

Word Processing

Grade 4



Created 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Correctly open and use the template.• Mostly correctly format the assigned document.<ul style="list-style-type: none">• Followed most of the required steps .<ul style="list-style-type: none">• Completed most tasks.• Correctly turn in the assignment when completed.	3
<ul style="list-style-type: none">• Needed help to open and use the template.• Some mistakes in the format of the assigned document.<ul style="list-style-type: none">• Followed some of the required steps.<ul style="list-style-type: none">• Completed some tasks.• Needed help to turn in the assignment when completed.	2
<ul style="list-style-type: none">• Needed help to open and use the template.• Many mistakes in the format of the assigned document.<ul style="list-style-type: none">• Missing most of the required steps<ul style="list-style-type: none">• Missing most tasks.• Needed help to turn in the assignment when completed.	1

Word Processing

Grade 4

Review

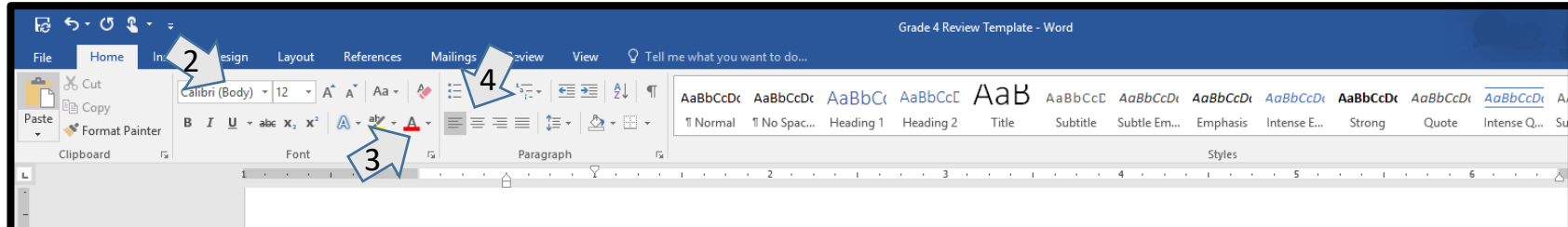


Accessing the File

The screenshot shows a Microsoft Teams interface with the 'Assignments' tab selected. At the top, there are navigation links for 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. Below this, there is a 'Back' button on the left and a 'Turn in' button on the right. The main content area is titled 'Review' and includes a 'Due Date' of 'Thu May 30, 2019 at 11:59 PM' and 'Points' of '50 points possible'. Under 'Instructions', it says 'Use the direction booklet to help you.' Under 'Reference materials', it says 'None'. Under 'My work', there is a document titled 'Review' with a Word icon. A context menu is open over the 'Review' document, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. There is also an 'Add work' button next to the document.

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

Word Processing Review



Steps

- Read the passage.
- Finish typing the document.
- 1. Capitalize the “h” and “e” in the title.
- 2. Change the **font** of the title to **Agency 24pt**.
- 3. Change the **color** of the title to **red**.
- 4. **Center** the title.
- 5. **Indent** the paragraphs using the **Tab** key.
- 6. **Turn In your file when finished.**

1 Hi everyone!

5 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!

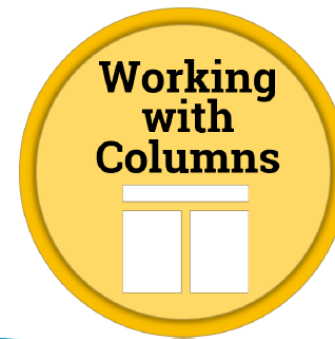
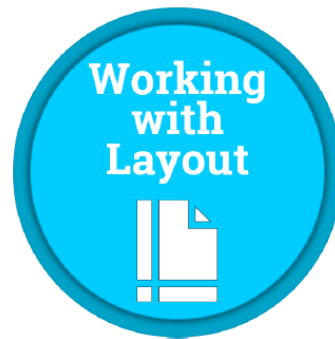
It is not healthy to look at a computer or TV screen for a long time. My friends and I like to play tag and jump rope. Exercise makes our heart happy! I love to get up and move my body.

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!

