

Keyboard & Microsoft Word Lessons

Year 3 and 4

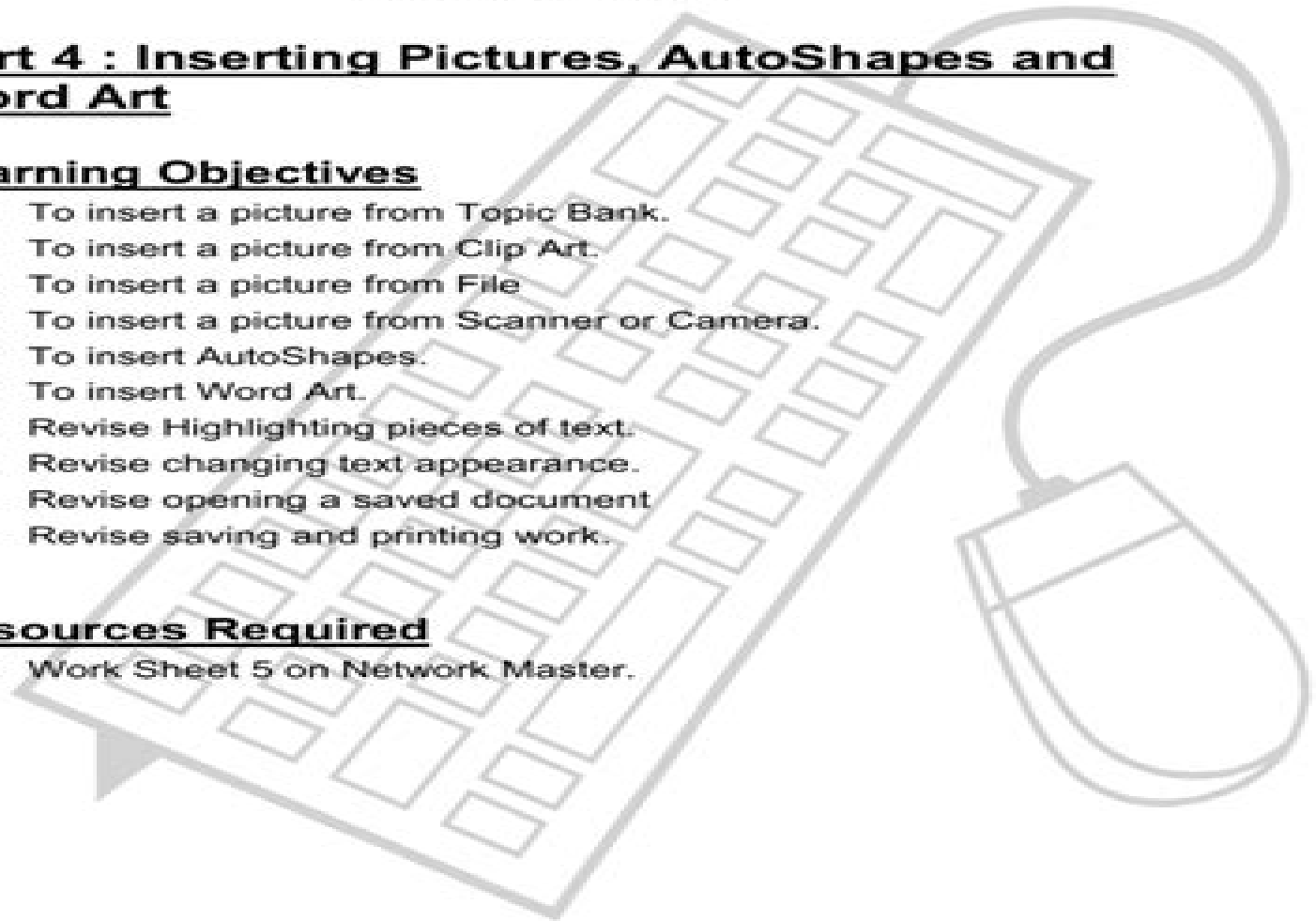
Part 4 : Inserting Pictures, AutoShapes and Word Art

Learning Objectives

- To insert a picture from Topic Bank.
- To insert a picture from Clip Art.
- To insert a picture from File
- To insert a picture from Scanner or Camera.
- To insert AutoShapes.
- To insert Word Art.
- Revise Highlighting pieces of text.
- Revise changing text appearance.
- Revise opening a saved document
- Revise saving and printing work.

