

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"> • Complete WD 1- Rainforest Letter pages 14-16 	<ul style="list-style-type: none"> • Completed letter 	<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"> • Complete Worksheet 2: Concepts Review • Complete Paragraph 2 of Job Cover Letter 	<ul style="list-style-type: none"> • Completed worksheet • Completed paragraph 2 	<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 	<ul style="list-style-type: none"> • Complete Skills Review 1-7 WD 1 – Mellon Fax 	<ul style="list-style-type: none"> • Completed fax 	<ul style="list-style-type: none"> • 15.3.8.A • 15.3.8.B • 15.3.12.B

- 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 Skills Review 1-7 WD 1 – Mellon Fax
- Completed fax
- 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
- Module 1 Kahoot Review
- Class participation
- 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.