print**, and **Spelling & Grammar.**
4. In the **Tell me bar**, type **Shape** and press **Enter**.
5. Choose a shape from the menu, and double-click somewhere on your document.
6. Show the **Ruler** if it is not already visible.
7. **Zoom** the document to 120%.
8. Change the **Document view** to **Web Layout**.
9. When you're finished, your document should look something like the picture below
10. Change the **Ribbon Display Options** back to **Show Tabs and Commands**, and change the **Document View** back to **Print Layout**.
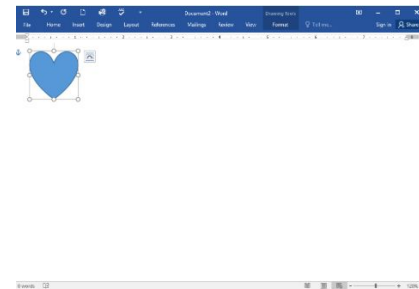
Getting Started with Google Docs

Watch Video: Getting Started with Google Docs

What is Google Docs?

Google Docs is a free Web-based application in which documents can be created, edited and stored online. Files can be accessed from any computer with an Internet connection and a full-featured Web browser. Google Docs is a part of a comprehensive package of online applications offered by and associated with Google.

Practice:
## Opening Google Docs for the First Time

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When you open Google Docs for the first time, the **Start Screen** will appear. From here, you'll be able to create a **Blank** document, choose a **template**, and/or access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.
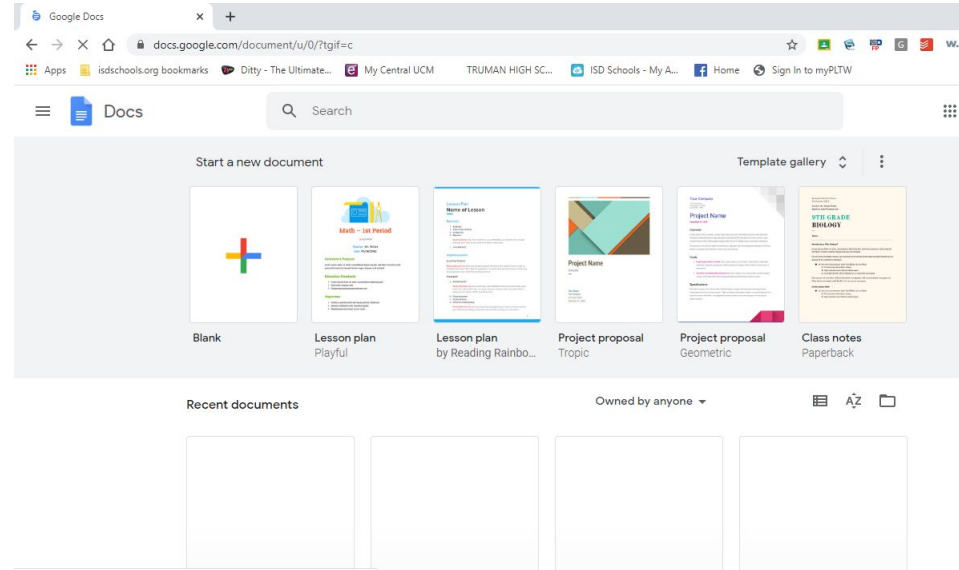
- The Google Docs **interface** includes the **toolbar** at the top of the screen, as well as the document itself. It allows you to **type** and **modify text**, in addition to **sharing** a document with others.

