

*Technology Touching Lives*



UNIVERSITI MALAYSIA SARAWAK



# Teaching Module for Microsoft Word

Prepared by

Institute of Social Informatics and Technological Innovations

Universiti Malaysia Sarawak



Suruhanjaya Komunikasi dan Multimedia Malaysia  
Malaysian Communications and Multimedia Commission



# Activity 1



- **In this activity, you will learn: -**
  - Create Microsoft Document
  - Type and format document
  - Insert CLIPART into document
  - Save document

# Activity 1



- Type the text below
- Save in a USB Flash Drive with the file name “Introduction to Microsoft Word”

## INTRODUCTION TO MICROSOFT WORD - WORD PROCESSING

MS Word is the most popular word processing software used today. A word processor is essentially a computerized version of the standard typewriter. However, the computer adds features typewriters never dreamed of having like spell check, the ability to save and store documents, copy and past functions, the ability to add images and shapes to documents, and many more. When attached to an email, electronic documents, created by MS Word can be delivered in seconds. Another benefit is that it helps the user to type faster and more accurate.

This software is used to create, edit, and format written documents in the workplace, at school, and at home. Examples include personal and formal business letters, resumes, coversheets, and homework. Intermediate and advanced level knowledge of this software could lead to job opportunities since MS Word is used a lot in the workplace.

# Activity 1



- **Title (INTRODUCTION TO MICROSOFT WORD - WORD PROCESSING)**
  - Align the title to Center of the document
  - Change the title Font Face to Copper Black
  - Change the Font Size to 14
  - Bold the title
  - Underline the title
- **Align the document to Justify**
- **Change the followings words to Italic**
  - popular
  - typewriters
  - personal
  - formal
- **Insert image using CLIPART (Result Should be -> Computer)**

# Activity 1

- Outcome

## INTRODUCTION TO MICROSOFT WORD - WORD PROCESSING



MS Word is the most *popular* word processing software used today. A word processor is essentially a computerized version of the standard typewriter. However, the computer adds features *typewriters* never dreamed of having like spell check, the ability to save and store documents, copy and past functions, the ability to add images and shapes to documents, and many more. When attached to an email, electronic documents, created by MS Word can be delivered in seconds. Another benefit is that it helps the user to type faster and more accurate.

This software is used to create, edit, and format written documents in the workplace, at school, and at home. Examples include *personal* and *formal* business letters, resumes, coversheets, and homework. Intermediate and advanced level knowledge of this software could lead to job opportunities since MS Word is used a lot in the workplace.

# Activity 2



- **In this activity, you will learn : -**
  - Write an official letter
  - Insert PICTURE
  - Insert SHAPE
  - Usage of TAB

# Activity 2

Biomedical Sciences Department  
International Islamic University Malaysia,  
Bandar Indera Mahkota Campus,  
Jalan Sultan Ahmad Shah,  
25200 Kuantan, Pahang

Malaysian Nuclear Agency,  
Bangi Complex,  
43000 Kajang, Selangor

10 JANUARY 2017

Dear Sir/Madam:

## REQUEST TO CONDUCT AN EDUCATIONAL VISIT

As part of our study of the subject SBM 2023 (Toxicology), the 3rd year Biomedical Science students would like to visit plants, manufacturing industries, research institutes, and the likes in our professional field. This is with an objective of giving them an insight of the work and research being conducted. Likewise, this will supplement the various theories acquired in the classroom for a simultaneous understanding and application.

In connection with this, we would like to request your good office to allow us to conduct a visit and have a briefing regarding the operation, process and facilities of your company. We would like the students to be able to gain better understanding of the research done in the medical technology and bioscience departments.

The details of the visit are as follows: -

Date : 17 April 2017  
Time : 9 am – 1 pm  
Participants : 80 students

We hope that this request will merit your most favorable response.

Thank you very much.

Sincerely,

.....  
(Farah Diana Bt Annuar)

Secretary

Educational trip BSBM 101 batch



# Activity 2



- Insert logo International Islamic University Malaysia on the left side of the address
- Insert line shape in between International Islamic University Malaysia address and Malaysian Nuclear Agency address
- Reference : **REQUEST TO CONDUCT AN EDUCATIONAL VISIT**
  - Bold the reference
  - Underline the reference
- **Center the date, time and participants**



# Activity 3



- Create a Form
- Require the skills to type, edit, change the style of texts, fonts, size and usage of TAB key and BULLETS.
- Learn to use WORD ART
- Usage of PAGE BORDER (box)

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# Activity 3

## BLOGGING FOR BEGINNER



- Got something to say, but not sure how to go about it?
- Blogging connects you with a global audience, and we'll show you how to make the most of it.
- Let's get started by registering to our course : -

Venue : Pusat Internet 1Malaysia  
Date : 3 January - 4 January 2016  
Time : 10 a.m. – 4.30 p.m.  
Registration Fee : **FREE**

### ENTRY FORM

NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
IC NO : \_\_\_\_\_  
AGE : \_\_\_\_\_  
DATE OF BIRTH : \_\_\_\_\_

I declare that the above details are correct and I will follow the rules and regulations during this workshop.

Signature : .....  
Date : .....

