

Create and Save a Word-Processed Document

How to use: Print first for the main practice. Then use the device to repeat activities and save progress.

LEARNING OBJECTIVES

- 1 Describe the purpose of a word processor
- 2 List the steps to create and save a word-processed document in the correct order
- 3 Explain why formatting and saving are important parts of creating a document

MINI LESSON

A word processor is a computer program that lets you type, edit, and format text. Examples include Microsoft Word, Google Docs, and LibreOffice Writer. Word processors make it easy to produce neat, well-organised documents.

Steps to Create a Word-Processed Document

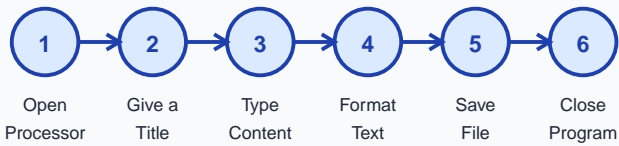
1. Open the word processor — find the app icon and double-click to open it.
2. Give the document a title — type a clear heading at the top so you know what it is about.
3. Type the content — write your ideas, sentences, or paragraphs in the body.
4. Format the text — use bold, font size, and alignment to make your document clear and attractive.
5. Save the file — press Ctrl + S and choose a folder; give the file a meaningful name.
6. Close the program — once you have saved, you can safely close the word processor.

Tips for a Good Document

- Use a clear title so the reader knows the topic immediately.
- Keep paragraphs short and focused on one idea each.
- Check for spelling mistakes before saving.
- Name your file clearly (e.g. "My_Dog_Essay.docx") so you can find it later.
- Save in the correct folder (e.g. "School Work / Grade 3 / Tech").

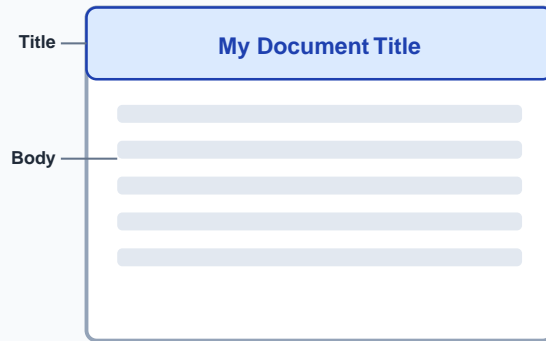
! Use Ctrl + Z to undo a mistake and Ctrl + Y to redo it. These shortcuts save time when editing.

Creating a Word-Processed Document



Always save your work before closing!

Parts of a Document



EXERCISES — PUT IN ORDER

Number the document creation steps in the correct order (1 = first).

- Open the word processor application
- Give the document a title at the top
- Type the content in the body of the document
- Format the text to make it clear and easy to read
- Save the file with a clear name in the right folder
- Close the program once everything is saved

Number the circles in the correct order.

EXERCISES — MULTIPLE CHOICE

Circle the best answer.

What is a word processor?

- A computer part that prints documents
- A program for typing, editing, and formatting text
- A type of keyboard used for fast typing

What is the FIRST step when creating a word-processed document?

- Save the file
- Format the text
- Open the word processor

Why should you give your document a clear title?

- So the document prints faster
- So the reader knows immediately what the document is about
- So the formatting is applied automatically

Which step comes AFTER typing the content?

- Open the word processor
- Format the text
- Close the program

What keyboard shortcut is used to save a document?

- Ctrl + Z
- Ctrl + C
- Ctrl + S

What does Ctrl + Z do in a word processor?

- Undoes the last action
- Saves the document
- Closes the window

Which is an example of a word processor?

- Google Chrome
- Microsoft Word
- YouTube

What is the LAST step when creating a document?

- Type the content
- Close the program
- Format the text

Why is it important to name your file clearly before saving?

- A clear name makes the file easier to find later
- A clear name makes the document print in color
- A clear name changes the font automatically

How many main steps are there in creating a word-processed document?

- Four
- Six
- Eight

ASSESSMENT

PARENT / TEACHER CHECKLIST

- Lists the six steps for creating a word-processed document in the correct order.
- Explains the purpose of formatting before saving.
- Demonstrates the correct use of Ctrl + S to save a document.
- Describes what makes a good file name and explains why naming files clearly matters.