Unit 2: Microsoft Word/Word Processing

Content Area: **Technology**
Course(s):
Time Period: **October**
Length: **3-4 weeks**
Status: **Published**

Enduring Understanding

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

Skills

Use Home/Insert/Review Tabs

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 and print a final typed document

Vocabulary:

- MICROSOFT ribbon
- Home Tab
    - Formatting Font
    - Undo button
    - Format Paragraph
- Insert Tab
    - Clip Art
    - Word Art
- Picture Tools
    - Size
    - Format/Arrange
    - Crop Picture

Resources

Microsoft Office Suite

Chromebooks

Google Platform

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.CRP10	Plan education and career paths aligned to personal goals.
CRP.K-12.CRP11	Use technology to enhance productivity.
TECH.8.1.5	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.8.1.5.A	Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations.
TECH.8.1.5.A.1	Select and use the appropriate digital tools and resources to accomplish a variety of tasks including solving problems.
TECH.8.1.5.A.2	Format a document using a word processing application to enhance text and include graphics, symbols and/or pictures.
TECH.8.2.5	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.8.2.5.B	Technology and Society: Knowledge and understanding of human, cultural and society values are fundamental when designing technology systems and products in the global society.
TECH.8.2.5.B.4	Research technologies that have changed due to society's changing needs and wants.
TECH.8.2.5.C	Design: The design process is a systematic approach to solving problems.
TECH.8.2.5.C.1	Collaborate with peers to illustrate components of a designed system.