

BOOST YOUR SKILLS

in Computer Basics for ESL Learners



Chapter 10: Editing Word Documents



LABYRINTH
LEARNING™

Learning Objectives

■ Computer Objectives

- ▲ Use Undo
- ▲ Use Copy and Paste
- ▲ Move from one open program to another
- ▲ Create a simple résumé

■ Language Objectives

- ▲ Use vocabulary words to describe how to copy and paste
- ▲ Use computer verbs to describe drag and drop, and undo actions
- ▲ Explain the parts of a simple résumé to a partner
- ▲ Talk with a partner about how to copy and paste



Picture Dictionary – Nouns

Term	Definition
Clipboard	The place in the computer's memory where something goes when you copy it and before you paste it to a new location
Clipboard group	The part of the Home tab of the Word Ribbon that holds the Cut, Copy, and Paste buttons
Objective	The kind of job or goal that someone wants
Skill	Something you can do that requires learning and practice
Location	The place where something is
Result	The effect of a change you make
Undo button	A button that allows you to cancel the last thing you did

Computer Verbs

Verb	Meaning
Cut	To take away or delete text or information you do not want
Copy	To duplicate text in a document so you can put it in a different location
Paste	To take text you copied or cut and put it in a new location
Move	To change the location of text or other information
Undo	To cancel the last thing you did
Multitask	To do more than one thing at the same time

Typing a Résumé

■ Résumé

- ▲ This is a document that lists your skills and professional experience.
 - ◆ Past jobs
 - ◆ Education
 - ◆ Special skills
 - ◆ Special recognition
- ▲ Create one to help you find a job.

Typing a Résumé (cont.)

Gloria Ramirez
725 Lone Star Way
Del Rio, Texas 78840
(830) 775-1586
gloriartx@gmail.com

OBJECTIVE

To work in a bank in San Antonio, Texas, providing excellent customer service.

WORK EXPERIENCE

Bank Teller – Lake Amistad Bank, Del Rio, TX
2018-Present

- Supported customers in all types of banking transactions.
- Assisted in all clerical responsibilities within the bank.
- Promoted because of accuracy, speed, and other skills.
- Responsible for cash/checking deposits, processing loan payments, opening accounts, and getting direct deposits accounts.

ADDITIONAL SKILLS

- Accurate data entry
- Experience with Microsoft Word, Internet, and Email.
- Experience with handling money.
- Fluent in Spanish and English.

AWARDS

- November 2020 – Teller of the Month
- March 2021 – Excellent Customer Service Award

EDUCATION

San Felipe High School, Del Rio, TX, Date of Graduation: June 7, 2018
Rio Grande College, Accounting classes 2018-2020

Your contact information

The type of job you want

Past jobs

Your special skills

Awards received

Your education and training



Copying and Pasting Within a Program

- Select (highlight) what you want to copy.

Melissa Jackson
1223 Appian Way
El Sobrante, CA 94803

- Click the Copy button.
- Click where you want to paste what you copied.

I hope that you enjoy your new job and your supervisor recognizes your talents and rewards you for your excellent work. We look forward to seeing you at the family picnic in |

- Click the Paste button.

I hope that you enjoy your new job and your supervisor recognizes your talents and rewards you for your excellent work. We look forward to seeing you at the family picnic in El Sobrante.

Saving a File with a New Name

- If you want to make changes to a file but also keep the original without changes; save the original file and create a new file.
 - ▲ Give the new file a new name.
- To save a file with a new name in Word, choose File→Save As→Browse.
 - ▲ Then, choose a new location (if desired), type a new filename, and click Save.

Undo

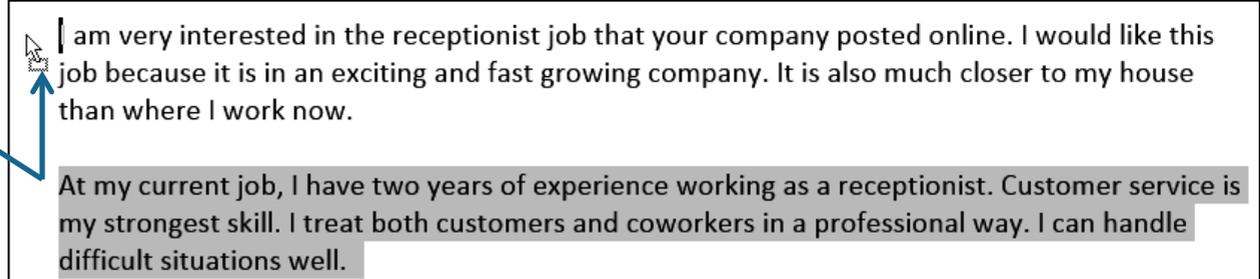
- Use Undo to cancel the last thing that you did.
 - ◆ Example: If you just deleted a word and you want to bring it back, click Undo.
- The Undo button is located on the Quick Access toolbar.



