

BOOST YOUR SKILLS

in Computer Basics for ESL Learners



Chapter 4: Creating a Document in Word



LABYRINTH
LEARNING™

Learning Objectives

■ Computer Objectives

- ▲ Use the computer keyboard
- ▲ Create and edit a Word document
- ▲ Print a document

■ Language Objectives

- ▲ Use vocabulary words to discuss using Word and the keyboard
- ▲ Use computer verbs to describe how to use Word and the keyboard
- ▲ Use computer language to talk about how to create a document



Picture Dictionary – Nouns

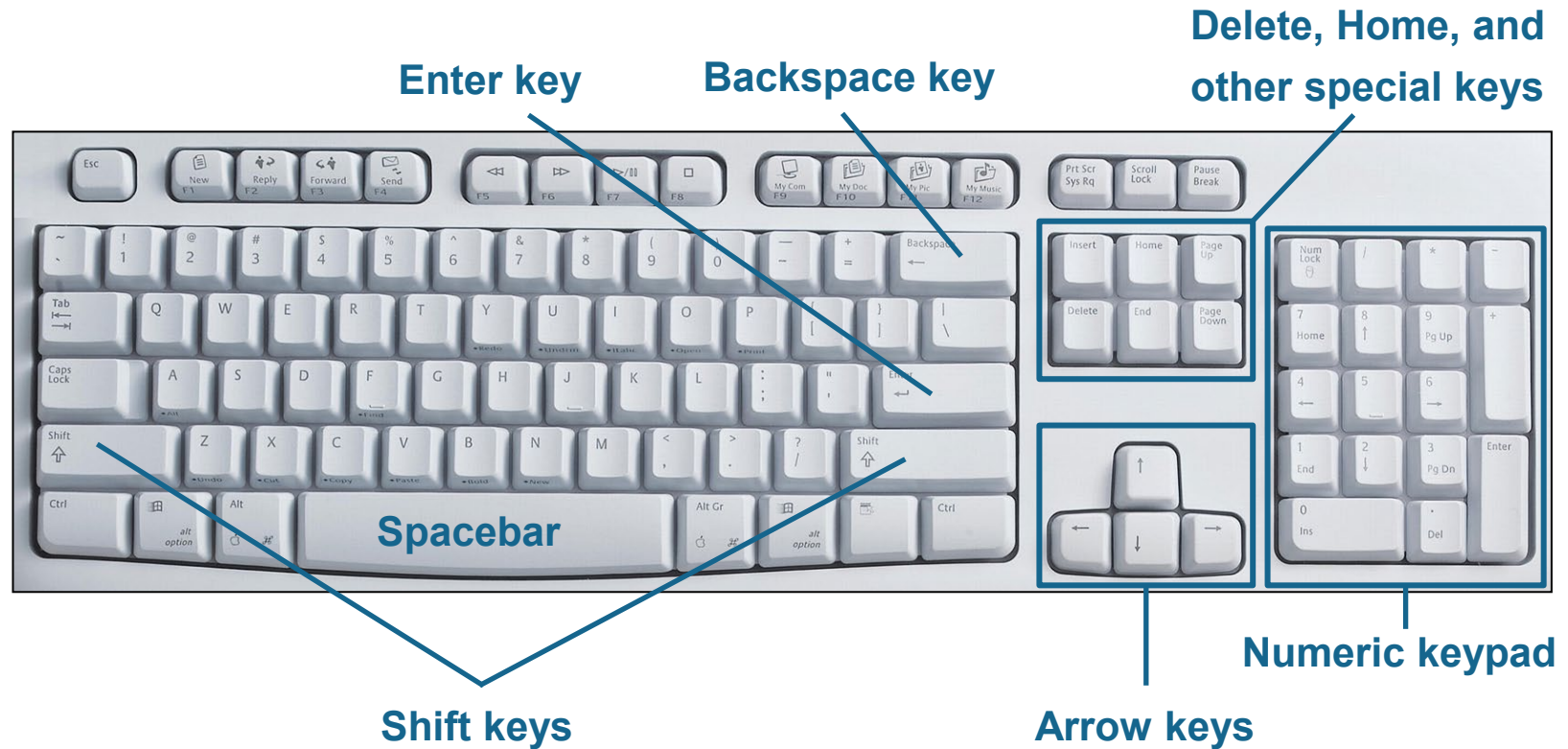
Term	Definition
Cursor	A line on the screen that shows where you are going to type text
Arrow keys	Keys that move your cursor to another place without erasing
Backspace key	A key that erases what is to the left of the cursor
Enter key	A key that moves the cursor to the next line
Shift key	A key that helps make a capital letter or the top symbol of a typed key
Delete key	A key that erases what is to the right of the cursor
Spacebar	The bar that puts a space between words
Text	The letters, numbers, and symbols you type on the keyboard
Printer	A machine that puts information from the computer onto a sheet of paper