Resources Required

- Work Sheet 5 on Network Master.



Keyboard Microsoft Word Lessons Primary Resources

Rupert French



Keyboard Microsoft Word Lessons Primary Resources:

The ICT Handbook for Primary Teachers David Hall, 2010-01-04 Helps those involved in primary education whether in training teaching or leadership roles to develop the ICT knowledge understanding and skills required to enhance children's learning in the classroom [Resources in Education](#) , 1991 **How to Get a Good Job After 50** Rupert French, 2015-03-01

Using IT Effectively in Teaching and Learning Niki Davis, Bridget Somekh, 2004-08-02 Computers are not often associated with passion or culture yet the use of information technology still has a surprisingly emotional effect on many people including teachers and learners This emotion may be anything from excitement and enthusiasm to anger or a sense of threat Often this strongly emotional response can prevent us from learning how to use IT effectively as a tool for learning This book explores how IT can make a real difference to the quality of learning Its approach takes account of some of the cultural sociological and psychological factors which influence how IT is used The chapters are arranged in three parts Part One explores the potential of IT as one of many tools which can influence the quality and experience of learning Part Two looks at how teachers professional development can help them to use IT effectively in the classroom Part Three examines strategies for co ordinating and managing IT development across a whole school or department Whether you class yourself as technophile or technophobe this book will show you how you can use IT more effectively in teaching and learning

Instructor Wraparound Edition Gregg College Keyboarding & Document Processing , 2006 *Software for Teaching Science* Roger Frost, 1998 *Teaching and Learning with Microsoft Office and FrontPage* Timothy J. Newby, 2004 Concise and to the point this book provides everything the reader needs to know in order to quickly and easily get up and running with Microsoft 190 Windows XP Office XP and FrontPage XP It guides readers step by step through the use of the software's basic commonly accessed features Numerous examples help lock in concepts Its three level approach novice intermediate and advanced accommodates those with varying skill levels by showing readers the functions of each software application while its concentration on an integrated group of software applications that use many of the same toolbars menus commands etc makes learning easy and fun helping build confidence and fostering early competence The accompanying CD ROM helps develop efficient and effective skills in an exciting interactive forum Topics covered include System Software MS Windows The basics of navigating the system Word Processing MS Word The basics of a writing assistant Spreadsheets MS Excel The basics of a number cruncher Data Management more MS Excel The basics of collecting organizing and retrieving loads of information Presentation Software MS PowerPoint the basics of creating presentations handouts and more and Web Editor MS FrontPage The basics of Web page development A useful tool for anyone needing to learn the building blocks of the most popular software on the market today this book is of special importance for educators of primary computer classes as well as computer department trainers and those entering the computer workforce [How to Use an Interactive Whiteboard Really Effectively in your Secondary Classroom](#) Jenny Gage, 2013-05-13 This book helps teachers get to grips with using software

and offers advice on the different classroom management differentiation and learning styles issues involved in using a whiteboard in a classroom context by Covering issues specific to Primary school teachers integrating whiteboard teaching into their classrooms Providing cross curricular strategies that help teachers incorporate the board in a range of subjects Including screenshots and photos that show what can be created and how to do it Offering innovative ways of presenting curriculum topics Including downloadable resources packed full of resources that teachers can develop for their own use

Teacher Development in Technology-Enhanced Language Teaching Jeong-Bae Son, 2018-05-25 This book explores language teacher development in computer assisted language learning CALL environments and discusses approaches tasks and resources that can guide language teachers to develop their skills and strategies for technology enhanced language teaching TELT It looks at key aspects of CALL in terms of pedagogy and technology and proposes a model of CALL teacher development which incorporates essential elements of teacher learning in CALL Further the author presents practical tasks and tips on how to develop knowledge and skills for the use of digital technologies in language teaching and suggests ideas to improve language teacher training and development

