Word Processing Grade 3

Working with Fonts
B *I*

Working with Text
T

Working with Lines

Working with Spacing

Working with Lists
1
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Developed by Mrs. Butcher

Word Processing Vocabulary

Formatting	The form, design, or arrangement of text.
Orientation	Refers to whether the text and pictures on the document are printed vertically or horizontally.
Alignment	How your text fits between the left and right margins of a page
Cut	To remove information in your document.
Paste	To insert the last information you cut or copied into a document.
Font	A set of characters with a particular design and size.
Line Spacing	The amount of space that appears between the lines of text in a document.
Word Wrap	A feature in most word processors that automatically moves words to the next line as you type.
Margins	The blank space at the top, bottom, left, and right of a document where you cannot type.
Header	Allows you to type above the margin.
Highlight	To change the background color of text.
Select	To choose text, usually by clicking and dragging, for further formatting. Sometimes called highlighting.
Proof Reading	The use of the spell check, grammar check, and context check to look for errors.
Lists	A word processing feature used to arrange items in a list with each item beginning with a bullet or number.
Indent	The paragraph format in which the first line of the paragraph is indented.

Word Processing Rubric

CRITERIA	SCORE
• Correctly open and use the template. • Correctly format the assigned document. • Followed all of the required steps and completed all tasks. • Correctly turn in the assignment when completed.	4
• Correctly open and use the template. • Mostly correctly format the assigned document. • Followed most of the required steps . • Completed most tasks. • Correctly turn in the assignment when completed.	3
• Needed help to open and use the template. • Some mistakes in the format of the assigned document. • Followed some of the required steps. • Completed some tasks. • Needed help to turn in the assignment when completed.	2
• Needed help to open and use the template. • Many mistakes in the format of the assigned document. • Missing most of the required steps • Missing most tasks. • Needed help to turn in the assignment when completed.	1

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Turn in

Working with Fonts

📅 Due Date
Thu May 30, 2019 at 11:59 PM

Instructions
Use the direction booklet to help you.

✓ Points
50 points possible

Reference materials
None

My work

📄 Working with Fonts

\+ Add work

   📄 Open in Teams

   📄 Open in Word

   📄 Open in Word Online

   ⬇ Download

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
   District Password
3. Click on ASSIGNMENTS
4. Click on Working with Fonts
5. Click on ⋯ next to document in MY WORK
6. Select OPEN IN WORD.

