

STUDENT'S HANDOUT (Teacher's version)

1.  Before you begin, make sure you are familiar with the following words:

header (cabecera) footer (pie de página) drop-down menu (menu contextual)
odd page (página impar) even page (página par)
customize (personalizar) pick (escoger) scroll (through) (buscar con la barra de desplazamiento)
switch (cambiar de sitio) remove (suprimir)

Tell students to get in pairs to check the vocabulary in the exercise:

 Work with the person sitting next to you. Look at the vocabulary and make sure you know what every word means.

Check if they have understood the vocabulary by asking the following questions:

 Where do I insert a header, at the top or at the bottom of a page? (top) And a footer? (bottom)

 A drop-down menu is a menu that gives (options /commands/a list of items to chose from)

 What numbers from 1-10 are odd numbers? (2, 4, 6, 8,10) And even numbers? (1,3,5,7,9)

 Give me a synonym of “choose” (pick, select, click) and a synonym of “delete” (remove, erase)

 To scroll down/up/through a document means to ... (move down/up/through)

 To “customize” and article means to ...(personalize it)

2.  Read the instructions that your teacher has given you. Then, watch and listen to a video on how to insert a header. Arrange the instructions in the video in the order you hear them. (0:26-1:06)

Make enough copies of the grid page below for each pair of students. Ask them to sequence the instructions as they watch the video. Play the video twice for better understanding.

 These are the instructions on how to insert a header. You are going to watch a tutorial on how to insert headers, footers and page numbers. Watch the first bit and arrange the instructions in the order you hear them.

Correct order: **a.4 b.1 c.3 d.2**

How to insert a header (0:26-1:06)

- Type the title of your header.
- To insert a header, click on the **Insert** tab.
- Scroll through the different headers options in the drop-down list and choose one.
- Click on the **Header** button, in the **Header** and **Footer** group.

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3. Follow the same procedure with the instructions on how to insert a footer: (1:06-2:00)

Make enough copies of the grid page below for each pair of students. Ask them to sequence the instructions as they watch the video. Play the video twice for better understanding.

 These are the instructions of how to insert a footer. Continue watching the video and arrange the instructions in the order they appear.

Correct order: a. 4 b.2 c.1 d. 3

How to insert a footer: (1:06-2:00)
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| a. Pick a style for your even or odd pages.
b. Click on the Footer icon.
c. Click the Insert tab on the ribbon.
d. Click on Edit Footer. |
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4.  Read the beginning of the sentences below and choose a possible ending (a, b or c). To check if your answers were correct, watch minutes 2:00-3:32 of the tutorial on how to remove headers and footers and how to make font changes:

Students need to read the sentences before watching the video.

 Read the sentences below and choose a possible ending. Then, watch the rest of the video and choose the correct option

1. If you are including a title page without header and footer, it is possible to:
 - a. keep the header and the footer in that page.
 - b. move the header and the footer to the end.
 - c. delete the header and the footer from that page.**
2. To insert a title page, you can:
 - a. click on Cover page and select the title.**
 - b. go over the page and write your title. If your students ask, the phrasal verb “go over” means “to examine”, “to revise”.
 - c. insert a tab and type your title.
3. To remove the header and footer (from the title page),
 - a. double-click on the Cover page and select a different page.
 - b. click twice on header and footer and choose Different First Page.**
 - c. click on the header and go to the next page.
4. To change the font size, colour or size:
 - a. exit the header and footer and choose the Home tab to introduce your changes.
 - b. click on the Home tab, make your changes and click the header and footer.
 - c. double-click on header and footer and go the Home tab to make your changes.**

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