

Microsoft Word

	Objectives	Activities	Evaluation	Standards
Monday	<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"> • Module 1 Notes/Review 	<ul style="list-style-type: none"> • Completed notes 	<ul style="list-style-type: none"> • 15.3.8.A • 15.3.8.B • 15.3.12.B
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"> • Module 1 Test 	<ul style="list-style-type: none"> • Exam Grade 	<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 2, the student will be able to: <ul style="list-style-type: none"> ○ Cut and paste text ○ Copy and paste text ○ Use the Office Clipboard ○ Find and replace text ○ Check spelling and grammar ○ Research information 	<ul style="list-style-type: none"> • Module 2 Introduction • Begin WD – 2 Sea Turtle Memo 	<ul style="list-style-type: none"> • Class Participation • Completed Document 	<ul style="list-style-type: none"> • 15.3.8.A • 15.3.8.B • 15.3.12.B

- Add hyperlinks
- Work with document properties

Thursday

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| <ul style="list-style-type: none"> ● After completing Module 2, the student will be able to: <ul style="list-style-type: none"> ○ Cut and paste text ○ Copy and paste text ○ Use the Office Clipboard ○ Find and replace text ○ Check spelling and grammar ○ Research information ○ Add hyperlinks ○ Work with document properties | <ul style="list-style-type: none"> ● Module 2 Introduction ● Continue WD – 2 Sea Turtle Memo | <ul style="list-style-type: none"> ● Class Participation ● Completed Document | <ul style="list-style-type: none"> ● 15.3.8.A ● 15.3.8.B ● 15.3.12.B |
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Friday

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| <ul style="list-style-type: none"> ● After completing Module 2, the student will be able to: <ul style="list-style-type: none"> ○ Cut and paste text ○ Copy and paste text ○ Use the Office Clipboard ○ Find and replace text ○ Check spelling and grammar ○ Research information ○ Add hyperlinks ○ Work with document properties | <ul style="list-style-type: none"> ● Module 2 Introduction ● Complete WD – 2 Sea Turtle Memo | <ul style="list-style-type: none"> ● Class Participation ● Completed Document | <ul style="list-style-type: none"> ● 15.3.8.A ● 15.3.8.B ● 15.3.12.B |
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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.