Word Processing

Grade 4

Working with Links and Lists



Accessing the File

The screenshot shows a Microsoft Teams interface. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments' (which is selected). Below the tabs, there is a 'Back' button on the left and a 'Turn in' button on the right. The main content area displays the assignment title 'Working with Links and Lists'. To the right of the title, there is a 'Due Date' section showing 'Thu May 30, 2019 at 11:59 PM' and a 'Points' section showing '50 points possible'. Below the title, there are sections for 'Instructions' (with the text 'Use the direction booklet to help you.'), 'Reference materials' (with the text 'None'), and 'My work'. Under 'My work', there is a document card titled 'Working with Links and Lists'. A context menu is open over this card, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. There is also an 'Add work' button to the left of the document card.

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

Working with Links and Lists

Steps

-Read the passage

1. Select school name.
2. Select the **Insert** tab
3. Select **Hyperlink**
4. Type in www.phsd144.net in the address bar. Then press OK.
5. Check to make sure that the link works by pressing **Ctrl + clicking on the link.**

The screenshot shows the Microsoft Word interface. The 'Insert' tab is selected in the ribbon, and the 'Hyperlink' button is highlighted with a callout '3'. The 'Insert Hyperlink' dialog box is open, showing the 'Address' field with 'www.phsd144.net' entered, highlighted with a callout '4'. The document text includes a paragraph about private information, with the words 'school name' highlighted in a box and a callout '1' pointing to it. The document page number '9' is visible at the bottom right.

Do you know what private information is? [Private information](http://www.phsd144.net) is personal facts about my life. I'll give you some examples! You should never share any of these without a parent's permission:

- [your address](#)
- [phone number](#)
- [email address](#)
- [school name](#)
- [birth date](#)
- [first and last name](#)

Do you know why sharing this information could be dangerous? Bad people online can use this information to trick you or put you in uncomfortable situations. That's why it is so important to never give out private information. You should only give out private information to people you can trust. This includes your parents and teachers.

Remember, if a stranger approached you on the street and asked for private information, you would know to walk away. If a stranger asks you for private information online, you must also tell your parents or teacher right away. Private information must stay protected to keep you safe. Well, I know of another cool [online game](#) that doesn't ask for my private information. Let's do [that](#) instead!

9

Working with Links and Lists

Working-with-Links-Template - Word

File Home Insert Design Layout References Review Tell me what you want to do...

Clipboard Font Paragraph Styles

Hey kids! Buddy speaking!

My friend just told me about a new online game. Do you want to check it out with me? Awesome, let's go! Wow, this looks so fun. I have to create an account before playing. Hmm, the website is asking me to fill out information about myself.

Do you know what private information is? [Private information](#) is personal facts about my life. I'll give you some examples! You should never share any of these without a parent's permission:

- [your address](#)
- [phone number](#)
- [email address](#)
- [school name](#)
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10

Steps

1. Select the private information list.
2. Create a **numbered list**.
3. **Indent** the list.
4. Use the **hyperlinks** to visit the websites.

Does your screen look like this?

Hey kids! Buddy speaking!

My friend just told me about a new online game. Do you want to check it out with me? Awesome, let's go! Wow, this looks so fun. I have to create an account before playing. Hmm, the website is asking me to fill out information about myself.

Do you know what private information is? Private information is personal facts about my life. I'll give you some examples! You should never share any of these without a parent's permission:

1. your address
2. phone number
3. email address
4. school name
5. birth date
6. first and last name

Do you know why sharing this information could be dangerous? Bad people online can use this information to trick you or put you in uncomfortable situations. That's why it is so important to never give out private information. You should only give out private information to people you can trust. This includes your parents and teachers.

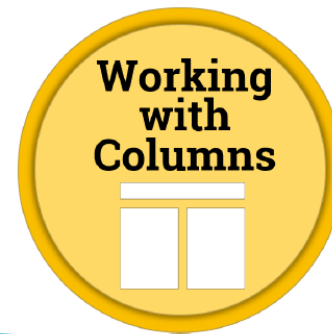
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Turn In your
assignment

