

Microsoft Word

	Objectives	Activities	Evaluation	Standards
Monday No School	<ul style="list-style-type: none"> • No School 			
Tuesday	<ul style="list-style-type: none"> • After completing Module 1, the student will be able to: <ul style="list-style-type: none"> ○ understand word processing software ○ explore the Word window ○ start a document ○ save a document ○ select text ○ format text using the Mini toolbar and the Ribbon ○ Use a document template ○ Navigate a document 	<ul style="list-style-type: none"> • Upload WD-1 Davidson Cover Letter • Complete Worksheet 1: Identify elements of the Word program window • Enter answers on Google Classroom 	<ul style="list-style-type: none"> • Completed cover letter • Completed worksheet 	<ul style="list-style-type: none"> • 15.3.8.A • 15.3.8.B • 15.3.12.B
Wednesday	<ul style="list-style-type: none"> • After completing Module 1, the student will be able to: <ul style="list-style-type: none"> ○ understand word processing software ○ explore the Word window ○ start a document ○ save a document ○ select text ○ format text using the Mini toolbar and the Ribbon ○ Use a document template ○ Navigate a document 	<ul style="list-style-type: none"> • Complete WD 1-Sea Turtle Memo pages 6-8 	<ul style="list-style-type: none"> • Completed memo 	<ul style="list-style-type: none"> • 15.3.8.A • 15.3.8.B • 15.3.12.B

Thursday

- After completing Module 1, the student will be able to:
 - understand word processing software
 - explore the Word window
 - start a document
 - save a document
 - select text
 - format text using the Mini toolbar and the Ribbon
 - Use a document template
 - Navigate a document
- Edit WD1-Sea Turtle Memo pages 10-13
- Upload WD1-Sea Turtle Memo to Google Classroom
- Completed memo
- 15.3.8.A
- 15.3.8.B
- 15.3.12.B

Friday

- After completing Module 1, the student will be able to:
 - understand word processing software
 - explore the Word window
 - start a document
 - save a document
 - select text
 - format text using the Mini toolbar and the Ribbon
 - Use a document template
 - Navigate a document
- Complete WD-1-Rainforest Letter pages 14-16
- Completed template letter
- 15.3.8.A
- 15.3.8.B
- 15.3.12.B

Please Note:

Activities and evaluations will be adjusted for enrichment and accommodations on an individual basis in compliance with a student's IEP or GIEP.

Lesson plans are subject to change without notice in order to accommodate flexibility in student learning patterns and comprehension.