

Introduction to Microsoft Word 2008 for the Mac

Part 1 – Atomic Learning

1. Open AL and bookmark it.
2. Log in and find Word training section: Training Library -> Technology Skills -> Tutorials
3. Look at the intro video.
4. Also find Mac training section.

Part 2 – Word Environment and Working with Text

1. Look over menus.
2. Look over Standard toolbar and demonstrate different tools. Show how to use Format Painter tool.
3. Show Toolbox and look through the Formatting Palette – concerned mostly with text and document settings.
4. Show spell check and how to do quick fix spell check (right click)
5. Show how to use quick thesaurus (right click)
6. Show styles, alignment and spacing, bullets and numbering, margins, themes

Activity

Type a header. Return twice and type a 5 sentence paragraph about a topic of your choice. Use your Formatting Palette and your Format Painter tool to change text, work with alignment, bullets, margins, themes – anything that interests you.

Part 3 – Saving

1. Walk through saving process – file menu, naming documents, creating a new folder, saving to the folder, using Save As...

Activity

Save your document to a new folder (call it Mac Training) in your documents folder.

Part 4 – Using the Elements Gallery

Document Elements

Quick Tables

Charts

SmartArt Graphics

WordArt

Activity

2. Add a cover page to your document.
3. Insert a Quick Table.
4. Add WordArt.
5. If you have time, look over charts and SmartArt Graphics

Part 5 – Adding and Editing Objects (Toolbox)

1. Show the Object Palette
2. Add objects to the document
3. Edit objects.

Activity

Add and edit at least one object to your document.

Part 6 – Scrapbook (Toolbox)

1. Show how to add items to the scrapbook.