# Activity 4



- Create a schedule
- Using the  function, sort out the names of the students

# Activity 4



NO	NAME	MARK	GRADE
1.	Aiman bin Mohd Ada	85	A
2.	Anita Binti karim	56	C
3.	Boon Ah heng	88	A
4.	Cherry Chan Lye Peng	75	B
5.	Darwis Bin Harun	44	D
6.	Haniff Bin Hassan	68	B
7.	Intanm Suraya Binti Hamzah	92	A
8.	Nurhasnina Bt Latiff	74	B
9.	Mohd Ayob Bin Mohd Noor	77	B
10	Zailina Binti Amran	52	C

# Activity 5



- **Create Food Menu**
  - **Divide into 2 columns**
  - **Usage of WORDART**
  - **Usage of CLIPART**
  - **Usage of PAGE BORDER**

# ACTIVITY 5



## FOOD MENU

### UNCLE DON'S CORNER

#### WESTERN FOOD RM

CHICKEN CHOP	6.00
LAM CHOP	8.00
BEEF STEAK	7.50
GARLIC BREAD	3.50

#### BEVERAGE RM

MILO	1.50
COFFEE	1.50
CORDIAL DRINK	1.00
JUICE	3.00



# Activity 6



## Create Poster

- Change the PAGE SETUP to LANDSCAPE
- Usage of WORDART
- Usage of CLIPART
- USAGE of BORDER



# Activity 6

## STREET SOCCER TOURNAMENT YEAR 2016



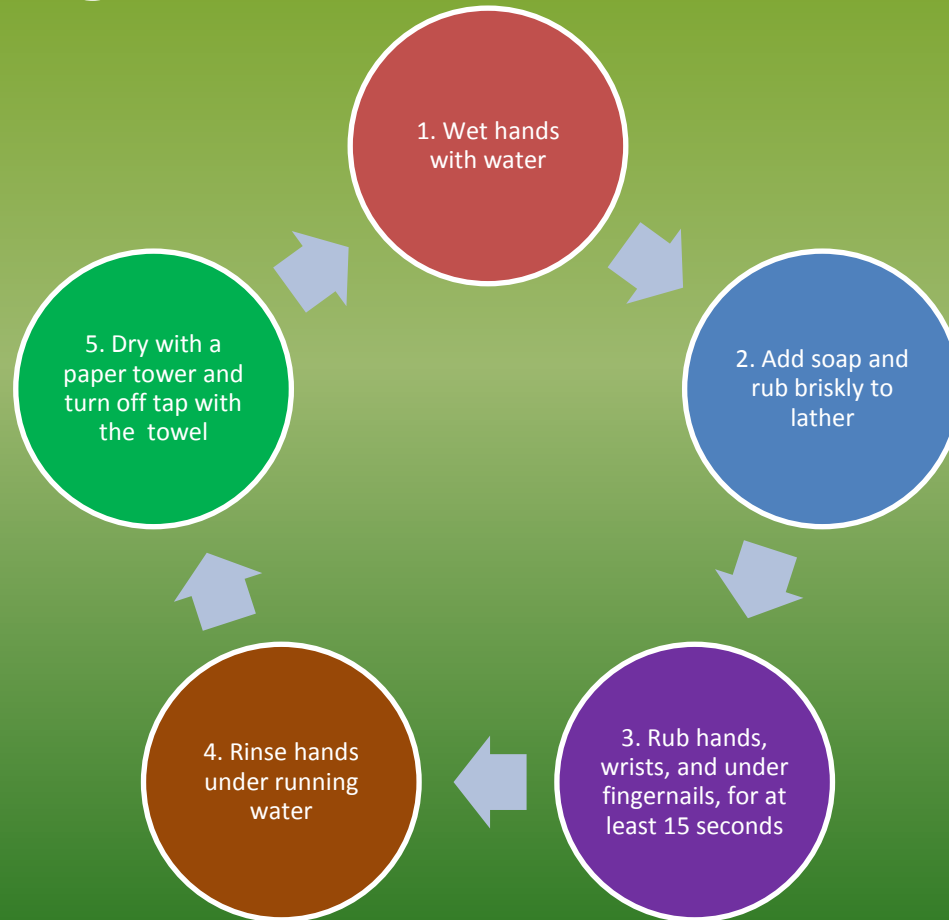
**FOR TEAM WHO ARE INTERESTED**

**CONTACT: YUSRI AMRAN (012-6456789  
REGISTRATION CLOSE : 31<sup>st</sup> JANUARY 2016  
REGISTRATION FEES : RM 10.00 FOR EACH TEAM**

# Activity 7



- Create Diagram



## HANDWASHING PROCESS

# Activity 8



- **Create Name Card**
  - **Usage of TABLE**
  - **Usage of CUT, COPY and PASTE**
  - **Usage of TEXT BOX**
  - **Usage of LINE STYLE**
  - **Usage of FONt COLORR**
  - **Usage of FILL COLOR**

# Activity 8



## Ahmad Zahid Bin Mohammad

No.15, Jalan Kerisi II  
Taman Kenangan Abadi  
35900 Tanjong Malim  
Perak Darul Ridzuan

012-34567899  
zahid1212@yahoo.com



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# Group Activity



- **Work in pair**
  - **Create one (1) teaching lesson**
  - **Aim : Kindergarten (2 groups)**
    - : Students primary school (2 groups)**
    - : Adult (2 groups)**



**-The End-  
Thank You**