PRACTICE LESSON 31

Word Processing Skills Review

Review: How to Use Cut, Copy, Paste, Undo, Redo, and the Bold Button

1. Highlight the text. Click Edit on the menu bar. Then choose Cut, Copy, or Paste.

2. Click Undo and Redo to undo or redo your last action.

3. Highlight the text. Then click the Bold button. B

Practice What You Learned

• Key your first and last names.
• Use Copy and Paste to make name labels you can tape to your things.
• Save and print your work. 
• Key your address.
• Use Cut and Paste to move one copy of your name to appear with your address.
• Bold your name. Undo the bold. Redo the bold.
• Use Copy and Paste to make some labels with your name and address.
• Save and print your work.

Have the student open a new word processing document for this lesson.
Word Processing

PRACTICE LESSON 32
Tabs

Review: How to Indent Paragraphs
1. Place the cursor in front of the first word of the paragraph.
2. Tap \( \text{tab} \) to indent.

Practice What You Learned
• Write two paragraphs. In the first paragraph, write about your favorite television show. In the second paragraph, write about your favorite movie.
• Indent each paragraph.

Have the student open a new word processing document for this lesson.
Word Processing

PRACTICE LESSON 33
Line Spacing

Review: How to Change Line Spacing
1. Highlight the text.
2. Open the Format menu and select Paragraph.
3. Look for Line Spacing. Change Single to Double. Click OK.

Practice What You Learned
• Write a paragraph about a sport you enjoy playing or watching. Describe how the game is played. Explain some of the game’s rules.
• Change the text so that it is double-spaced.

Have the student open a new word processing document for this lesson.

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Practice Lesson 34
Commas, Colons, and Quotation Marks

Review: How to Insert Commas, Colons, and Quotation Marks

1. Place the cursor where a comma is to be inserted. Tap .

2. Place the cursor where a colon is to be inserted. Press and hold , and tap .

3. Place the cursor where quotation marks are to be inserted. Press and hold , and tap .

Practice What You Learned
• Key the story below.

Sam and Dora love animals. They each have pets. Sam has these kinds of pets turtles fish and a hamster. Dora has only one pet: a rabbit. You are lucky, said Dora. I wish I had more than one pet.

• In the third sentence, put a colon after pets.
• Put a comma after turtles and after fish.
• Put quotation marks before You and following the comma after lucky.
• In the last sentence, put quotation marks before I and after the period following pet.
Word Processing

PRACTICE LESSON 35
Spelling Checker

Review: How to Use the Spelling Checker
1. Key the text.
2. Click the spelling checker \( \checkmark \). Make the corrections.

Practice What You Learned
• Write a letter to a friend or relative. Tell him or her what you are studying in school and about any special projects you have or other new things you are learning.
• Then use the spelling checker to check your letter. Make corrections to your letter.

March 15
Dear Jenny,

This month we are learning about planets. I’m studying Saturn. Our class is making a giant mobile of all the planets. We will hang it in the cafeteria. What are you doing at your school?
Write back soon.

Your pen pal,
Heidi
Word Processing

PRACTICE LESSON 36
Underline

Review: How to Underline Text
1. Highlight the text by clicking the last letter and dragging left, or click before the first letter and drag right.
2. Click the Underline button.
3. To delete underline, highlight the text. Click the Underline button again.

Practice What You Learned
• Write a poem about an animal or plant. Make the poem rhyme.
• Underline the words that rhyme.
• Key your name at the bottom of the poem.
• Underline your name. Delete the underline under your name.

I planted seeds
and watched them grow
Up came the shoots
all in a row
All red and pink
What lovely blooms
I placed them in
my sisters' rooms

Jonah Davidson
Word Processing

PRACTICE LESSON 37
Change the Font

Review: How to Change the Font
1. Highlight the text.
2. Click the drop-down menu that contains fonts. Select one. Times Roman

Practice What You Learned
• Key your name, address, and age in a word processing document.
• Put your name in one font, your address in a second font, and your age in a third font.

Jason Johnson
256 Fifth Street
Age 9
Word Processing

PRACTICE LESSON 38
Select Text

Review: How to Select Text

1. **Select** one letter at a time by holding down `shift` and pressing the right Arrow key.
2. **Deselect** one letter at a time by holding down `shift` and pressing the left Arrow key.

Practice What You Learned

- Key the lines below.
- Use the Arrow keys to select each girl’s name one letter at a time.
- Then deselect the names.
- Select the name of a teacher. Press `delete` or `backspace` to delete the name. Do this twice.

Anna and Helena are twin sisters. They are in the third grade. Mrs. Gladstone is Anna’s teacher. Mr. Garabis is Helena’s teacher.
Word Processing

PRACTICE LESSON 39
Select Blocks of Text

Review: How to Select Blocks of Text
1. Click in front of a line of text to be selected.
2. Hold down `Shift` and press the down Arrow key.
3. Press the down Arrow key again to select another line.

Practice What You Learned
• Key the lines below.
• Select the second and third lines.
• Go to the Edit menu and choose Cut.
• Place the cursor on the last line to the left of the word *Last*.
• Go to the Edit menu and choose Paste.

First, cut out the puppet.
Then glue the eyes and hair.
Draw clothes for the puppet.
Second, color the puppet’s face.
Last, glue buttons on the clothes.
Word Processing

PRACTICE LESSON 40
The Select All Command

Review: How to Use the Select All Command
Go to the Edit menu and choose Select All.

Practice What You Learned
• Key the text below.
• Use the Select All command to select the text.
• Open the Edit menu and choose Cut, or press ` or
• Undo the deletion.
• Use the Select All command to select all the text again.
• Click Bold and change the font size.

In school I use my computer to write stories and reports. At home I play games on the computer. I practice math facts on the computer. I also make cards and write letters.
Review: How to Insert a Page Break

1. Click the mouse where a page break is to be inserted.

2. Locate the command to insert a page break from the Insert drop-down menu. Select Page Break.

Practice What You Learned

• Key the text below.
• Insert a page break after each line.
• On each page write one or two sentences to tell something about school in that grade.

First Grade
Second Grade
Third Grade
PRACTICE LESSON 42
Edit a Paragraph

Review: How to Edit a Paragraph

1. Use the spelling checker to check and correct spelling.
2. Tap the key to insert a period.
3. Highlight the text. Click the Bold or Underline buttons.
4. Highlight the text. Click the drop-down menu that contains fonts. Select one.
5. Tap to indent.
6. Click to print your work.

Practice What You Learned
- Key the text below.
- Make the title bold. Change the font of the title.
- Underline the word Free.
- Indent the first line of the paragraph.
- Put a period after the last word.
- Use the spelling checker to check and correct spelling.
- Print your work.

Free to a Good Home

Free. Two hamsters need a new home. Supplies included: cage, water bottle, food, cedar chips. Call for more information.
Antonio James