

# **B** **OST YOUR SKILLS**

**in Computer Basics for ESL Learners**



## **Chapter 5: More with Word**



**LABYRINTH**  
LEARNING™

# Learning Objectives

## ■ Computer Objectives

- ▲ Save and name a file
- ▲ Format and align text in various ways
- ▲ Add bullets to a list
- ▲ Use a USB drive

## ■ Language Objectives

- ▲ Use appropriate words to describe saving and naming files
- ▲ Describe how to format and align text
- ▲ Tell a partner how to perform tasks learned in this chapter

# Picture Dictionary – Nouns

<b>Term</b>	<b>Definition</b>
<b>Document</b>	A typed record that provides information
<b>Alignment</b>	How text is placed, either on the left, center, or right side of the page
<b>USB (Universal Serial Bus) drive</b>	A small tool used to save computer files; you can use it in different computers
<b>USB port</b>	A small opening on the CPU where you insert a USB drive
<b>Font</b>	The shape and size of typed letters
<b>Bullets</b>	Special dots, squares, checkmarks, or characters that you can place before items on a list
<b>Bold type</b>	A style of lettering where the letters are thicker and darker
<b>Italic type</b>	A style of lettering where the letters are a little slanted to the right

# Computer Verbs

<b>Verb</b>	<b>Meaning</b>
<b>Save</b>	To keep your work on a document in the computer so you can use it again later
<b>Insert</b>	To put a USB drive into the USB port of a computer
<b>Increase</b>	To make bigger
<b>Decrease</b>	To make smaller
<b>Align</b>	To place on the left, center, or right side of the page
<b>Scroll</b>	To move the contents of a window up, down, right, or left
<b>Highlight</b>	To click at the beginning of a letter and drag with the mouse to the end of what you want to change
<b>Format (font)</b>	To pick the font you want and use it in your document
<b>Right-click</b>	To press and release the right mouse button

# Highlighting Text

- To change the format of text, you must highlight it first.
  - ▲ Click to the left of the first word in the text you want to highlight, hold down the left mouse button and drag right, and then let go when all of the text is selected.
  - ▲ Highlighted text has a blue (or other color) background.

It is fun to change the format of my text. It makes my work look better. Formatting also makes my words more interesting and easy to read. I can show which words are important.

# Formatting Text

- Format text to make it look better.

## Font Examples

Times New Roman      This  
size is 24 pt.

**Arial Black      This  
size is 32 pt.**

*French Script*

*This size is 18 pt.*

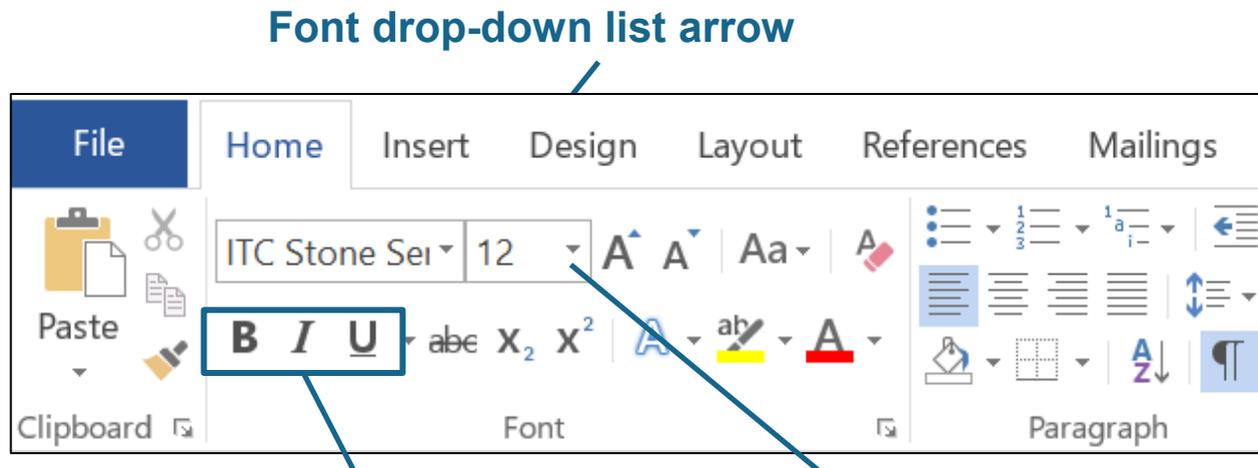
Papyrus

This size is 20 pt.