Working with Fonts
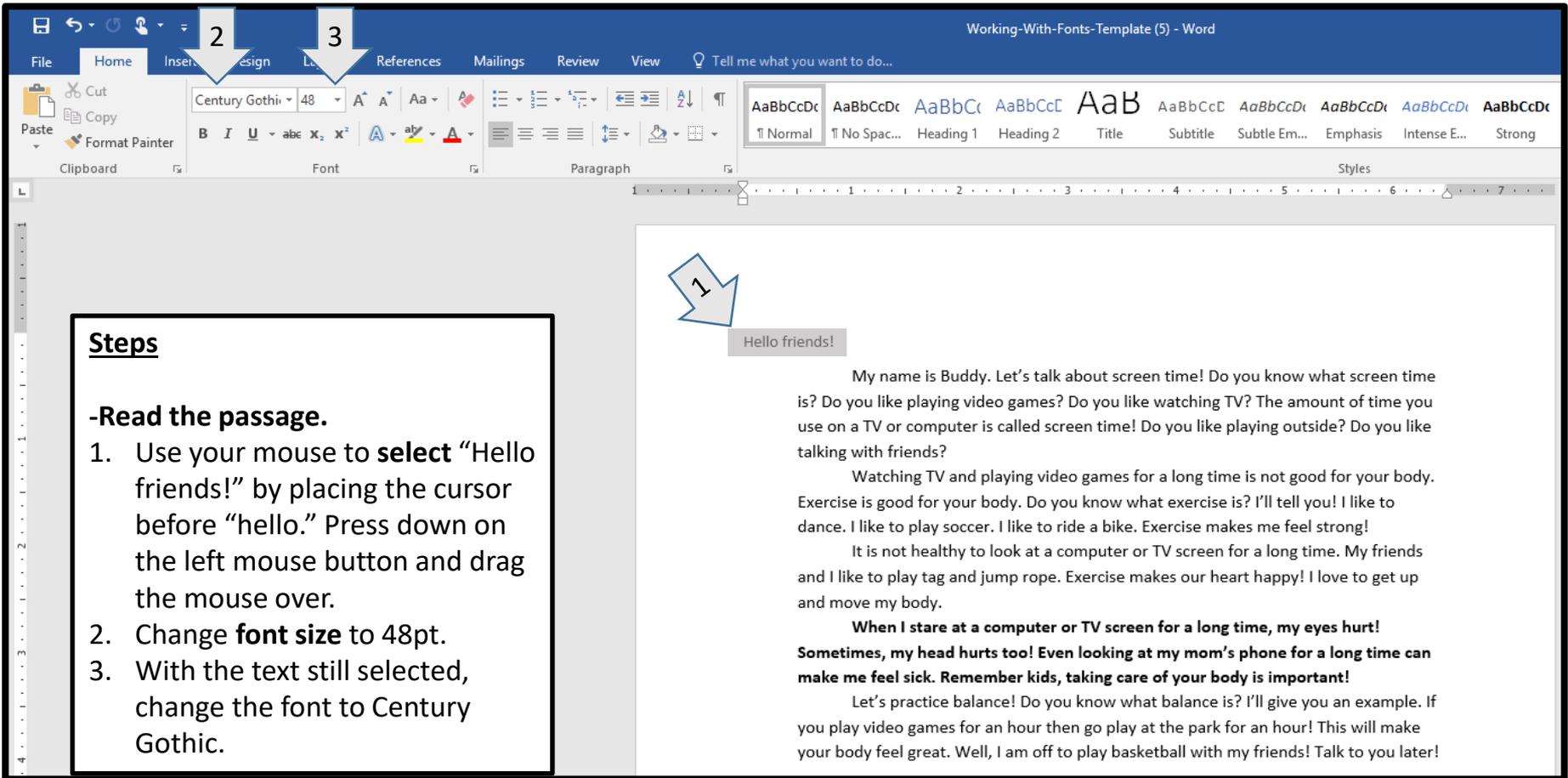
Steps

-Read the passage.
1. Use your mouse to **select** "Hello friends!" by placing the cursor before "hello." Press down on the left mouse button and drag the mouse over.
2. Change **font size** to 48pt.
3. With the text still selected, change the font to Century Gothic.

Working with Fonts

Steps

1. If needed use your mouse to **select** "Hello friends!" Press down on the left mouse button and drag the mouse over.
2. Use the **Change Case** command to change Hello friends! To **UPPERCASE**.
3. Change the color of the words "Hello friends!" to **Gold, Accent 4.**
4. Select Hello Friends and **Center Align**.

Working with Fonts

Steps

1. **Select** the text in the fourth paragraph.
2. **Remove the bold formatting** from the 4th paragraph so that it looks like the other ones.
3. **Select** all of the text in the last paragraph.
4. **Italicize** the entire last paragraph.

Hello friends!

My name is Buddy. Let's talk about screen time! Do you know what screen time is? Do you like playing video games? Do you like watching TV? The amount of time you use on a TV or computer is called screen time! Do you like playing outside? Do you like talking with friends?

Watching TV and playing video games for a long time is not good for your body. Exercise is good for your body. Do you know what exercise is? I'll tell you! I like to dance. I like to play soccer. I like to ride a bike. Exercise makes me feel strong!

It is not healthy to look at a computer or TV screen for a long time. My friends and I like to play tag and jump rope. Exercise makes our heart happy! I love to get up and move my body.