Word Processing

Grade 4

Working with Headers and Layout

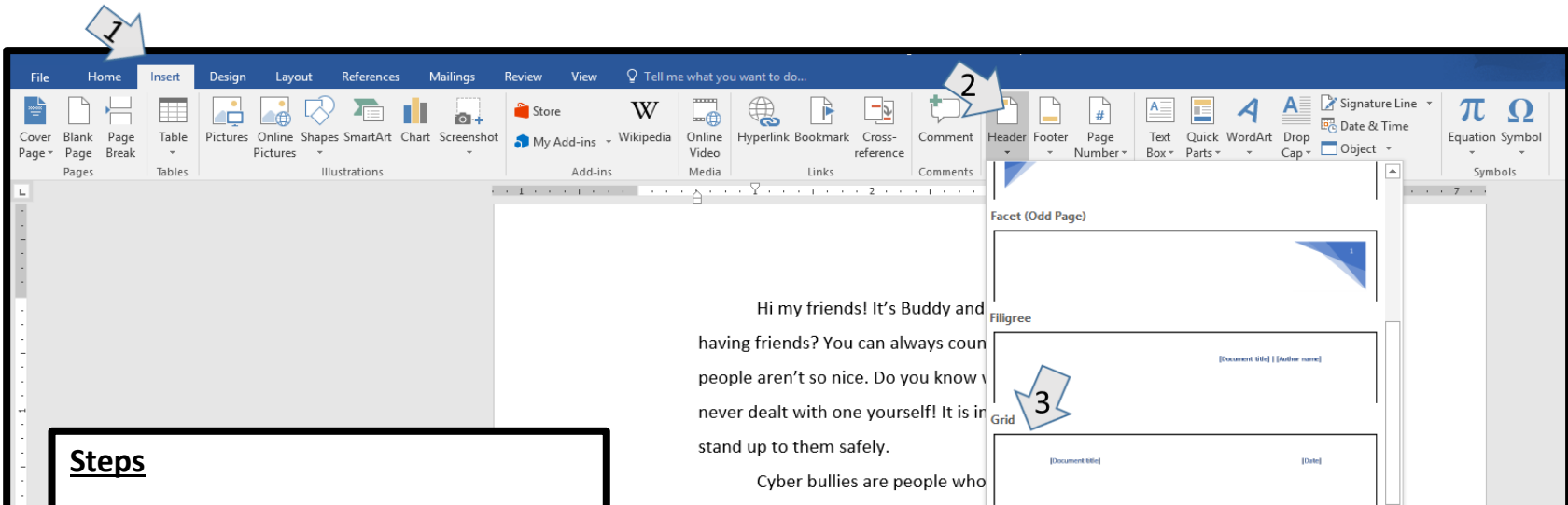


Accessing the File

The screenshot shows a user interface with a top navigation bar containing 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. Below this, there is a 'Back' button and a 'Turn in' button. The main content area displays the assignment title 'Working with Headers and Layout' with a due date of 'Thu May 30, 2019 at 11:59 PM' and a total of '50 points possible'. Under 'Instructions', it says 'Use the direction booklet to help you.' Under 'Reference materials', it says 'None'. Under 'My work', there is a document icon and the title 'Working with Headers and Layout'. A context menu is open over the document, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. There is also an 'Add work' button.

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

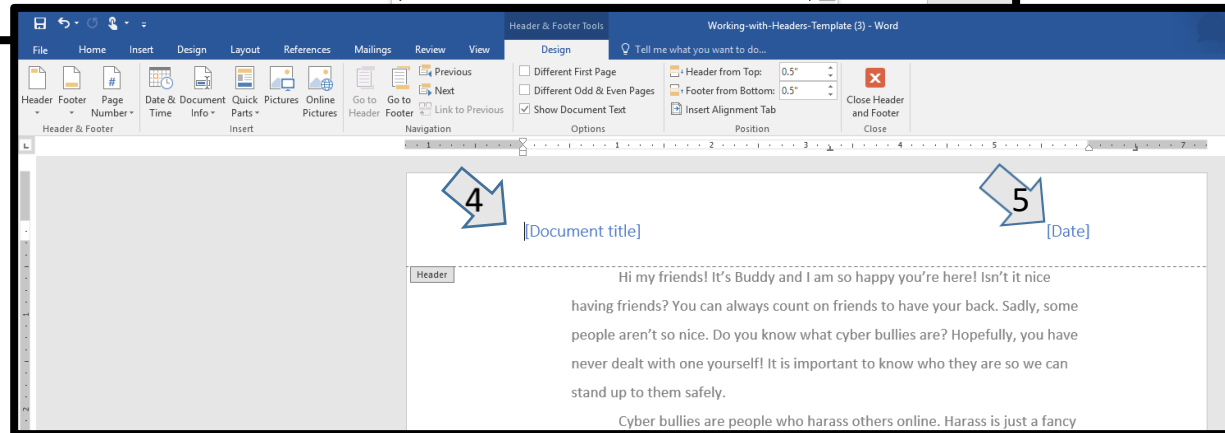
Working with Headers



Steps

-Read the passage.

