

# Microsoft Word

	Objectives	Activities	Evaluation	Standards
<b>Monday</b>	<ul style="list-style-type: none"> <li>• After completing Module 1, the student will be able to:               <ul style="list-style-type: none"> <li>○ understand word processing software</li> <li>○ explore the Word window</li> <li>○ start a document</li> <li>○ save a document</li> <li>○ select text</li> <li>○ format text using the Mini toolbar and the Ribbon</li> <li>○ Use a document template</li> <li>○ Navigate a document</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Upload WD 1 - Mellon Fax</li> <li>• Upload WD 1 – Lennon Fax</li> <li>• Upload WD 1 – Picard Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Completed cover letter</li> <li>• Completed worksheet</li> </ul>	<ul style="list-style-type: none"> <li>• 15.3.8.A</li> <li>• 15.3.8.B</li> <li>• 15.3.12.B</li> </ul>
<b>Tuesday</b>	<ul style="list-style-type: none"> <li>• After completing Module 1, the student will be able to:               <ul style="list-style-type: none"> <li>○ understand word processing software</li> <li>○ explore the Word window</li> <li>○ start a document</li> <li>○ save a document</li> <li>○ select text</li> <li>○ format text using the Mini toolbar and the Ribbon</li> <li>○ Use a document template</li> <li>○ Navigate a document</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Complete WD 1 – Share Memo</li> </ul>	<ul style="list-style-type: none"> <li>• Completed memo</li> </ul>	<ul style="list-style-type: none"> <li>• 15.3.8.A</li> <li>• 15.3.8.B</li> <li>• 15.3.12.B</li> </ul>
<b>Wednesday</b>	<ul style="list-style-type: none"> <li>• After completing Module 1, the student will be able to:               <ul style="list-style-type: none"> <li>○ understand word processing software</li> <li>○ explore the Word window</li> <li>○ start a document</li> <li>○ save a document</li> <li>○ select text</li> <li>○ format text using the Mini toolbar and the Ribbon</li> <li>○ Use a document template</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Complete WD 1 – Meerts Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Completed letter</li> </ul>	<ul style="list-style-type: none"> <li>• 15.3.8.A</li> <li>• 15.3.8.B</li> <li>• 15.3.12.B</li> </ul>

- Navigate a document

## 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
- Complete WD 1 – Meerts Letter
- Completed letter
- 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 – Template Document
- Completed template document
- 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.