Moving Text in Word

- To move text, highlight it and then drag it to a new place.

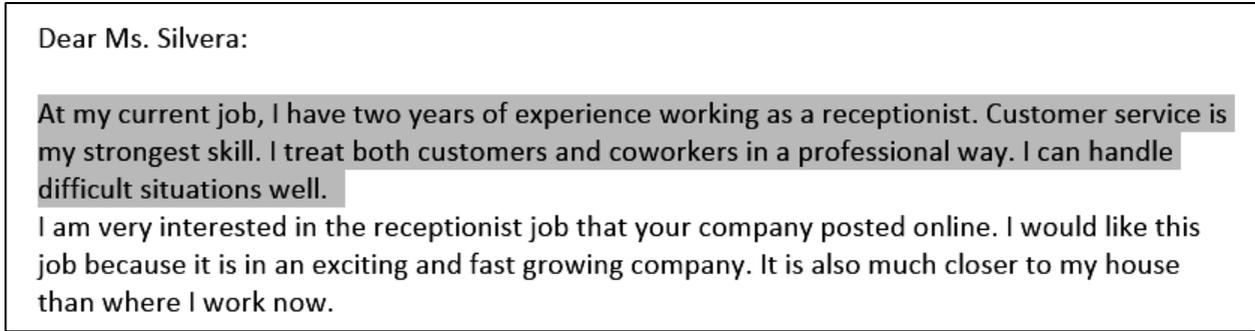
Highlight the text and then drag to where you want it to go.



I am very interested in the receptionist job that your company posted online. I would like this job because it is in an exciting and fast growing company. It is also much closer to my house than where I work now.

At my current job, I have two years of experience working as a receptionist. Customer service is my strongest skill. I treat both customers and coworkers in a professional way. I can handle difficult situations well.

Result:



Dear Ms. Silvera:

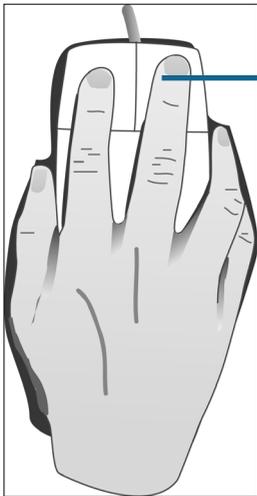
At my current job, I have two years of experience working as a receptionist. Customer service is my strongest skill. I treat both customers and coworkers in a professional way. I can handle difficult situations well.

I am very interested in the receptionist job that your company posted online. I would like this job because it is in an exciting and fast growing company. It is also much closer to my house than where I work now.

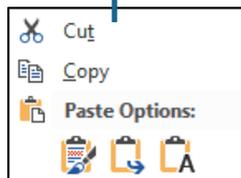
Right-Click to Copy and Paste

- To copy and paste, use the right (not the left) mouse button.

▲ This is known as right-clicking.

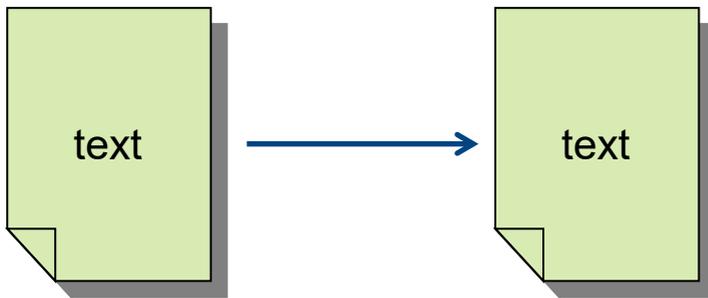


Right-click to bring up a shortcut menu with options you can choose from.



Copying from One Program to Another

- Just as you can copy information from one document to another...



...you can copy information from one program to another.

- ▲ Example: Google Chrome to Word