Computer Verbs

Verb	Meaning
Delete	To take away or erase
Type	To use the keyboard to put text on the page
Wrap	To make words automatically continue onto the next line
Insert (text)	To type text between two other letters or words
Print	To put a document from your computer onto a sheet of paper

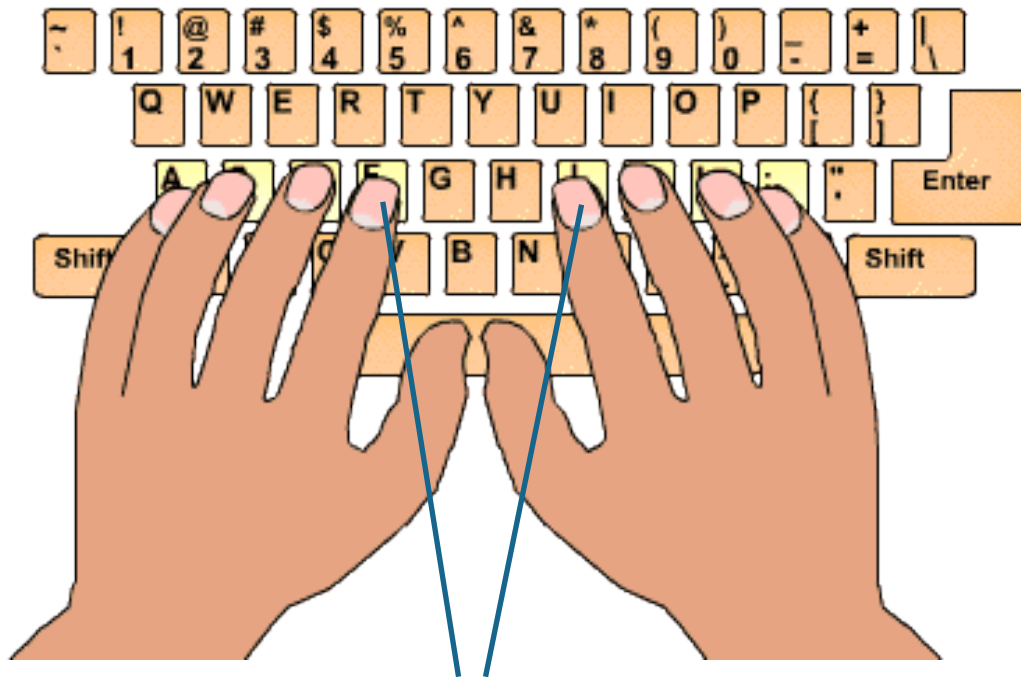
The Computer Keyboard

- You use the keyboard to type text and numbers.



Using the Keyboard

- The best way to learn to keyboard is to take a class.



The F and J keys have small bumps on them.


Word-Processing Programs

- Word-processing programs help you type the following on the computer:

- ▲ Letters

- ▲ Notes

- ▲ Lists

 **Microsoft Word** is a powerful word-processing program that you must buy separately and install on a computer.



Typing on the Computer

- You type on the computer with the keyboard.
- The Cursor
 - ▲ Everything you type appears at the cursor position.
- Word Wrap
 - ▲ When you reach the end of a line, the computer automatically puts the next words you type on the next line.

Computers can help us with our work. They can help us find information. Computers can also help us to learn. We can learn about nouns, verbs, adjectives, adverbs, and many other words in English. Some programs can help us with our spelling, listening, and pronunciation skills too.



Typing on the Computer (cont.)

■ [Enter] Key

- ▲ This starts a new line wherever the cursor is.

■ Spacebar

- ▲ This is used to make a space between words.

Inserting Text

- Insert text by putting the cursor where you want the new text to appear and then typing.

