Unit 4: Microsoft Word/Word Processing Introduction

Content Area: **Technology**
Course(s): **Technology**
Time Period: **March**
Length: **6-8 weeks**
Status: **Published**

Enduring Understandings

Technology is constantly changing therefore requires the continuous learning of new skills.

Word processing/publishing software is used to communicate effectively and/or original works.

Essential Questions

How can we use word processing/publishing software to communicate effectively?

How do people with different careers use word processing/publishing?

Creativity and Innovation:
How can digital tools be used for creating original and innovative works, ideas, and solutions?

Content

Hardware Skills

Software Skills

Skills

Launch word processing/publishing software from desktop

Locate ribbon and its tools

Format and edit text

Vocabulary:

- MICROSOFT ribbon
- Home Tab
    - Format font
    - Font size

- Font color

Standards

CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP4	Communicate clearly and effectively and with reason.
CRP.K-12.CRP11	Use technology to enhance productivity.
CRP.K-12.CRP12	Work productively in teams while using cultural global competence.
TECH.8.1.2	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.2.A.2	Create a document using a word processing application.
TECH.8.1.2.A.4	Demonstrate developmentally appropriate navigation skills in virtual environments (i.e., games, museums).
TECH.8.2.2	Technology Education, Engineering, Design, and Computational Thinking - Programming: All students will develop an understanding of the nature and impact of technology, engineering, technological design, computational thinking and the designed world as they relate to the individual, global society, and the environment.
TECH.8.2.2.A.1	Define products produced as a result of technology or of nature.
TECH.8.2.2.D	Abilities for a Technological World: The designed world is the product of a design process that provides the means to convert resources into products and systems.
TECH.8.2.2.D.4	Identify the resources needed to create technological products or systems.