Exercise 1: Exploring Word Processing Software

For the technology explorations, the facilitator will read, introduce, and explain the tasks; as questions arise, participants can volunteer to share responses.

What are some common writing projects or assignments that you must do? What tools and materials do you use to write them? Pencils, pens, and typewriters are tools that help us write. Another tool that can help us is a computer with word processing software. Word processing software allows us to make fast and easy changes to the way our words look as well as helps us to add pictures and even create Web pages.

Participants should attempt the tasks through trial and error, without the benefit of the Intel® Education *Help Guide.*

Several word processing software applications are available, including Microsoft Word* and OpenOffice.org Writer*. Sharing one computer, work with a partner to start word processing software. Spend 10 minutes completing the tasks that follow.

1. Type your names.

2. Change the way your names look.

3. Make copies of your names without retyping them.

4. Move your names to the middle of the page without retyping them.

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

Exercise 2: Discussing Word Processing Skills

For the technology discussions, participants will share and discuss their answers to the questions that follow with the whole group.

1. What skills did you learn to do with the word processing software?

2. How does writing on a computer differ from writing on paper?

3. What activities or projects could you use word processing software to do?