1. Select the **Insert** tab.
2. Select **Header**
3. Select **Grid**
4. On the left side of the header type Cyberbullying Lesson.
5. On the right side of the header type today's date.



Does your screen look like this?

Cyberbullying Lesson

Today's Date

Hi my friends! It's Buddy and I am so happy you're here! Isn't it nice having friends? You can always count on friends to have your back. Sadly, some people aren't so nice. Do you know what cyber bullies are? Hopefully, you have never dealt with one yourself! It is important to know who they are so we can stand up to them safely.

Cyber bullies are people who harass others online. Harass is just a fancy word for someone who is mean to others. It is important to treat everyone online with respect. Still, not everyone online follows this rule.

So what should you do if you or someone you care about is being bullied online? If you feel comfortable and safe, ask the bully to politely stop. If speaking up seems too hard, find an adult right away and explain what's going on. Whatever you do, never keep your feelings inside. It is important to talk to an adult you trust.

If you see someone else being bullied online, be kind to them. If you just stay quiet, things could get worse. Stop bullying in its tracks and stand up for others.

If you are being the cyber bully, talk to an adult who can help you find ways to be kinder to others. If you have hurt someone in the past, apologize. This will make everyone involved feel so much better. I am so happy we had this talk! Your pal Buddy is always here for you!

Continue onto
the next page.

Working with Layout

Working-with-Headers-Template (3) - Word

File Home Design Layout References Mailings Review View Tell me what you want to do...

Margins Orientation Size Columns Breaks Line Numbers Hyphenation Page Setup

Indent Spacing Paragraph

Position Wrap Text Bring Forward Send Backward Selection Pane Arrange

Cyberbullying Lesson [Date]

Hi my friends! It's Buddy and I am so happy you're here! Isn't it nice having friends? You can always count on friends to have your back. Sadly, some people aren't so nice. Do you know what cyber bullies are? Hopefully, you have never dealt with one yourself! It is important to know who they are so we can stand up to them safely.

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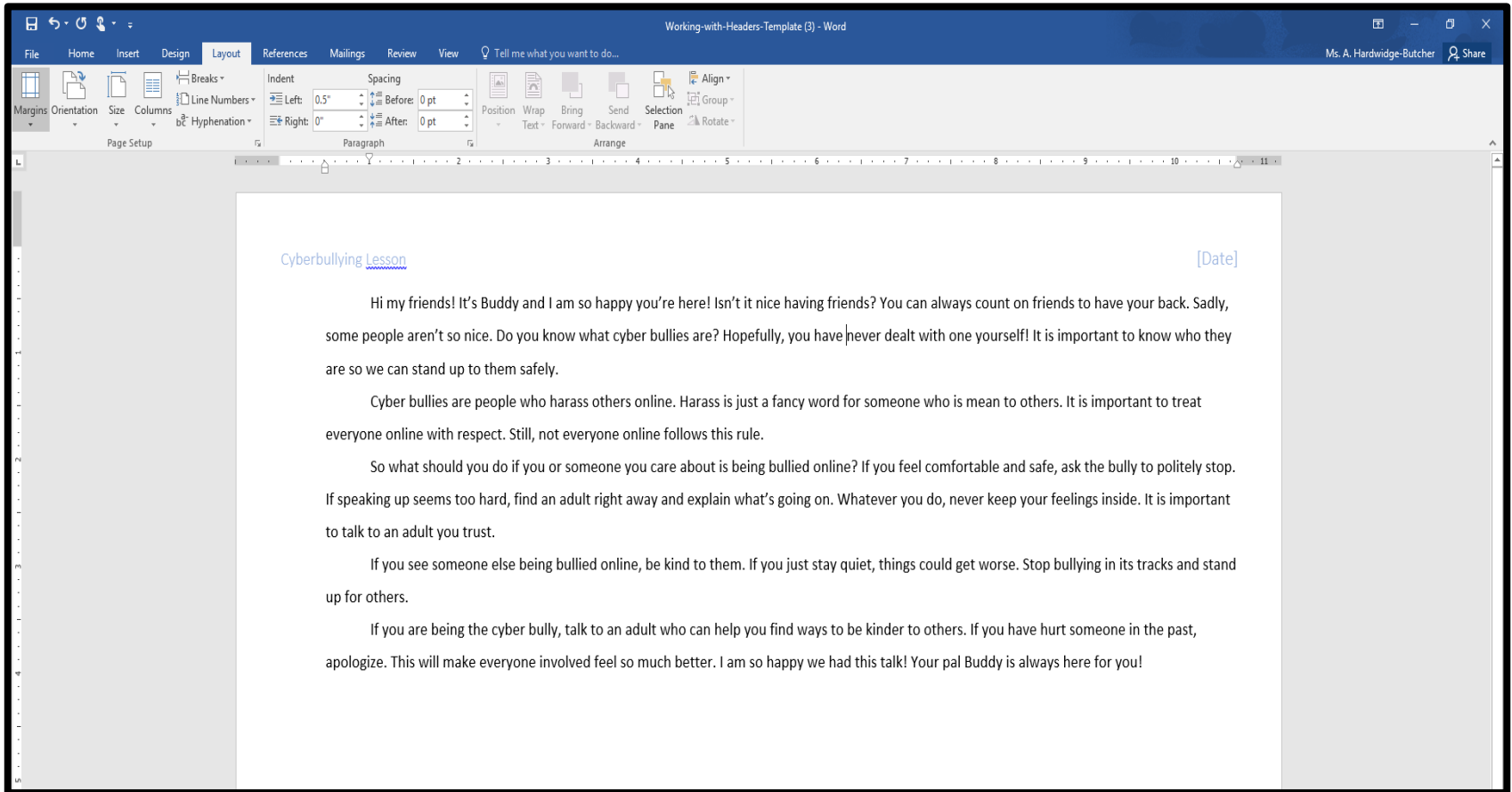
So what should you do if you or someone you care about is being bullied online? If you feel comfortable and safe, ask the bully to politely stop. If speaking up seems too hard, find an adult right away and explain what's going on. Whatever you do, never keep your feelings inside. It is important to talk to an adult you trust.