When I stare at a computer or TV screen for a long time, my eyes hurt! Sometimes, my head hurts too! Even looking at my mom's phone for a long time can make me feel sick. Remember kids, taking care of your body is important!

Let's practice balance! Do you know what balance is? I'll give you an example. If you play video games for an hour then go play at the park for an hour! This will make your body feel great. Well, I am off to play basketball with my friends! Talk to you later!

Does your screen look like this?

HELLO FRIENDS!

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Working with Text

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

📄 Working with Text

+ Add work

📑 Open in Teams
📘 Open in Word
📘 Open in Word Online
↓ Download

Due Date
Thu May 30, 2019 at 11:59 PM

✓ Points
50 points possible

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2. Login: sID#@phsd144.net
   District Password
3. Click on ASSIGNMENTS
4. Click on Working with Text
5. Click on ··· next to document in MY WORK
6. Select OPEN IN WORD.

Working With Text

Steps

-Read the passage.

1. **Select** the text in the **header** at the top of the page.
2. Then press **Ctrl + X** to cut the text. The text will disappear.
3. Then **close the header**.
4. Move your cursor to the line above-Awesome, come on!
5. Then press **Ctrl + V** to paste the sentence.
6. Use the **Tab** key to move that sentence over.
7. Take the extra spaces out between paragraphs by using the **backspace** or **delete** key.
8. You may need to place your cursor before "Now" and then hit the Tab Key.

The document screenshot contains:

Hello! Your friend Buddy is back! Do you want to see the castle I just made?

Awesome, come on! First, you must tell me the secret password! Do you know what a password is? Don't worry, I'll tell you.

A password is something you use to keep information private. That means, nobody else will find out! When making your password, you want it to be easy for you to remember. Here, I'll give you an example! Maybe your password can be your favorite food or the name of your favorite movie!

Just remember, you don't want it to be easy for other people to learn. You may want to add numbers or symbols to your password. I'll give you an example! My favorite food is pizza and my lucky number is 28. That means my password could be pizza28!

Having a password will keep all your private information safe. Never share your password with someone. When choosing a password, you should write it down so you don't forget. Soon you will remember it all on your own!

Now that you have learned about passwords, let's see if you can get into my castle! I'll give you a hint! My favorite color is orange and I am 11 years old. What do you think my secret password could be? If you guessed orange11, you are right! Come on, let's go play!

Does your screen look like this?

Hello! Your friend Buddy is back! Do you want to see the castle I just made? Awesome, come on! First, you must tell me the secret password! Do you know what a password is? Don't worry, I'll tell you.

A password is something you use to keep information private. That means, nobody else will find out! When making your password, you want it to be easy for you to remember. Here, I'll give you an example! Maybe your password can be your favorite food or the name of your favorite movie!

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Do Not Turn In Your Assignment.

Turn to the next page in this packet.

Working with Text

Steps
1. Select the **highlighting** tool. Find all the "orange" words. Highlight the words.
2. **Move** your **cursor** below the last paragraph. Type "Let's Go Play!"
3. **Select** "Let's Go Play!" Use **text effects** to change the look of the words.

Hello! Your friend Buddy is back! Do you want to see the castle I just made? Awesome, come on! First, you must tell me the secret password! Do you know what a password is? Don't worry, I'll tell you.

A password is something you use to keep information private. That means, nobody else will find out! When making your password, you want it to be easy for you to remember. Here, I'll give you an example! Maybe your password can be your favorite food or the name of your favorite movie!

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Let's Go Play !

Does your screen look like this?

Hello! Your friend Buddy is back! Do you want to see the castle I just made? Awesome, come on! First, you must tell me the secret password! Do you know what a password is? Don't worry, I'll tell you.

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Lets' Go Play !