***TIP!*** One way to format text is to  
change the font shape and size.

# The Word Ribbon

- You can use the Word Ribbon to format highlighted text.



# Bullets

- Use bullets to make lines of text look more like a list.

*Days of the Week*

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

*Days of the Week*

- Sunday

- Monday

- Tuesday

- Wednesday

- Thursday

- Friday

**Bullet**

# Alignment

- There are three types of alignment:

 Left

This text is aligned left

 Center

This text is aligned center

 Right

This text is aligned right

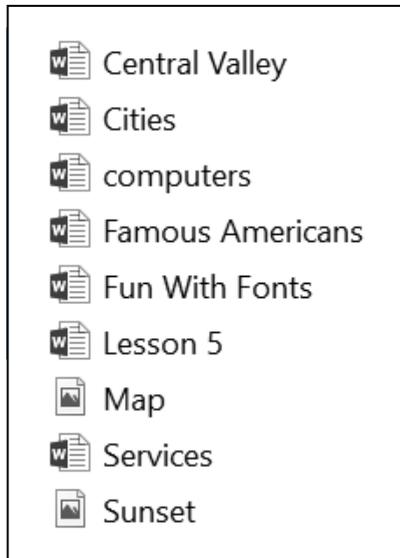
# Saving Your Work

- Save your work to a USB drive so you can move your work from one computer to another.



# Computer Files

- Your work on the computer is saved in a package called a “file.”
  - ▲ You must give each file a name.



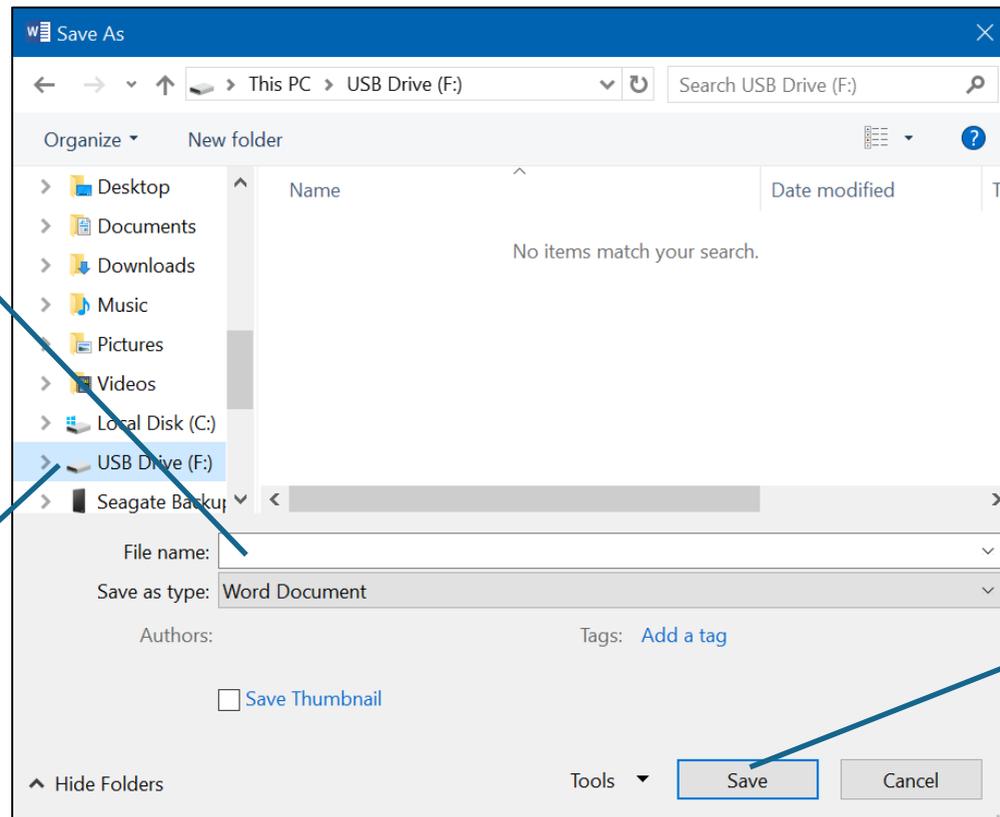
**Examples of computer files**

# How to Save a File

1. Type a document in Word.
2. Choose File→Save As→Browse.

3. Type the filename.

4. Click your USB drive.



5. Click Save.