

Lesson 1: Features of a word processor

Year 7 and 8 – Using Media – Gaining support for a cause

Lesson 1: Features of a word processor

In this lesson, you will:

- Select the most appropriate software to use to complete a task
- Identify the key features of a word processor
- Apply the key features of a word processor to format a document
- Evaluate formatting techniques to understand why we format documents

Guess Who: software edition

Work in small groups to match the:

- Icon
- Name
- Definition/use



Guess Who

Rules:

Stay in your groups and put your hand up when you think you have the correct answer. Points are as follows:

After clue 1 = 5 points

After clue 2 = 4 points

After clue 3 = 3 points

After clue 4 or 5 = 2 points

Any incorrect guesses = -5 points



Spreadsheet
software



Presentation
software



Email
software



Word processing
software



Image editing
software

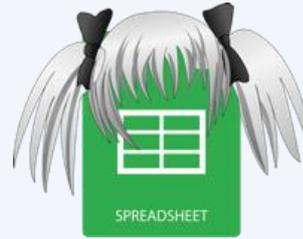


Web authoring
software

Guess Who

Game 1 clues

1. You can use me to add text
2. You wouldn't use me to add numbers together
3. You can use me to animate text
4. You can embed videos in me
5. I am made up of multiple slides



Spreadsheet software



Presentation software



Email software



Word processing software



Image editing software



Web authoring software

End of clues

I AM...

Game 1 clues

1. You can use me to add text
2. You wouldn't use me to add numbers together
3. You can use me to animate text
4. You can embed videos in me
5. I am made up of multiple slides



Presentation software

End of clues

Guess Who

Game 2 clues

1. You could use me to underline text
2. For me to work properly, I need a network — usually the internet
3. You could use me to send a message with an attachment to multiple people at the same time



Spreadsheet software



Presentation software



Email software



Word processing software



Image editing software



Web authoring software

End of clues

I AM...

Game 2 clues

1. You could use me to underline text
2. For me to work properly, I need a network — usually the internet
3. You could use me to send a message with an attachment to multiple people at the same time



Email
software

End of clues

Guess Who

Game 3 clues

1. You don't need a network or the internet for me to work
2. You could use me to make a table
3. You could use me to present graphs
4. You would use me to automatically work out calculations using formulas



Spreadsheet software



Presentation software



Email software



Word processing software



Image editing software



Web authoring software

End of clues

I AM...

Game 3 clues

1. You don't need a network or the internet for me to work
2. You could use me to make a table
3. You could use me to present graphs
4. You would use me to automatically work out calculations using formulas



Spreadsheet
software

End of clues



Word processing

- What is the purpose of a word processor?
- What does the term 'formatting' mean?
- Can you name three tools that all word processors have that allow you to 'format' a document?



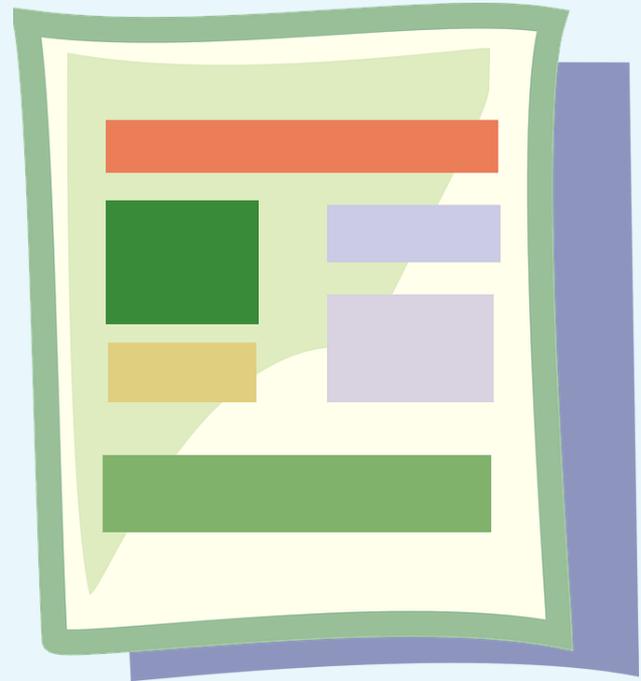


Investigate the features of word processing software



Why do we format documents?

- To make the text easy to read
- To make it easy for the audience to extract the information that they need
- To highlight the important information
- Sometimes, to attract the audience to read the information





Which one is better formatted and why?

Advice on how to help save the earth

Eat less meat

did youy know that the meat industry is responsible for approximately 20% of the world's greenhouse gas emissions (<https://www.earthday.org/limit-meat-consumption/>)

By eating more veg it is not only good for the environment it is also great for your body too! Why not try a "Meat Free Monday"

|

Help Save the Earth in Three Easy Steps

1. Eat less meat

Did you know that the meat industry is responsible for approximately 20% of the world's greenhouse gas emissions (www.earthday.org/limit-meat-consumption/)?

Eating more veg is not only good for the environment, it is also great for your body!

Why not try a "Meat-Free Monday"?

Formatting

What is wrong with the appearance of this document?

How could a word processor help?

help save the earth in three easy steps

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Why not try a "Meat Free Monday"

Refuse single use plastics

Did you know that it is estimated that by 2050 there will be more plastic in the sea than fish by weight (<https://www.plasticpollutioncoalition.org/>).

It not only takes lots of the earth's resources to make plastic but it is also can take up to 1000 years to decompose in landfills.

Why not try keeping hold of your plastic bags and reusing them next time you shop.

Quiz time

Next lesson

In this lesson, you...

Identified the key features of a word processor

Applied features of a word processor to format a document

Evaluated formatting techniques to understand why we format documents

Next lesson, you will...

Select appropriate images for a given context

Apply appropriate formatting techniques

Investigate Creative Commons licences

Demonstrate the ability to credit the original source of an image