Turn In your assignment

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Turn in

Working with Lines

📅 Due Date
Thu May 30, 2019 at 11:59 PM

✓ Points
50 points possible

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

📄 Working with Lines

+ Add work

- Open in Teams
- Open in Word
- Open in Word Online
- ↓ Download

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
   District Password
3. Click on ASSIGNMENTS
4. Click on Working with Lines
5. Click on ··· next to document in MY WORK
6. Select OPEN IN WORD.

Working with Lines
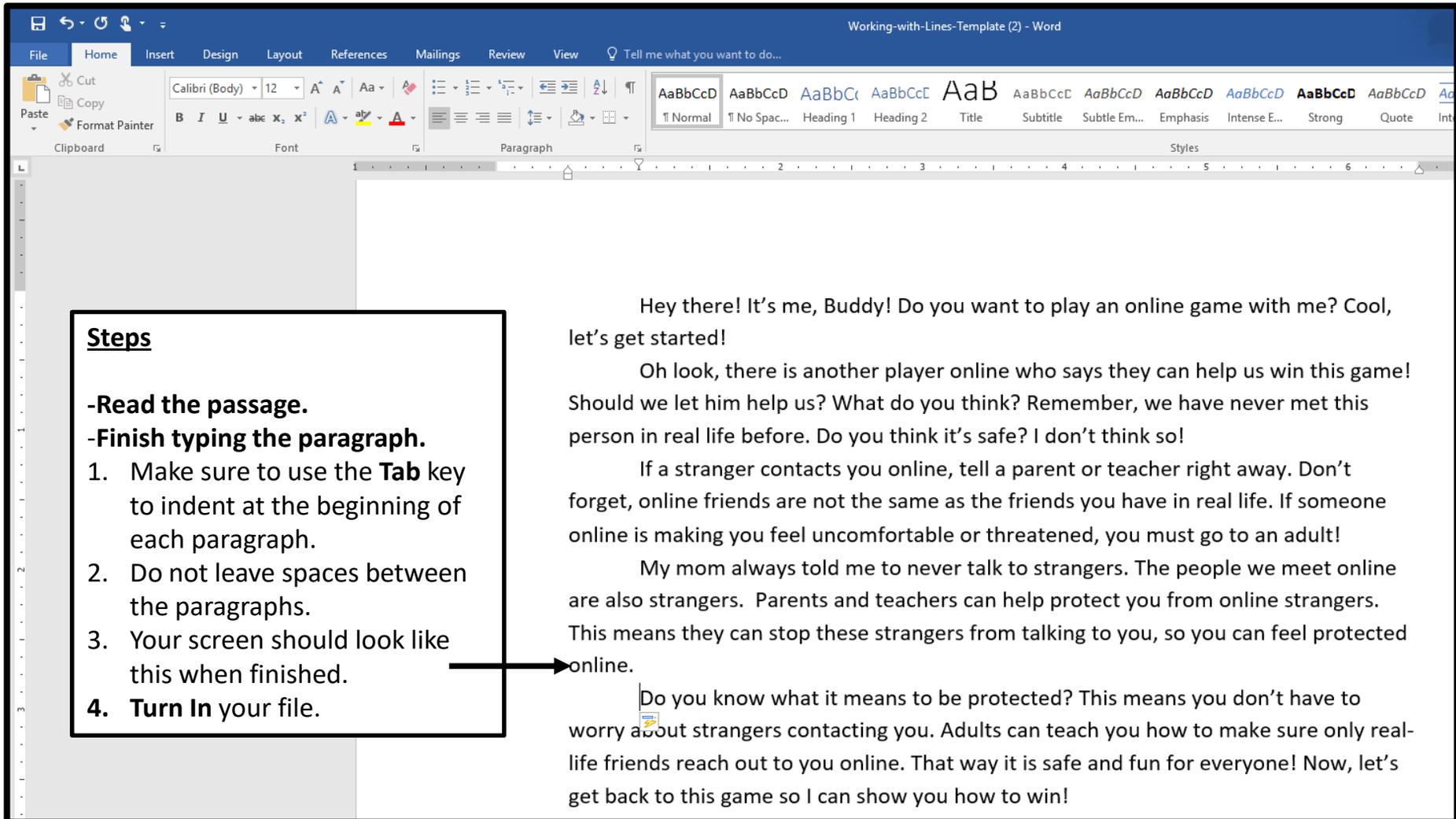
Steps

-**Read the passage.**
-**Finish typing the paragraph.**
1. Make sure to use the **Tab** key to indent at the beginning of each paragraph.
2. Do not leave spaces between the paragraphs.
3. Your screen should look like this when finished.
4. **Turn In** your file.

