

Module Word Processing Skills

Lesson Topic Adding colour

In this lesson the learners will change the colour of selected text.

Outcomes

- Open a document
- Type text in a document
- Select text
- Identify the Formatting toolbar
- Identify the Font Colour button
- Change the colour of text

Materials Needed

- Transparency
- CD with practice file: *Colours*
- Copy of worksheet for each learner

Lesson

Content		Method
1	Introduction	Revise how to select text. Why do we select text? Before you can edit (change) text, you have to select it.
2	Transparency	Use the transparency to explain how to change the colour of text. See the copy of the transparency in the Teacher's Guide for more information.
3	Practice	The learners work in front of the computers. They open the Colours document. They have to change the colours of the text as indicated in the practice file.
4	Worksheet	The learners complete the worksheet.

Assessment/ Assignment

Assess the learners while they are working on the computers.

Notes

If you do not have enough computers for all the learners, let some of the learners work on the computers for practicing in Microsoft Word®, while others complete the worksheet.

Change the colour of text in a document

Read through the paragraphs below. If you see a colour, change the colour of the word (e.g I have a red car.)

Hello, my name is Dumpy. I am eight years old. My orange house is between the green trees in the middle of a big forest.

My favourite clothes are my brown hat, yellow jersey, blue shirt, purple trousers and gray shoes. I have a blue umbrella.

My mother has the most beautiful garden. In her garden is green grass, red and white roses, violet jasmine and yellow daisies.



My favourite place in our green garden is under the brown apple tree. In the summer we have the most delicious red apples. I like to read from my pink book while I am sitting under the tree.

I go to the blue school on the hill. Everyday I take my green bicycle and ride to the gray tar road. Some of my friends get to school in a red bus.

Change text colour

Formatting Toolbar



Select text by highlighting it (click and drag with the mouse button)

Once upon a time there were three little pigs.

The three little pigs grew so big that one day their mother said to them, "You are too big to live here now. You must go and build houses for yourselves. But take care that the wolf does not catch you."

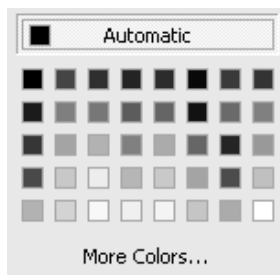
Step 1:

Select the text



Step 2:

Click *Font Colour*



Step 3:

Select colour

Once upon a time there were three little pigs.

The three little pigs grew so big that one day their mother said to them, "You are too big to live here now. You must go and build houses for yourselves. But take care that the wolf does not catch you."

Step 4:

Click to deselect

Justin does not know the names of the different colours. The following is names of colours that have been scrambled. Justin has to unscramble each name and use that colour to colour the block. Will you help him?