Each item in the google docs toolbar contains several **related commands**. For example, the Insert Option contains commands for inserting media, shapes, page numbers, etc.
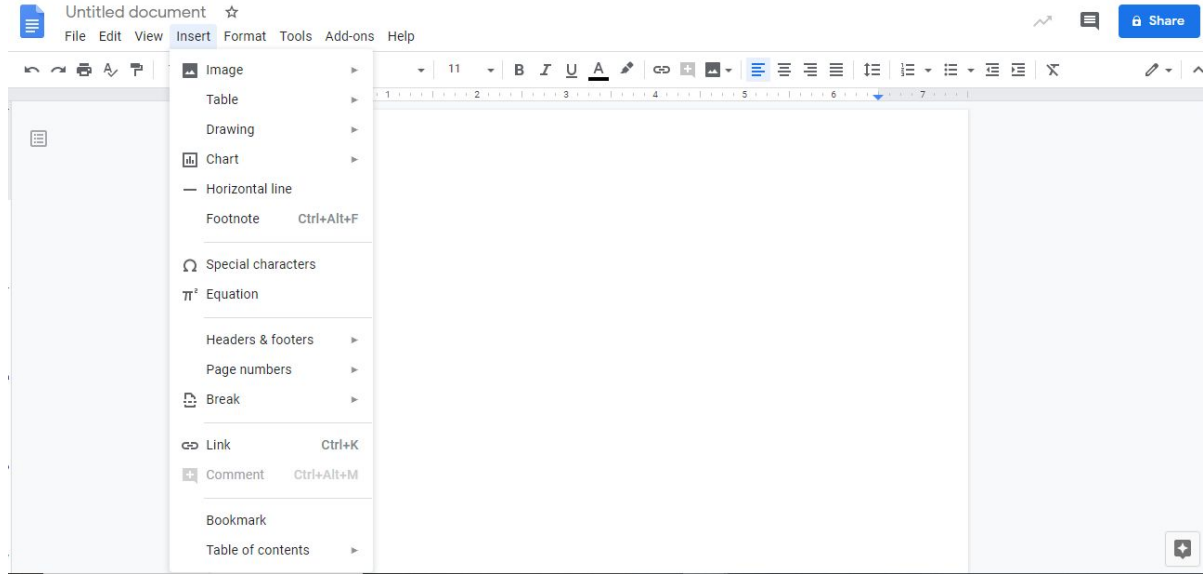
Google Docs: Showing/Hiding the Tool Bar

If you find that the tool bar takes up too much screen space, you can hide it. To do this, click the **Tool bar Display Options** arrow in the upper-right corner of the toolbar, then select the desired option
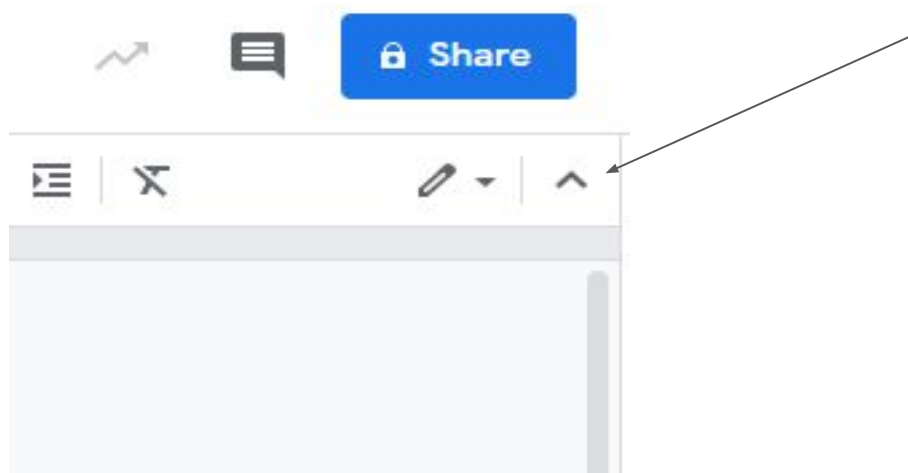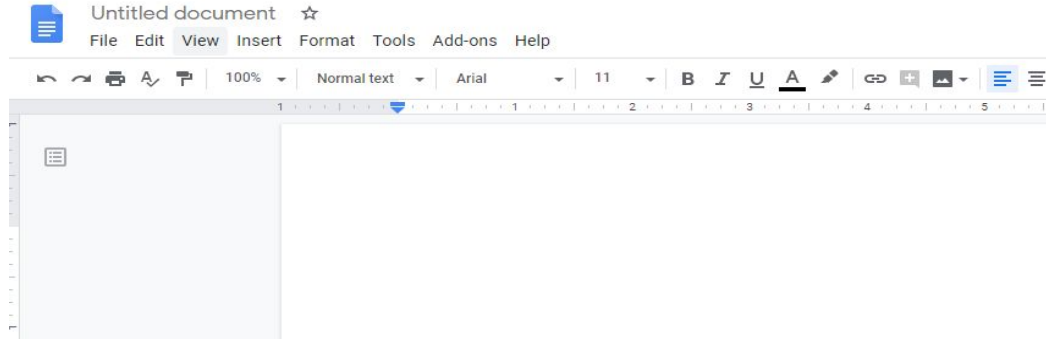
Google Docs: Using the Tell me feature