Hey there! It's me, Buddy! Do you want to play an online game with me? Cool, let's get started!

Oh look, there is another player online who says they can help us win this game! Should we let him help us? What do you think? Remember, we have never met this person in real life before. Do you think it's safe? I don't think so!

If a stranger contacts you online, tell a parent or teacher right away. Don't forget, online friends are not the same as the friends you have in real life. If someone online is making you feel uncomfortable or threatened, you must go to an adult!

My mom always told me to never talk to strangers. The people we meet online are also strangers. Parents and teachers can help protect you from online strangers. This means they can stop these strangers from talking to you, so you can feel protected online.

Do you know what it means to be protected? This means you don't have to worry about strangers contacting you. Adults can teach you how to make sure only real-life friends reach out to you online. That way it is safe and fun for everyone! Now, let's get back to this game so I can show you how to win!

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Working with Spacing

📅 Due Date
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50 points possible

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

📄 Working with Spacing

+ Add work

🔷 Open in Teams
📄 Open in Word
📄 Open in Word Online
↓ Download

1. Sign in to Microsoft Teams
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    District Password
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4. Click on Working with Spacing
5. Click on ⋯ next to document in MY WORK
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Working with Spacing

Steps

-**Read the passage.**
1. **Select** the second paragraph.
2. Select the **Home** tab.
3. Select **Paragraph Settings** button.
4. Change the spacing **before** the paragraph to **12pt.** and the spacing **after** the paragraph to **30 pt.**
5. Click **OK** when finished.

Working with Spacing

Steps

1. **Select** the third paragraph.
2. Select the **Home** tab.
3. Select **Paragraph Settings** button.
4. Change the **line spacing** to 1.5.
5. Click **OK** when finished.

On your own

1. Select the whole story. Change the line spacing to double (2.0)

Does your screen look like this?

Your pal Buddy is back! Some of my friends and I are meeting up after school to hangout. Do you want to come? Awesome! I always have fun talking to my friends. We like to talk about sports and movies! What are some things you like to talk about with your friends? That's so cool!

Have you ever heard of group chats? They are so not cool! I'll tell you all about them! Group chats are when a group of people talk about things online. It might sound fun, but it can be very dangerous! Sometimes people in group chats talk about things that make me feel uncomfortable. It can be scary talking to people in group chats because you don't really know who they are.

Some people in group chats might say they are the same age as you, but really much older. Remember, it is always important to be safe online. If it's not safe, it's not fun! You should only talk to people online if you know them in real life.

Talk to your parents or teachers about safe group chats! They might have group chats you can use to talk about school and homework with your classmates. Don't forget to stay far away from public group chats that your parents and teachers don't know about! Now let's go meet up with my friends, I'll race you there!

