Unit 3: Microsoft Word/Publisher/Word Processing

Content Area: **Technology**
Course(s):
Time Period: **November**
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.

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Technology products and systems impact every aspect of our world.

The design process provides a means to convert resources in to products and systems.

Essential Questions

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

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

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How do different systems in our world directly impact society?

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 of Object Toolbar

- Add text box
    - Format and edit text
- Clip art
- Word art
- Shapes

Awareness of publication types and paper sizes

Save document in proper location

Model the use of resizing and formatting a picture, word art, text box

Create an print a final typed document

Vocabulary:

- Object toolbar
- Landscape/Portrait
- AutoShapes

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

Use of Object Toolbar

- Add text box
    - Format and edit text
- Clip art
- Word art
- Shapes/Smart Art

Create and print a final typed document

- Application of science curriculum (i.e. food chain, water cycle, etc)

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.8.1.5.A.3	Use a graphic organizer to organize information about problem or issue.
TECH.8.1.5.F	Critical thinking, problem solving, and decision making: Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
TECH.8.1.5.F.1	Apply digital tools to collect, organize, and analyze data that support a scientific finding.
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. 6	Compare and discuss how technologies have influenced history in the past century.
TECH.8.2.5.B.4	Research technologies that have changed due to society’s changing needs and wants.
TECH.8.2.5.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.8.2.5.D.7	Explain the impact that resources such as energy and materials used in a process to produce products or system have on the environment.