If you see someone else being bullied online, be kind to them. If you just

Steps

1. Change the **page orientation** to **landscape**.
2. Change the **page margins** to **narrow** (0.5 inch)
3. Change the **paper size** to **A4**.

Does your screen look like this?

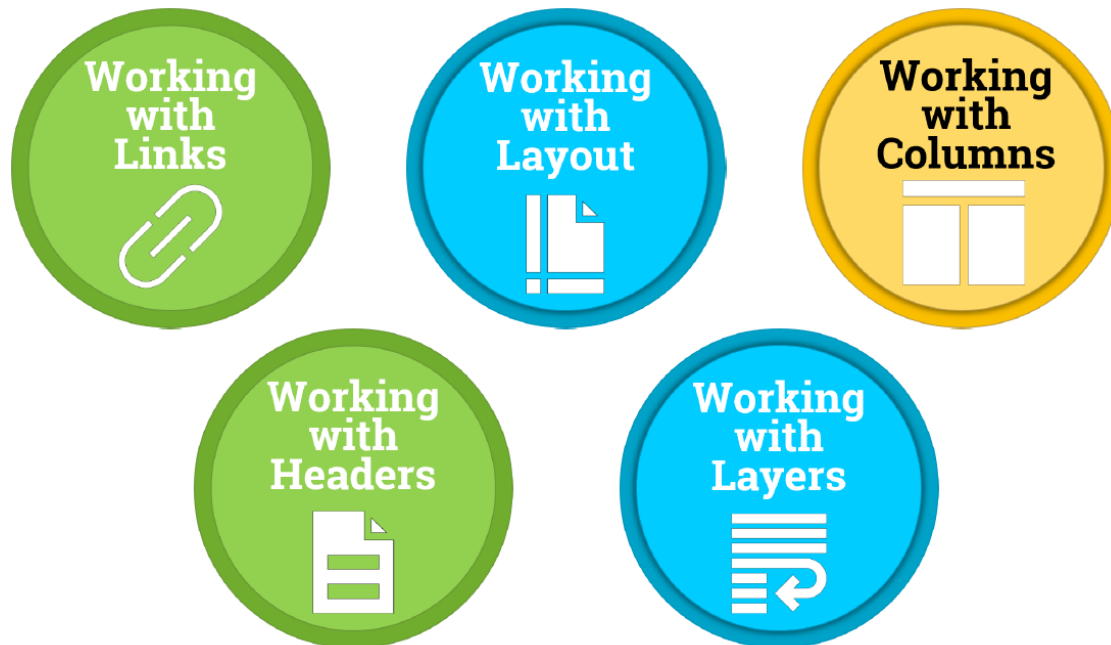


Turn In your
assignment

Word Processing

Grade 4

Working with Columns



Accessing the File

The screenshot shows a user interface with a top navigation bar containing 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. Below this is a header area with a 'Back' button and a 'Turn in' button. The main content area displays the assignment title 'Working with Columns' and its due date 'Thu May 30, 2019 at 11:59 PM'. It also shows 'Points' as '50 points possible'. Under 'Instructions', it says 'Use the direction booklet to help you.' Under 'Reference materials', it says 'None'. Under 'My work', there is a document titled 'Working with Columns' with a context menu open showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. A '+ Add work' button is also visible.

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

Working with Columns

Steps

- Read the passage.
- 1. Select the last 3 paragraphs.
- 2. Select the **layout** tab.
- 3. Change the **page setup** to 2 columns.
- 4. Change the **spacing before** the columns to **18pt**.

I was hoping I'd see you again! It's Sally! Just kidding, it's your old friend Buddy. You can't believe everything you hear! When you're online, sometimes it's hard to know what's real and what's fake.

A lot of things online are made-up. Some people try to trick you on purpose. So how can we tell when online news is lying? Well, it is our job to become detectives! I treat it as a fun, mystery game.

There are a couple things we can do to decide whether or not the online news source is real. First, do we trust the website? Have you heard of this website before? Ask your teacher or parents if they know of this website. Maybe they can even help you crack the case!