Turn In your assignment
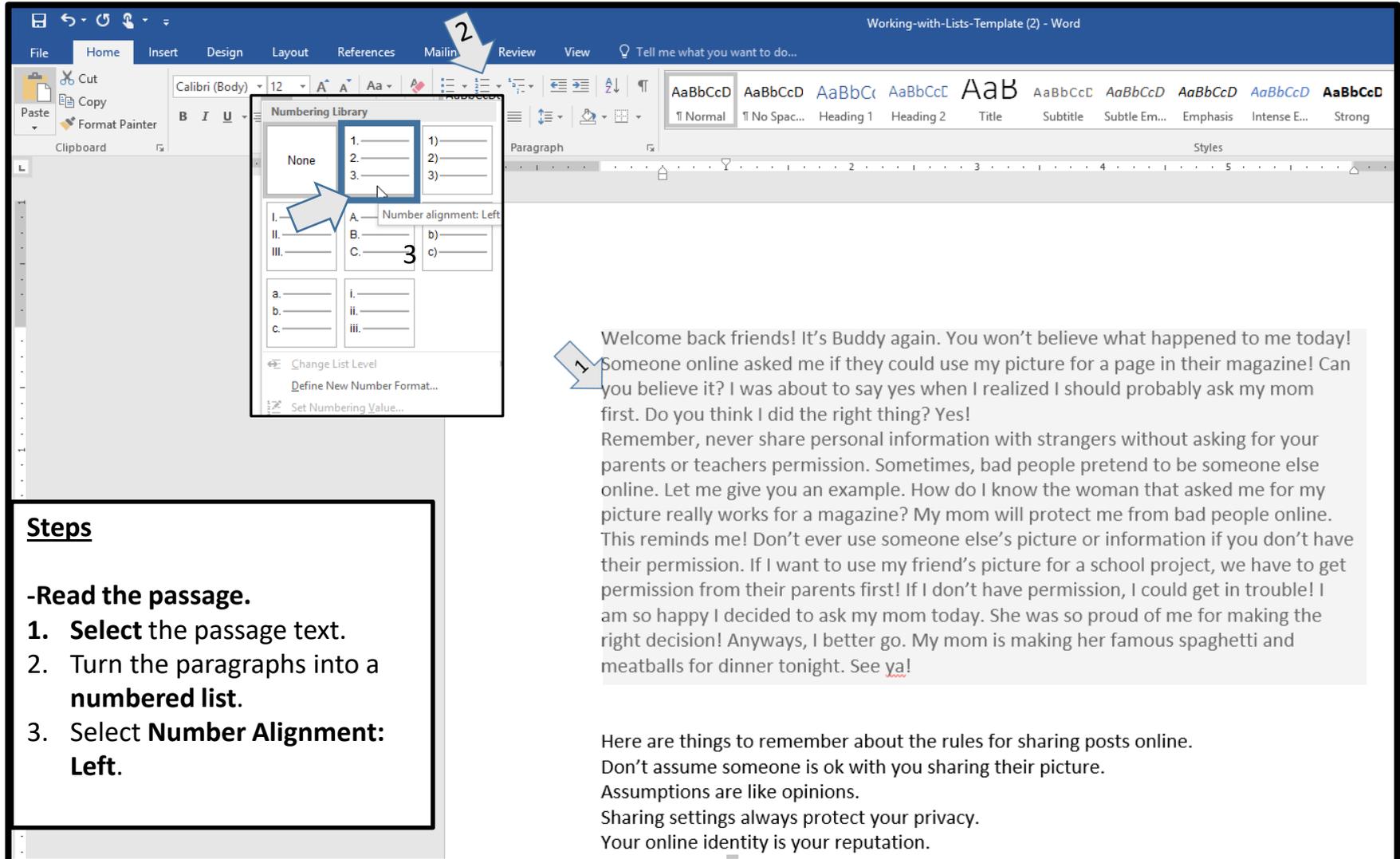
Word Processing Grade 3

Working with Lists

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Accessing the File

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Turn in

Working with Lists

Due Date
Thu May 30, 2019 at 11:59 PM

Instructions
Use the direction booklet to help you.

Points
50 points possible

Reference materials
None

My work

W) Working with Lists

+ Add work

T) Open in Teams

W) Open in Word

W) Open in Word Online

↓ Download

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Working with Lists

Steps

-**Read the passage.**
1. **Select** the passage text.
2. Turn the paragraphs into a **numbered list**.
3. Select **Number Alignment: Left**.

