C 21 Things 4 Students REMC ASSOCIATION OF MICHIGAN 4.QM1

Use the File menu and Download to save this as a Word docx file as needed.

4. Suite Tools QM1 Microsoft Word: Formatting Tools

Thing 4 Suite Tools	*QM1 Microsoft Word: Formatting Tools* **1-2 Class Periods**

IMPORTANT: *This quest focuses on learning to use **the Microsoft 36 Word Online version** only. The menus and features of Microsoft 365 Online may be different from the Microsoft 365 Desktop App version. Please be aware of which version you are using.*

Overview of this thing: In this Thing, students will learn to use word processing tools (Google Docs or Microsoft Word). They will learn formatting tools, use shortcuts, manage files, add and edit graphics, share their files, use tables, headers, and footers, and much, much more.

Thing Learning Objectives:

- Understand how to use a word processing application [Empowered Learner].
- Know how to use advanced word processing features [Creative Communicator].
- Know how to share documents with others [Digital Citizen].
- Know how to collaborate with others [Global Collaborator].

This Quest: In this Quest, students will create a new Microsoft 365 Word Online document. Their challenge is to learn to use formatting features in their document.

Quest Learning Objectives:

I can:

- Use the spelling and grammar check features.
- Format the title.
- Change the size and typeface of the font, use bold, italics, and underlining.
- Change the color of the text and use highlights.
- Use the alignment tools to center or right-align text.
- Do a word count.
- Add page numbers in the header or footer.
- View the version history.

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Link to Vocabulary Quizlet

Vocabulary:

Format: Format is a menu used to change the way a document looks and is organized, such as the font, font style (title, header, normal), font size, characteristics (bold, italics, underline), bullets, and line spacing

Insert: Insert is a menu used to access special features such as pictures, page numbers, drawings, tables, charts, page numbers, tables, headers, and footers.

Layout: From the layout menu, you can set Margins, Orientation, Page size, Indent paragraphs, and change the spacing.

Microsoft OneDrive: Microsoft OneDrive is part of the Microsoft 365 Suite of applications. It is a file space provided to the user to store their files online in the "cloud."

Review: Review is a menu item that contains word count, translations, comments, and track changes. This is where the options for Spelling and Grammar check settings are located in the Editor.

For accommodation ideas, visit the **Accommodations Toolbox page**, then select the "Quest/Area of Need" listed in the menu on the right of the page.

Pre-Planning

- *Check that the web pages and videos are accessible*
- *Students need a Microsoft 365 Online account.*
- *Where possible, having a large display or screen to project the tutorial video may be of help.*
- *Able to share and use the commenting feature*
- Ensure students have access to your email address so they can share their formatted poem
- If your **school has Microsoft 365 Online**, then each student and teacher receives unlimited storage in the Cloud. Check with your teacher (teachers can sign up for a free education account) for a username and passcode to use.
- If your school **does NOT have Microsoft 365 Online**, you can sign up for a Free Office 365 Education account (requires using a valid school email address).
- The Quest for this Thing focuses on learning to use **Microsoft 365 Word Online.**

REMEMBER: There are two different versions of Microsoft 365 Word.

  - **Microsoft 365 Word Online** is located at Office.com

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- **Microsoft 365 Desktop app**

The menus and features of ***Microsoft 365 Word Online*** may be different from the ***Microsoft 365 Word Desktop app*** version.

Introduction page: Students will review the Introduction and Learning Objectives.

Vocabulary page: Students will review the vocabulary words and then play the interactive Quizlet Game.

Step 1 page:
Students will:

1. Play the Nothing Gold Can Stay YouTube (1:20 min.) to hear Robert Frost read his poem.
2. Copy or download 4.QM1 Formatting Tools for Microsoft 365 Word Online Docs: Step 1 Page as a Word document. The Poem is included in the document.
3. Follow the step-by-step instructions in that document, **and/or** watch and pause the video, 4.QM1 Microsoft 365 Word Online Formatting Tools: Part 1 video (10:44 min.), as they follow the steps for Step 1 Page document.

AI Chatbot Activity:

- An "AI Optional Chatbot Activity " is at the bottom of the quest that the students can do.

FYI, Optional Resources are only listed on the side websites listing:

- GCF Learn Free.org Word tutorials
- Microsoft Word Help and Learning Support Center
- Add and Format Text from Microsoft 365 support

Step 2 page:
Students will:

1. Copy or download these step-by-step instructions in the 4.QM1 Formatting Tools for Microsoft 365 Word Online Docs: Step 2 Page.
2. Play this 4.QM1 Microsoft 365 Word Online Formatting Tools: Part 2 video (3:10 min.), which demonstrates:
   - Finding the word count.
   - Adding page numbers.
   - Adding a header and footer.

Complete the Formatting Tools document and check with the teacher about turning it in.

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OPTIONAL: Version History and Translate Activity

Check with your teacher about doing this optional activity

- For this activity, work with a partner or as a small group. Divide the tutorials below. Try each skill out with your drive and document. When done, take turns teaching what you learned to each other.
- Together, make a list of at least two ways each one of these could be helpful to you and/or your family. Think of creative and out-of-the-box ideas.
- Present your ideas to the rest of the class.

Tutorial Resources:

- **Version history** Microsoft Word: Version History YouTube (2:09 min.)
- **Translate** Microsoft Word Translating Documents YouTube (1:43 min.)

Completing page: If students are using the Digital Portfolio, they will add 2-3 formatting tools they used in their document & share how they will use them.

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Videos and resources in this Quest. You must check that students have access to these resources on their devices.

Websites

- Add and Format Text from Microsoft 365 support
- Britannica
- GCF Learn Free.org Word Tutorials
- Microsoft Word Help and Learning Support Center
- Nothing Gold Can Stay Poem by Robert Frost
- Robert Frost Chatbot from Mizou.com
- RobertFrost.org

Videos from Outside Sources

- Microsoft Word: Version History YouTube (2:09)
- Microsoft Word Translating Documents YouTube (1:43)
- Robert Frost reads his own poem YouTube (1:20)

21T4S Videos

- 4.QM1 Microsoft 365 Word Online Formatting Tools: Step 1 Page video (5:18)
- 4.QM1 Microsoft 365 Word Online Formatting Tools: Step 2 Page video (3:10)

21T4S Documents & Quizzes

- 4.QM1 Formatting Tools for Microsoft 365 Word Online Docs: Step 1 Page
- 4.QM1 Formatting Tools for Microsoft 365 Word Online Docs: Step 2 Page
- Vocabulary Quizlet

4.QM1 Student Checklist

Broken Link or Content Update Report



Please select this link or the broken link icon to report any broken links or content no longer applicable so that we can quickly update it. Thank you for your help.

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Assessment Options: *Ideas for assessing student work for this Quest? Link to a rubric you create for this Quest, a quiz, and or a worksheet you create. See Rubric by Liz Kolb.*	**Additional Resources** ● Create a document in Word - Microsoft Support ● Save your document to OneDrive in Word - Microsoft Support ● Microsoft Editor checks grammar and more in documents, mail, and the web - Microsoft Support ● Collaborate in Word - Microsoft Support

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