Next, is the website full of spelling or grammatical errors? Ask your teacher or parents to sit down with you and compare a real website to a fake website. You will be able to spot differences quickly!

Lastly, ask yourself why was this news article made? Did it leave out any important information? You may want to look at other articles and see if the details match-up. You will need help from your teacher and parents at first, but then you'll become a pro!

Working with Columns

Steps

1. Place your cursor before the word "Next."
2. Select **Layout** tab. Then select **Breaks**.
3. Select **Column**.

The screenshot shows the Microsoft Word interface with the 'Layout' tab selected. The 'Breaks' dropdown menu is open, and the 'Column' option is highlighted with a pink box and a blue arrow labeled '3'. A blue arrow labeled '2' points to the 'Breaks' dropdown, and a blue arrow labeled '1' points to the word 'Next' in the document text.

Working-with-Columns-Template (1) - Word

File Home Insert **Layout** References Mailings Review View Tell me what you want to do...

Margins Orientation Size Columns Breaks Indent Spacing

Page Setup

Page Mark the point at which one page ends and the next page begins.

Column Indicate that the text following the column break will begin in the next column.

Text Wrapping Separate text around objects on web pages, such as caption text from body text.

Section Breaks

Next Page Insert a section break and start the new section on the next page.

Continuous Insert a section break and start the new section on the same page.

Even Page Insert a section break and start the new section on the next even-numbered page.

Odd Page Insert a section break and start the new section on the next odd-numbered page.

I was hoping I'd see you again! It's Sally! Just kidding, it's your old friend
You can't believe everything you hear! When you're online, sometimes
hard to know what's real and what's fake.
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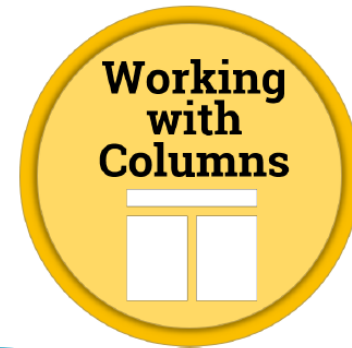
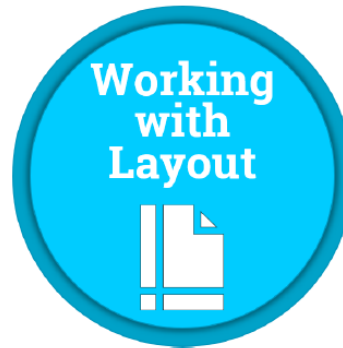
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**Turn In your
assignment**