Welcome back friends! It's Buddy again. You won't believe what happened to me today! Someone online asked me if they could use my picture for a page in their magazine! Can you believe it? I was about to say yes when I realized I should probably ask my mom first. Do you think I did the right thing? Yes!

Remember, never share personal information with strangers without asking for your parents or teachers permission. Sometimes, bad people pretend to be someone else online. Let me give you an example. How do I know the woman that asked me for my picture really works for a magazine? My mom will protect me from bad people online. This reminds me! Don't ever use someone else's picture or information if you don't have their permission. If I want to use my friend's picture for a school project, we have to get permission from their parents first! If I don't have permission, I could get in trouble! I am so happy I decided to ask my mom today. She was so proud of me for making the right decision! Anyways, I better go. My mom is making her famous spaghetti and meatballs for dinner tonight. See ya!
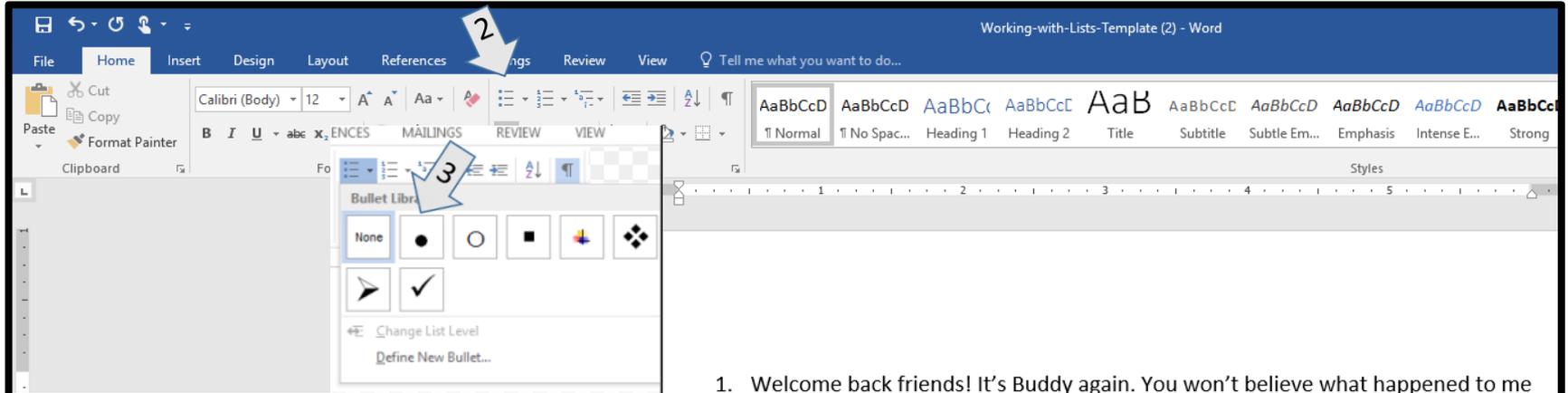
Here are things to remember about the rules for sharing posts online.
Don't assume someone is ok with you sharing their picture.
Assumptions are like opinions.
Sharing settings always protect your privacy.
Your online identity is your reputation.

