

UNIT 7

WORD PROCESSING

Objectives: at the end of the lesson, students will be able to:

- 1.enhance vocabulary;
- 2.use basic text manipulation and formatting features;
- 3.introduce design concepts to enhance flyer aesthetics;
- 4.use future simple tense and present continuous in the future form to describe the process.

Lead-in: Display

Ask students to remember **the computer shortcuts** by reviewing them together in a group of 4-5 and give them 5 minutes to write these shortcuts down or finding more of them by googling in a group. Then, let the members of the group read turn by turn/ one by one until the last group who tells the shortcuts is a winner.

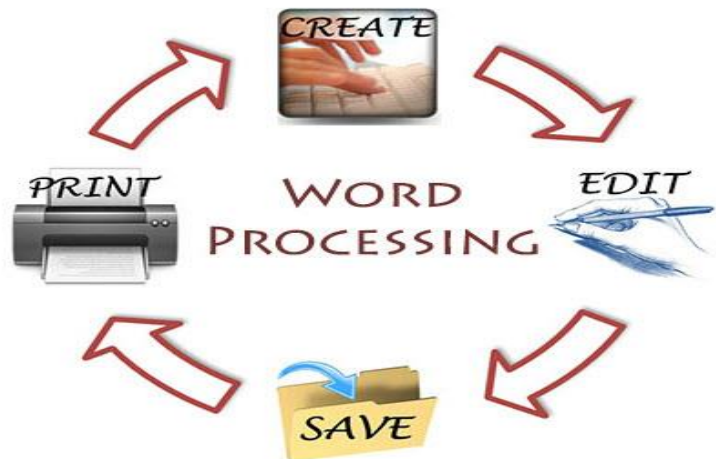
Ctrl +A ----- Select All
Ctrl + X ----- Cut
Ctrl + C----- Copy
Ctrl + V ----- Paste
Ctrl + P ----- Print window
Ctrl + B -----Bold selection
Ctrl + N ----- New document
Ctrl + Z ----- Undo last action
Ctrl + K ----- Insert link
Ctrl + U ----- underline
Ctrl + F ----- Open find box
Ctrl + H ----- Find and replace
Ctrl + W ----- Close
Alt + Tab ----- Switch Apps
Alt +F4 ----- Close apps
Ctrl +Esc ----- Open start menu

Food for thought. Let's talk

1. When do people use word processing?
2. What kind of word processing programs are there?

Word Processing refers to the act of using a computer to create, edit, save and print documents. In order to perform word processing, specialized software (known as a Word Processor) is needed. One example of a Word Processor is Microsoft Word, but other word processing applications are also widely used. Examples include: Microsoft Works Word Processor, Open Office Writer, Word Perfect and Google Drive Document.

These programs allow users to create a wide variety of documents including (but certainly not limited to) reports, letters, memos, newsletters and brochures. In addition to typing text, the word processor allows you to add content such as



pictures, tables, and charts to your documents as well as decorative items including borders and clipart.

The editing and formatting capabilities of the word processor demonstrate the application's true power. Text can be inserted, edited, moved, copied or deleted within your document and the appearance of the text can be modified in numerous ways. Most word processors also give you the ability to check your spelling and grammar and many have built in dictionaries and other tools to assist you in your writing.

Vocabulary Building

Key Terms

Learn new terms by using **www. quizlet. com**

<https://quizlet.com/668845997/flashcards>

<https://quizlet.com/668845997/test>

Compatibility – is the ability of one program or file to work with a different program.

***Example:** In the world of IT, compatibility refers to the ability of software and hardware from different sources to work together without having to be altered to do so. This means that programs, devices and systems must interact with each other without issues arising.*

Font – is the style of the typed characters on a document.

Example: *In the world of IT, compatibility refers to the ability of software and hardware from different sources to work together without having to be altered to do so. This means that programs, devices and systems must interact with each other without issues arising.*

Layout – is the way that items are arranged on a document.

Example: *In computing, layout is the process of calculating the position of objects in space subject to various constraints. This functionality can be part of an application or packaged as a reusable component or library.*

Word processing program – people use word processing programs to write

Example: *Word Processing refers to the act of using a computer to create, edit, save and print documents. In order to perform word processing, specialized software (known as a Word Processor) is needed.*

Spell check – is a function that reviews a document for spelling errors.

Example: *The spell checker tool compares every word you type against its dictionary, or database of words.*

Macro – is a short keystroke that performs a predetermined action.

Example: *A macro is a sequence of computer instructions that automate repetitive tasks. It can be programmed to execute a series of commands with a single keystroke or button click.*

Template – is a blank layout for certain types of documents.

Example: *A template is a form, mold or pattern used as a guide to make something. Here are some examples of templates: Website design; Creating a document;*

Formatting – is the design of the words on a document.

Example: *Formatting a disk involves erasing all the data on the disk and preparing it for use by your computer.*

Activity: Hands-on Practice

Provide guided exercises where students can practice formatting, editing, and designing documents.

- Open a New Document;
- Set Document Properties (Name the document. Set margins and orientation);

- Insert and Format Text (Format the title using different font styles, sizes, and colors to make it stand out);
- Add Event Details (e.g., bullet points, bold for headings);
- Choose and Insert Images (e.g., event photos, logos);
- Add Decorative Elements (Use shapes, lines, or clip art from the software's gallery to enhance the flyer's design);
- Preview and Adjust (Make adjustments to spacing, alignment, or sizing if necessary).



(The image of a probable flyer)

Grammar Focus: Future Simple and Present Continuous in the future

The future simple tense is used to talk about actions or events that will happen in the future.

S +will + base form of the verb

Positive (+)	Negative (-)	Question (?)
I <u>will finish</u> typing the document tomorrow.	I <u>will not finish</u> typing the document tomorrow.	<u>Will</u> you <u>finish</u> typing the document tomorrow?

The present continuous tense can also be used to talk about future plans or arrangements.

S + am/is/are +V+ing

She **is editing** the article tomorrow.

We **are reviewing** the draft in the morning. (This statement describes the task that is already planned or arranged in the context of word processing)

Activity: the class will be divided into 2 groups. Within 5 minutes the first group needs to make up sentences for future simple tense and the second group for present continuous with future form. The group members will read their sentences one by one until there are no more sentences left.

Activity: Group Project Work

Create a flyer to apply learned skills.

- Exchange flyers with classmates for feedback.
- Provide constructive criticism on design elements, clarity of information, and overall effectiveness.
- Present the revised flyer design to the class, highlighting changes made based on peer feedback.
- Discuss the design choices and improvements made during the process.

Home assignment:

Design your logo for your future company.