If you're having trouble finding a command you want, the **Tell Me** feature can help. It works just like a regular search bar. Click the **Help** option. In the **search the menus** bar, type what you're looking for, and a list of options will appear.
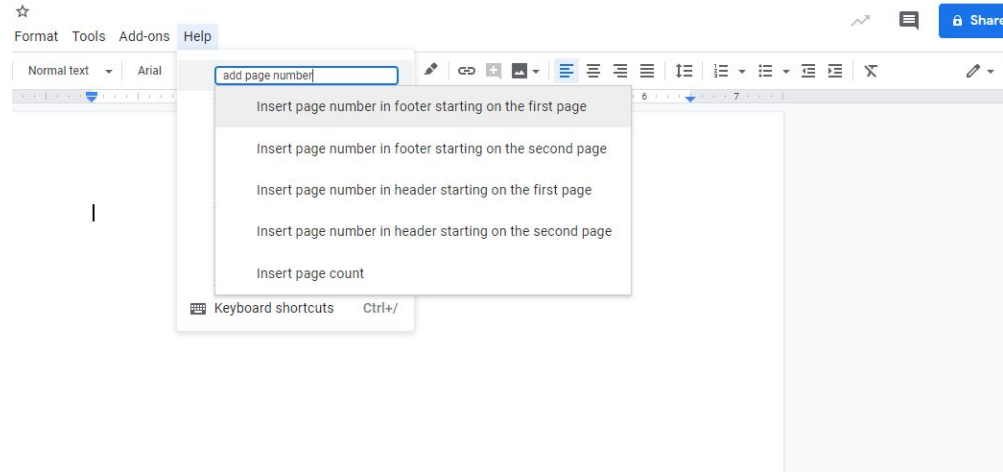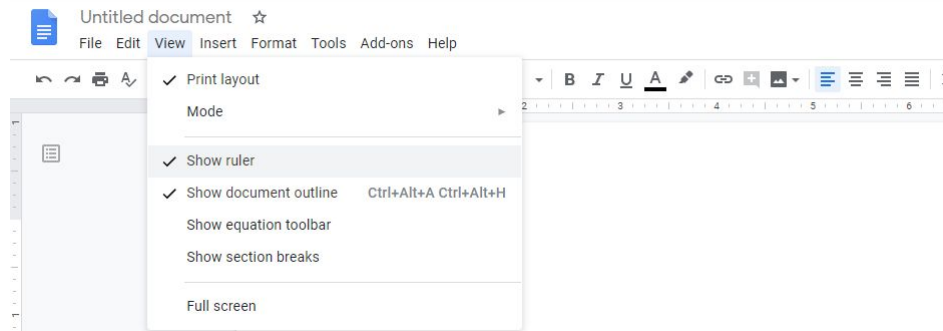
Google Docs Practice: Show/Hide the Ruler
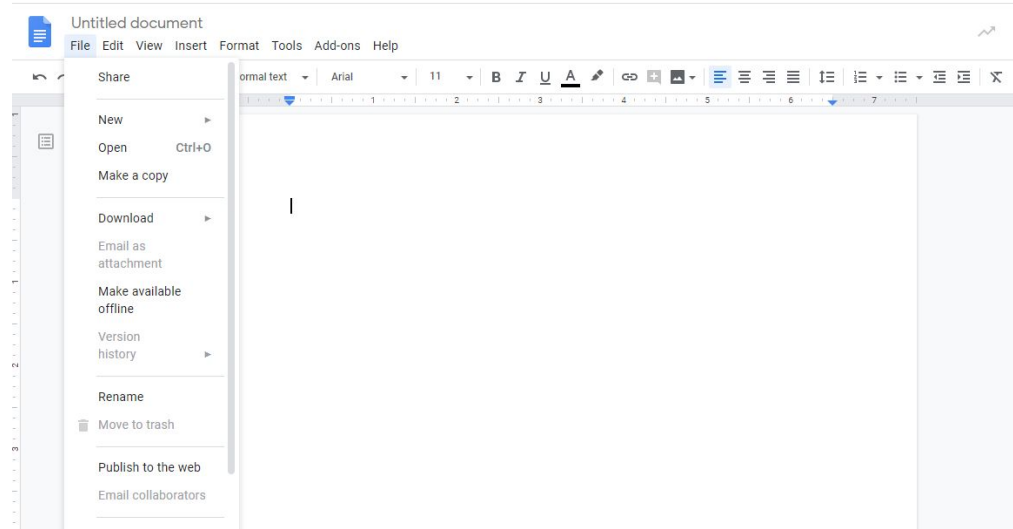
1. Click the **View** option

2. Click the check next to **Ruler** to show or hide the Ruler

Google Docs: Backstage View

- Unlike Microsoft Office, Google docs does not have a backstage view when File is selected.