Working with Lists

Steps
1. **Select** the **last** paragraph.
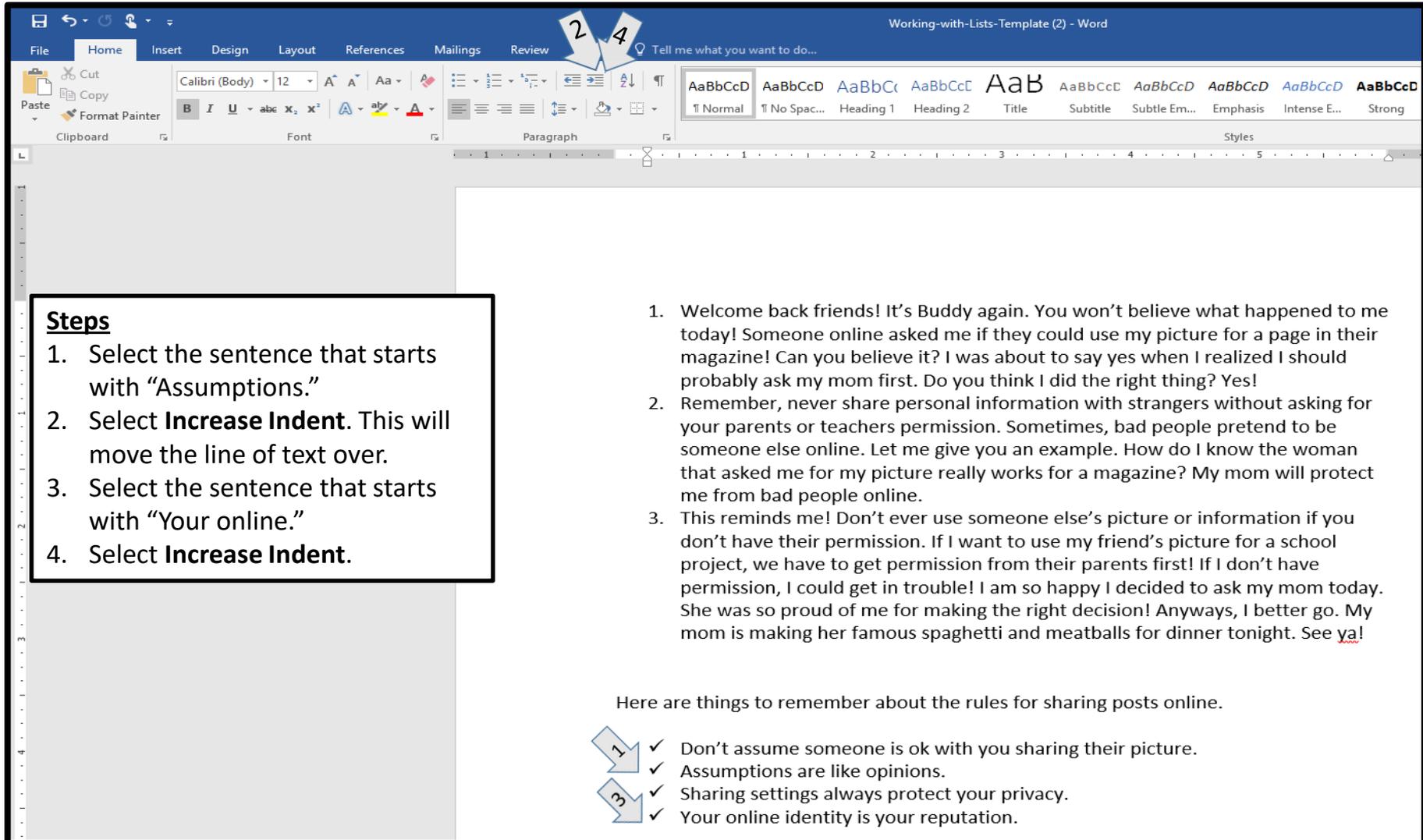2. Select the b**ullet** icon**.**
3. Select a bullet type.

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Working with Lists

Steps
1. Select the sentence that starts with "Assumptions."
2. Select **Increase Indent**. This will move the line of text over.
3. Select the sentence that starts with "Your online."
4. Select **Increase Indent**.

1. Welcome back friends! It's Buddy again. You won't believe what happened to me today! Someone online asked me if they could use my picture for a page in their magazine! Can you believe it? I was about to say yes when I realized I should probably ask my mom first. Do you think I did the right thing? Yes!
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✓ Assumptions are like opinions.
✓ Sharing settings always protect your privacy.
✓ Your online identity is your reputation.

Does your screen look like this?

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- ✓ Don't assume someone is ok with you sharing their picture.
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Turn In your assignment