Unit 3: Microsoft Word/Word Processing

Content Area: **Technology**
Course(s):
Time Period: **January**
Length: **3-4 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

Word Processing Program

Network Folder Transition

Typing

Skills

Launch word processing/publishing software from desktop

Locate ribbon and its tools

Format and edit text

Add clip art, word art, etc.

Save document in proper location

Model the use of resizing and formatting a picture

Create an print a final typed document

Vocabulary:

- MICROSOFT ribbon
- Home Tab
    - Format font
    - Font size
    - Font color
    - Style
    - Undo button
- Insert Tab
    - Clip Art
    - Word Art
- Picture Tools
    - Size

Format/Arrange

Resources

Microsoft Office Suite

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.
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	Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations
TECH.8.1.2.A.1	Identify the basic features of a digital device and explain its purpose.
TECH.8.1.2.A.2	Create a document using a word processing application.