Word Processing

Grade 4

Working with Layers

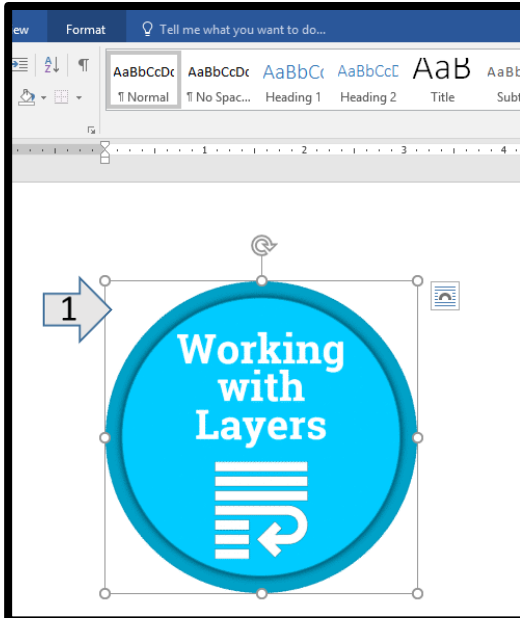


Accessing the File

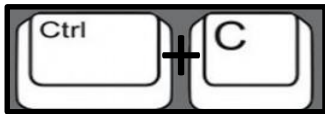
The screenshot shows a user interface for an assignment. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments' (which is selected). A 'Turn in' button is in the top right. Below the navigation, there is a 'Back' button and the assignment title 'Working with Layers'. To the right of the title, there is a 'Due Date' section showing 'Thu May 30, 2019 at 11:59 PM' and a 'Points' section showing '50 points possible'. Under 'Instructions', it says 'Use the direction booklet to help you.' Under 'Reference materials', it says 'None'. Under 'My work', there is a document titled 'Working with Layers' with a Microsoft Word icon. A context menu is open over this document, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. There is also an 'Add work' button.

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

Working with Layers



2

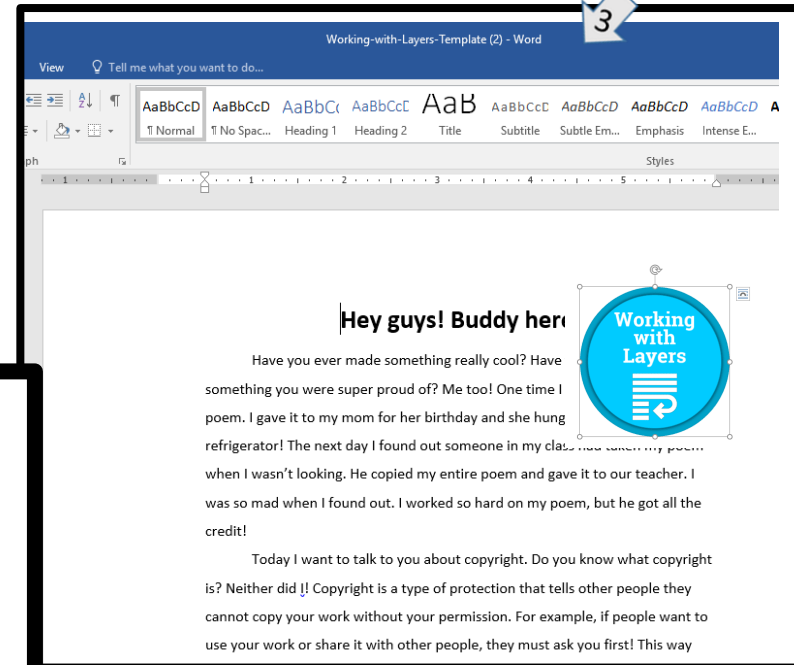


Steps

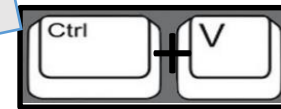
-Open both Microsoft Word files.

-Read the passage.

1. Select the **Working with Layers** image. A **box** will appear around the image
2. Press **Ctrl + C** to copy the image.
3. Then go to the document that has the paragraphs.
4. Press **Ctrl + V** to paste the image.



4



Working with Layers

Steps

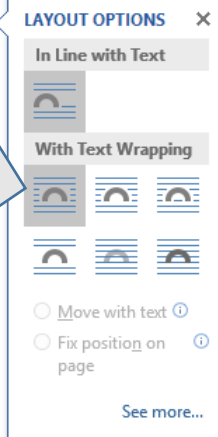
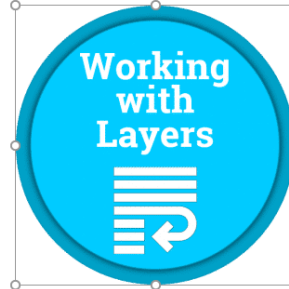
1. **Resize** the image by using the image handles. ○
2. Select **Layout Options**
3. Select **square text wrapping**.
4. **Move** the image to the **top right corner** of the page.