1 **B K C A L**

--	--	--	--	--

9 **A G Y R**

--	--	--	--

2 **D R E**

--	--	--

10 **R U E P P L**

--	--	--	--	--	--

3 **N P K I**

--	--	--	--

4 **G N R E E**

--	--	--	--	--

5 **A G R E N O**

--	--	--	--	--	--

6 **L W L E O Y**

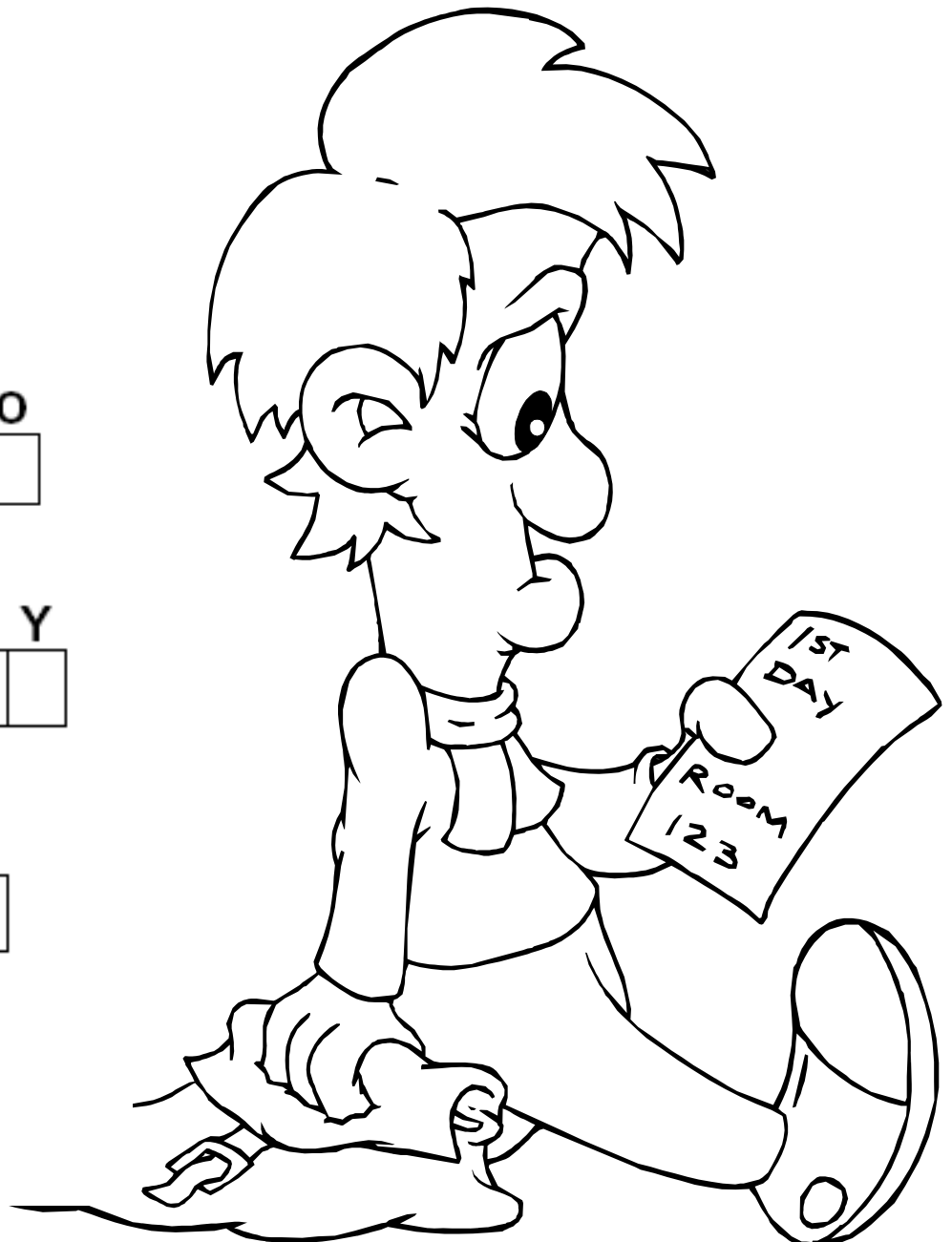
--	--	--	--	--	--

7 **I T W H E**

--	--	--	--	--

8 **B U E L**

--	--	--	--



Solution to Jumble

B K C A L
1

B	L	A	C	K
---	---	---	---	---

L W L E O Y
6

Y	E	L	L	O	W
---	---	---	---	---	---

D R E
2

R	E	D
---	---	---

I T W H E
7

W	H	I	T	E
---	---	---	---	---

N P K I
3

P	I	N	K
---	---	---	---

B U E L
8

B	L	U	E
---	---	---	---

G N R E E
4

G	R	E	E	N
---	---	---	---	---

A G Y R
9

G	R	A	Y
---	---	---	---

A G R E N O
5

O	R	A	N	G	E
---	---	---	---	---	---

R U E P P L
10

P	U	R	P	L	E
---	---	---	---	---	---

Oplossing vir Woordskommeling

T I W
1

W	I	T
---	---	---

P K E N I
6

P	I	E	N	K
---	---	---	---	---

A W T S R
2

S	W	A	R	T
---	---	---	---	---

E G L E
7

G	E	E	L
---	---	---	---

E S R P
3

P	E	R	S
---	---	---	---

R I O O
8

R	O	O	I
---	---	---	---

L O U B
4

B	L	O	U
---	---	---	---

Y S R G
9

G	R	Y	S
---	---	---	---

E R O N G
5

G	R	O	E	N
---	---	---	---	---

O N J E A R
10

O	R	A	N	J	E
---	---	---	---	---	---

