Microsoft Word

	Objectives	Activities	Evaluation	Standards
Monday **No School**				

Tuesday	• After completing Module 1, the student will be able to:
	   o understand word processing software
	   o explore the Word window
	   o start a document
	   o save a document
	   o select text
	   o format text using the Mini toolbar and the Ribbon
	   o Use a document template
	   o Navigate a document
		• Menu Project	• Project Grade	• 15.3.8.A
				• 15.3.8.B
				• 15.3.12.B

Wednesday **No Class** **SAT/PSAT** **Testing**				

Thursday	• After completing Module 1, the student will be able to:
	   o understand word processing software
	   o explore the Word window
	   o start a document
	   o save a document
	   o select text
	   o format text using the Mini toolbar and the Ribbon
	   o Use a document template
	   o Navigate a document
		• Menu Project	• Project Grade	• 15.3.8.A
				• 15.3.8.B
				• 15.3.12.B

Friday	• After completing Module 2, the student will be able to:	• Module 2 Introduction	• Class Participation	• 15.3.8.A • 15.3.8.B

	o Cut and paste text o Copy and paste text o Use the Office Clipboard o Find and replace text o Check spelling and grammar o Research information o Add hyperlinks o Work with document properties	• Complete WD – 2 Sea Turtle Memo	• Completed Document	• 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.