

# Overview

What are some common writing projects or assignments? What tools and materials do you use to write? Pencils, pens, and typewriters are tools that can help you write. Another tool that can help you is a computer with word processing software. You can use word processing software to quickly and easily change how your words look. You can also use word processing software to add pictures to your writing projects and even create Web pages.

## Exploration

Several word processing software titles are available, including Microsoft Word\* and OpenOffice.org Writer\*. Work with your partner to start the word processing software. Spend 10 minutes completing the following challenges:

- **Challenge 1:** Type your names.
- **Challenge 2:** Change the way your names look.
- **Challenge 3:** Make copies of your names without retyping them.
- **Challenge 4:** Move your names to the middle of the page without retyping them.

Use the remaining time to discover what else you can do with word processing software.

## Discussion

Spend five minutes discussing with your partner your answers to the following questions:

- **Question 1:** What skills did you learn to do with the word processing software?
- **Question 2:** How is writing on the computer different from writing on paper?
- **Question 3:** What activities or projects could you use word processing software to do?

Now you will share your answers with the class as directed.

## Word Processing Resources

To learn more about word processing skills, check the Intel® Education *Help Guide* as you complete the activities and project. The Word Processing section includes 12 skill groups:

- **Word Processing Group 1:** Getting to Know the Word Processing Software (NOTE: This group name will change depending on the *Help Guide* version being used.)
- **Word Processing Group 2:** Typing and Changing Words
- **Word Processing Group 3:** Changing the Look of Your Words
- **Word Processing Group 4:** Making Paragraphs and Lines of Words Look Good
- **Word Processing Group 5:** Adding Pictures to Your Pages
- **Word Processing Group 6:** Designing Your Pages
- **Word Processing Group 7:** Working with Tables
- **Word Processing Group 8:** Working with Charts and Graphs
- **Word Processing Group 9:** Working with Diagrams
- **Word Processing Group 10:** Using Preset and Advanced Features
- **Word Processing Group 11:** Reviewing Documents
- **Word Processing Group 12:** Creating Web Pages

What is one word processing skill that you would like to learn how to do? In which skill group might you begin looking to learn how to do that skill?

## Word Processing Activities

You will have an opportunity to learn and use word processing skills as you complete some of the featured word processing activities:

- **Word Processing Activity:** Flyer
- **Word Processing Activity:** Business Cards
- **Word Processing Activity:** Reference Guide
- **Word Processing Activity:** Calendar
- **Word Processing Activity:** Article