Computers | help us with

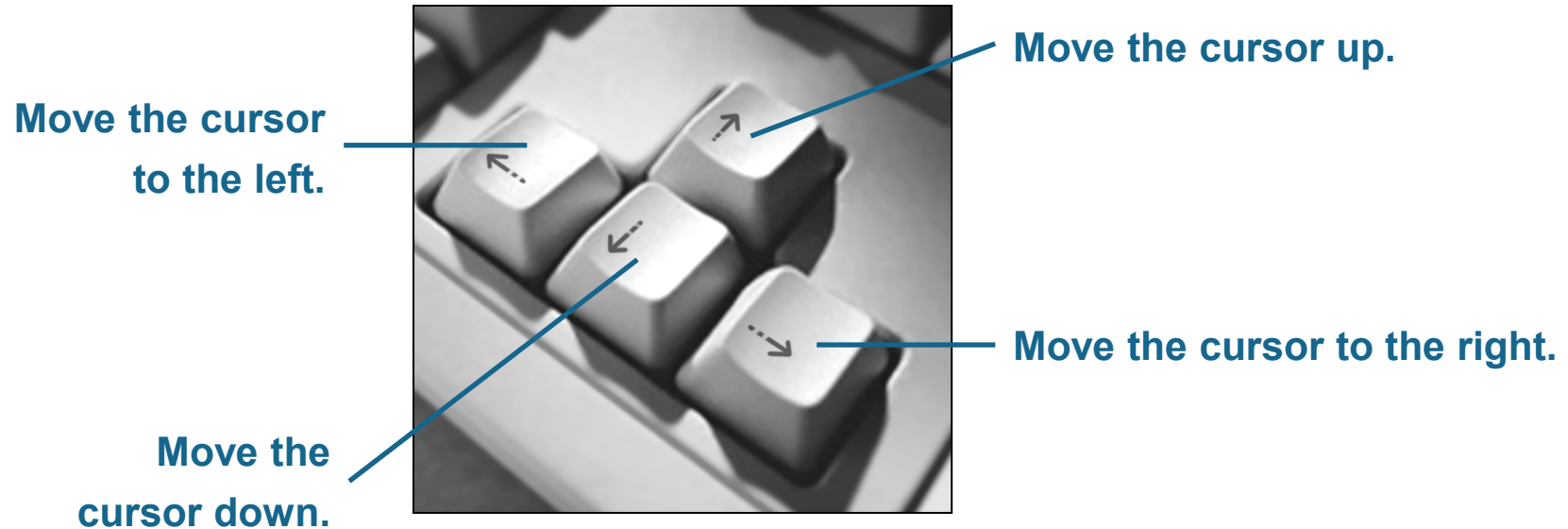
Before

Computers can | help us with

After

Arrow Keys

- You can move the cursor using the arrow keys.



TIP! Every time you tap an arrow key, the cursor moves once in that direction.

Deleting Text

■ Delete Key

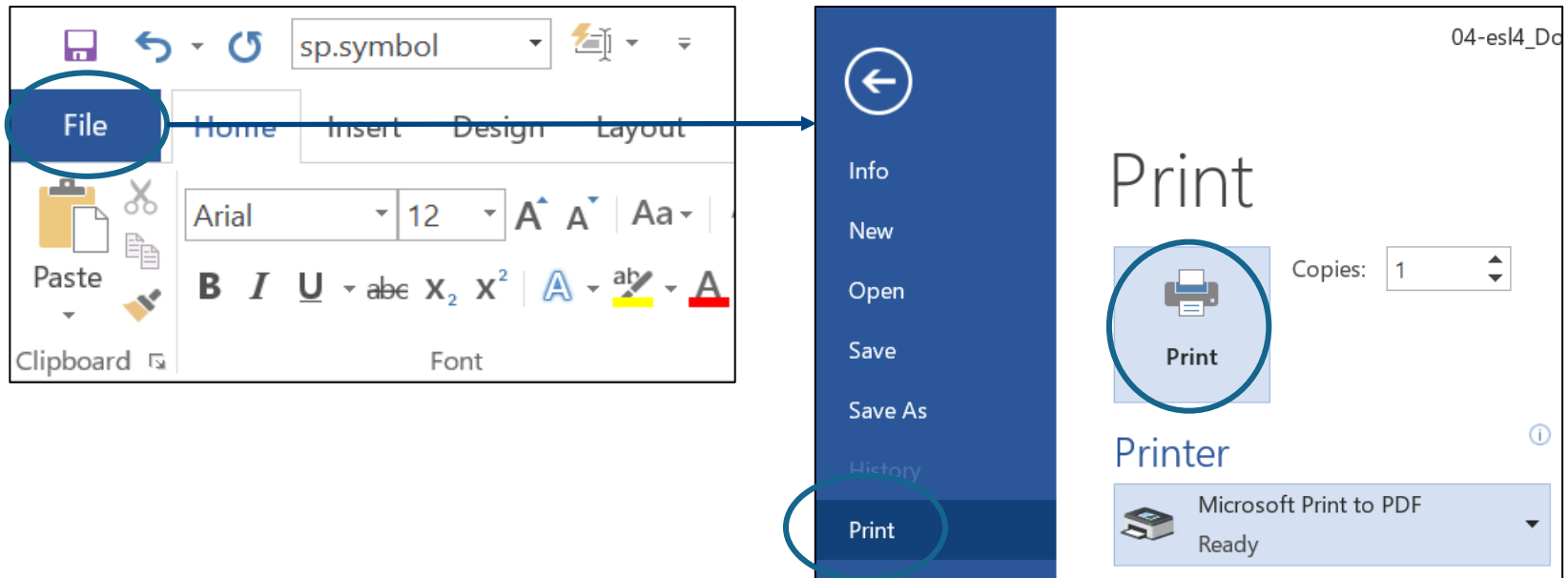
- ▲ This deletes letters to the right (→) of the cursor.

■ Backspace Key

- ▲ This deletes letters to the left (←) of the cursor.

Printing Your Work

- To print in Word, use this command:
File→Print→Print.



- Your computer sends your document to the printer, and the printer puts it onto the paper.