Hey guys! Buddy here!

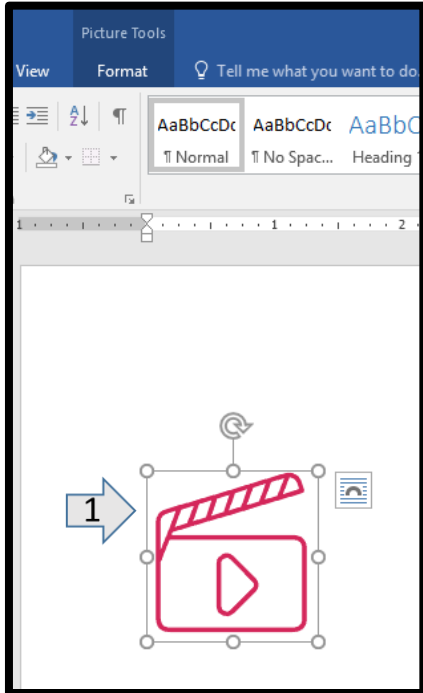
Have you ever made something really cool? Have you ever created something you were super proud of? Me too! One time I wrote an awesome poem. I gave it to my mom for her birthday and she hung it up on our refrigerator!

The next day I found out someone in my class had taken my poem when I wasn't looking. He copied my entire poem and gave it to our teacher. I was so mad when I found out. I worked so hard on my poem, but he got all the credit!

Today I want to talk to you about copyright. Do you know what copyright is? Neither did I! Copyright is a type of protection that tells other people they cannot copy your work without your permission. For example, if people want to use your work or share it with other people, they must ask you first! This way you get credit as the creator. This also means that you have total control over what people can and cannot do with your work.



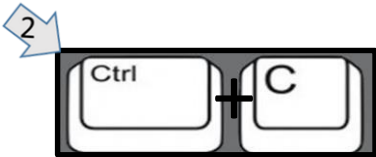
Working with Layers



Steps

Go back to the Word document that has the images.

1. **Select the second image.** A box will appear around the image.
2. Press **Ctrl + C** to copy the image.
3. Then go to the document that has the paragraphs.
4. Press **Ctrl + V** to paste the image.



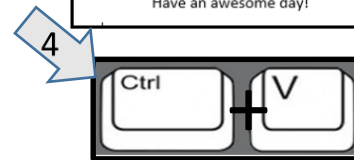
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Today I want to talk to you about copyright. Do you know what copyright is? Neither did I! Copyright is a type of protection that tells other people they cannot copy your work without your permission. For example, if people want to use your work or share it with other people, they must ask you first! This way you get credit as the creator. This also means that you have total control over what people can and cannot do with your work.

Most popular songs, movies, television shows, and books are protected by copyright. This means we need to be very careful when using other people's work that we find online. If someone finds out you are using their work without permission, you could end up in big trouble! Don't worry, if you want to use someone's work, just ask the creators themselves. Thanks for listening as always! Have an awesome day!



Working with Layers

Steps

1. **Resize** the image by using the image handles. ○
2. Select **Layout Options**
3. Select behind text.
4. **Drag** the image **behind the text** of the **last paragraph**.

Hey guys! Buddy here!

Have you ever made something really cool? Have you ever created something you were super proud of? Me too! One time I wrote an awesome poem. I gave it to my mom for her birthday and she hung it up on our refrigerator! The next day I found out someone in my class had taken my poem when I wasn't looking. He copied my entire poem and gave it to our teacher. I was so mad when I found out. I worked so hard on my poem, but he got all the credit!

Today I want to talk to you about copyright. Do you know what copyright is? Neither did I! Copyright is a type of protection that tells other people they cannot copy your work without your permission. For example, if people want to use your work or share it with other people, they must ask you first! This way you get credit as the creator. This also means that you have total control over what people can do with your work.

Most popular songs, movies, television shows, and books are protected by copyright. This means we need to be very careful when we use work that we find online. If someone finds out you are using someone's work without their permission, you could end up in big trouble! Don't worry, though. If you are using someone's work, just ask the creators themselves. Thank you for reading my poem. Have an awesome day!

Working with Layers

LAYOUT OPTIONS

- In Line with Text
- With Text Wrapping
 - Move with text
 - Fix position on page

See more...

Does your screen look like this?

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Turn In your
assignment