Microsoft Word 2000 Kenneth C. Laudon, Kenneth Rosenblatt, 1999-05 Part of the Interactive Computing series this work provides a visual way of developing and applying software skills This edition looks at Microsoft Word 2000 and it includes business focused case studies and Hot Tips boxes for advice

Microsoft Word 7 for Windows 95, Incl. Instr. Resource Kit, Test Mgr., Web Pg. Marie L. Swanson, Shari A. Dornquast, 1995-10 This text provides students with a highly visual introduction to Microsoft Word for Windows 95

Resources in Education, 1993 **Word 97 for Windows 95** HINKLE, 1998 **The Complete Directory for People with Learning Disabilities**, 1993 *Teaching and Computers*, 1988 *Children's Books in Print*, 2007, 2006

Instructor's Manual and Key with 3.5 IBM Disk to Accompany Word 7 for Windows 95 Deborah A. Hinkle, 1996-07-05 The Annotated Instructor's Edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness It's designed to help you meet the diverse needs and learning styles of your students A variety of test items in varying formats is included in the test bank **Microsoft Word 97** Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, 1997-04 **Microcomputer Keyboarding and Document Processing** Jack E. Johnson, 1996 Everything you need for effective keyboarding instruction is here in one complete program The highly acclaimed 150 lesson student text combined with all in one courseware and a wide selection of classroom resources provides the effective instruction your students need for tomorrow's workplace **Teachers, Computers, and Curriculum** Paul Geisert, Mynga K. Futrell, 1990

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Table of Contents Keyboard Microsoft Word Lessons Primary Resources

1. Understanding the eBook Keyboard Microsoft Word Lessons Primary Resources
 - The Rise of Digital Reading Keyboard Microsoft Word Lessons Primary Resources
 - Advantages of eBooks Over Traditional Books
2. Identifying Keyboard Microsoft Word Lessons Primary Resources
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Keyboard Microsoft Word Lessons Primary Resources
 - User-Friendly Interface
4. Exploring eBook Recommendations from Keyboard Microsoft Word Lessons Primary Resources
 - Personalized Recommendations
 - Keyboard Microsoft Word Lessons Primary Resources User Reviews and Ratings
 - Keyboard Microsoft Word Lessons Primary Resources and Bestseller Lists
5. Accessing Keyboard Microsoft Word Lessons Primary Resources Free and Paid eBooks

- Keyboard Microsoft Word Lessons Primary Resources Public Domain eBooks
- Keyboard Microsoft Word Lessons Primary Resources eBook Subscription Services
- Keyboard Microsoft Word Lessons Primary Resources Budget-Friendly Options
- 6. Navigating Keyboard Microsoft Word Lessons Primary Resources eBook Formats
 - ePub, PDF, MOBI, and More
 - Keyboard Microsoft Word Lessons Primary Resources Compatibility with Devices
 - Keyboard Microsoft Word Lessons Primary Resources Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Keyboard Microsoft Word Lessons Primary Resources
 - Highlighting and Note-Taking Keyboard Microsoft Word Lessons Primary Resources
 - Interactive Elements Keyboard Microsoft Word Lessons Primary Resources
- 8. Staying Engaged with Keyboard Microsoft Word Lessons Primary Resources
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Keyboard Microsoft Word Lessons Primary Resources
- 9. Balancing eBooks and Physical Books Keyboard Microsoft Word Lessons Primary Resources
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Keyboard Microsoft Word Lessons Primary Resources
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Keyboard Microsoft Word Lessons Primary Resources
 - Setting Reading Goals Keyboard Microsoft Word Lessons Primary Resources
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Keyboard Microsoft Word Lessons Primary Resources
 - Fact-Checking eBook Content of Keyboard Microsoft Word Lessons Primary Resources
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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