- When you click **File,** the drop down menu gives you various options for saving, opening a file, printing, and renaming your document. To access this menu, click the File option in the top left corner of your document

Google Docs: Document Views and Zooms

Google Docs has a variety of viewing options that change how your document is displayed. All modes can be accessed from the **View** option in your tool bar under the **modes** item. You can choose to view your document in **Editing Mode**, **Suggesting Mode**, or **Viewing Mode**. These views can be useful for various tasks, especially if you're planning to **share** the document. You can also **zoom in and out** to make your document easier to read.

Editing Mode: This view allow the user and/or person the document is shared with to make edits directly in the document. This option is great for group projects where more than one person needs to add information to a document. This will be the default mode when you open a new google doc.
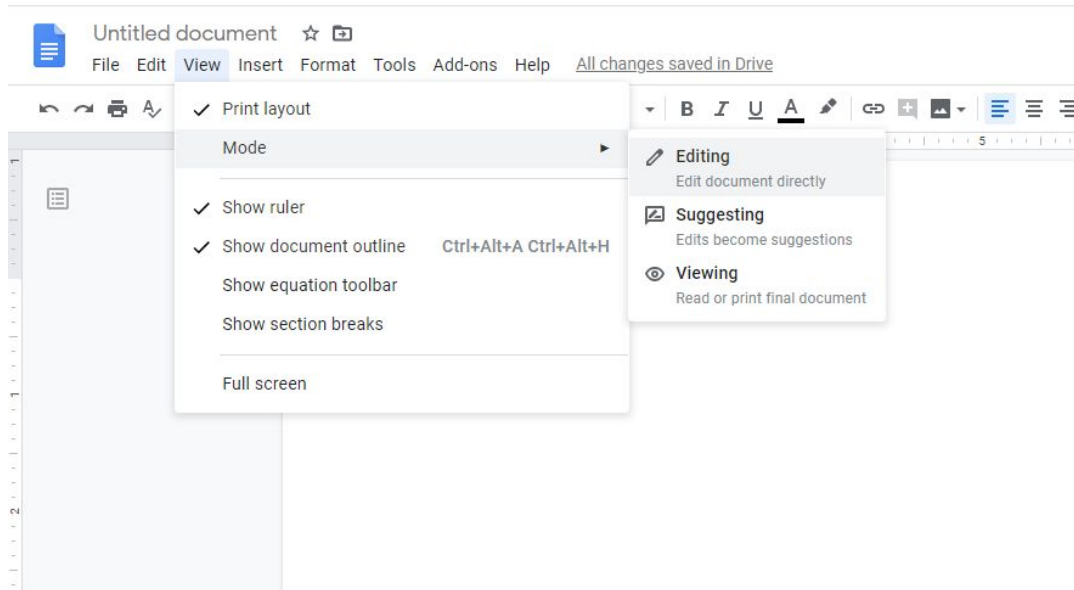
<u>Suggesting Mode:</u> This mode allows you to make edits/suggestions, as well as leave private comments on an already created document. This mode is great for peer editing.
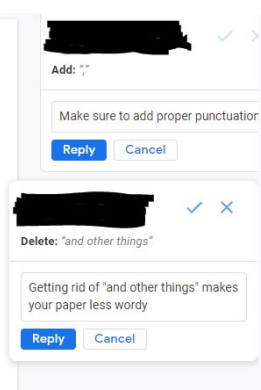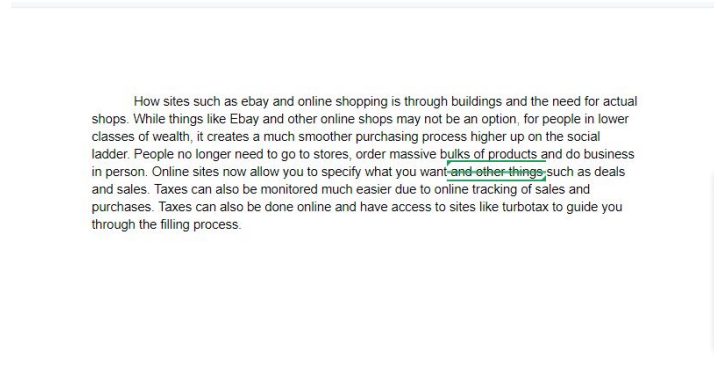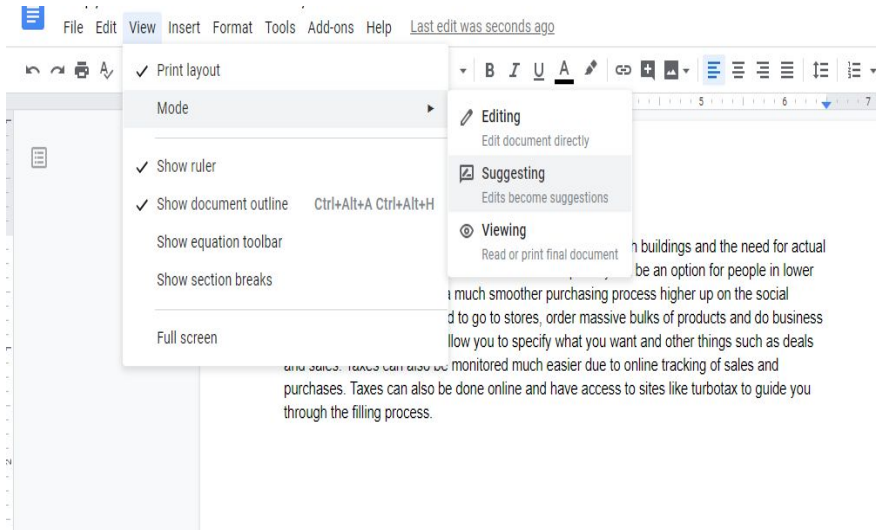
Viewing Mode: This view displays the document as an un-editable document to those who the document is shared with. This is helpful to see what the document will look like one it is printed.
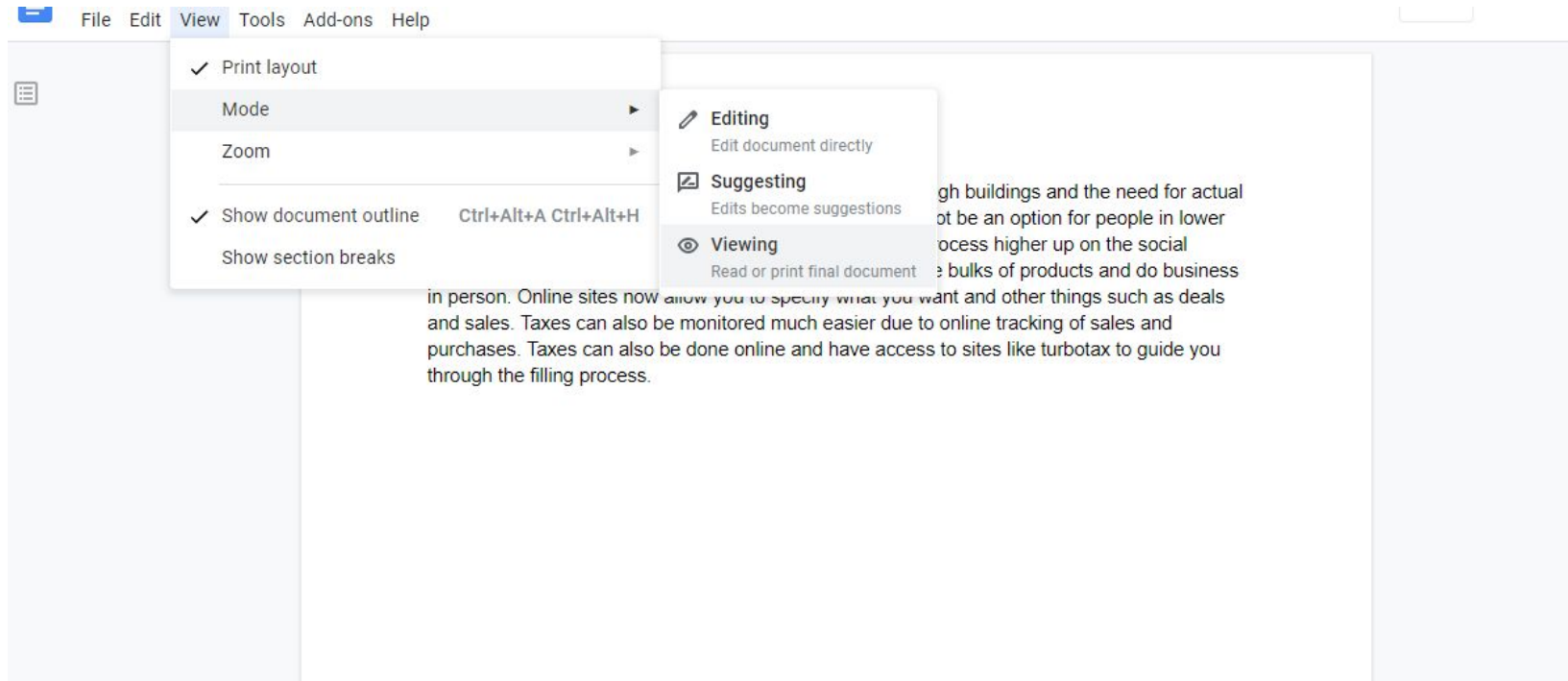
Zooming in and out

To zoom in or out, click the **zoom drop down menu** in the top-left corner of your toolbar. The number in the drop down menu displays the current **zoom percentage**, also called the **zoom level**.
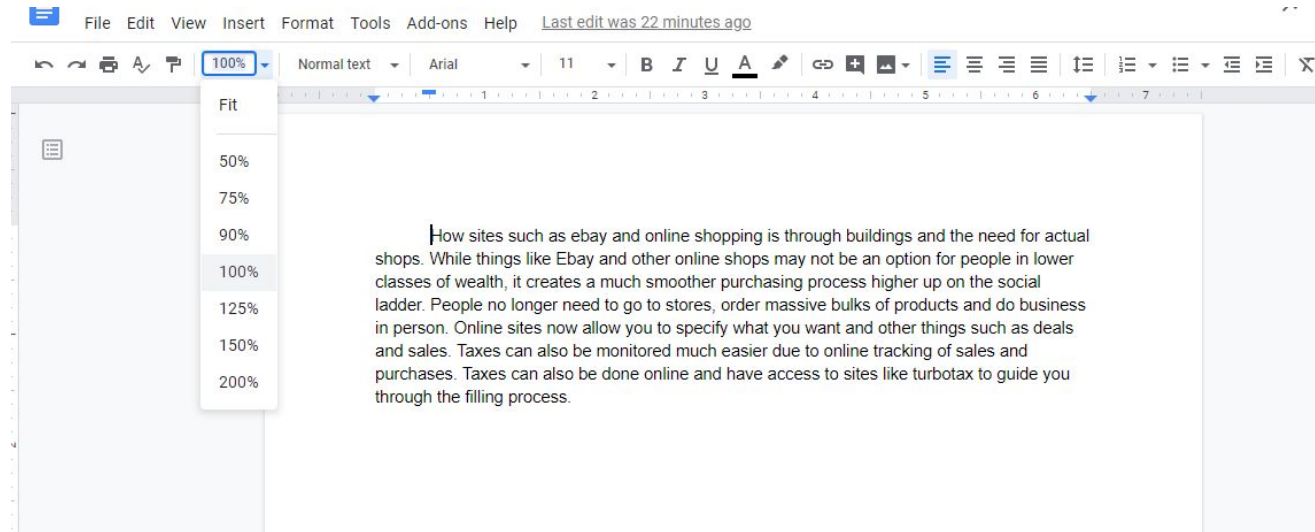
CHALLENGE!

1. Open **Google docs**, and create a **blank document**.
2. Change the **Ribbon Display Options** to **Show the Menus**.
3. In the **Tell me bar**, type **page number** and select **Page Numbers**.
4. Choose **Header**, and click **Apply**
5. Show the **Ruler** if it is not already visible.
6. **Zoom** the document to 125%.
7. Change the **Document view** to **Suggesting Mode**.
8. When you're finished, your document should look something like the picture below
9. Change the **Document View** back to **Editing Mode**.