Unit 2: Microsoft Word (Word Processing)

Content Area: **Business**
Course(s): **Advanced Computer Applications**
Time Period: **1st Marking Period**
Length: **1 Marking Period**
Status: **Published**

Unit Overview

Students will sythesize and apply fundamental and advanced features of Microsoft Word (word processing).

Transfer

Students will be able to independently use their learning to...

-create effective and professional documents for both personal and business use.

Meaning

Understandings

Students will understand...

-Basic features of Word and of the Word screen/window

-Files, the computer screen, dialog boxes, and relevant computer features via mouse and keyboard interface

-Basic word processing skills. (Including: opening, creating, saving, and printing documents; selecting and editing text; formatting characters; formatting paragraphs; and utilizing writing tools.)

-The application of styles, tabs, indents, bullets, numbered lists, symbols, page numbers, date & time, and headers/footers

-Document editing and manipulation features. (These include: move/cut, copy, paste, paste special, margins, columns, page/section breaks, and working with multiple documents.)

-Tables

-Graphics/illustrations/text features . (These may include: ClipArt, WordArt, Pictures, Shapes, Text Boxes, Smart Art, Charts, and Quick Parts .)

-References features of Word.

-Mailings features of Word

-Review features of Word.

-Word features relevant to the Microsoft Certification Exam for Word.

-Integration of supporting applications/equipment with word processing. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)

-Workplace and personal needs with corresponding Word features.

-Troubleshooting common word processing problems.

Essential Questions

Students will keep considering...

-What are the fundamental, and most commonly used, features of Microsoft Word? How can I apply these Word features to be productive in the workplace and in my personal life?

Application of Knowledge and Skill

Students will know...

Students will know...

-Basic features of Word and of the Word screen/window

-Files, the computer screen, dialog boxes, and relevant computer features via mouse and keyboard interface

-Basic word processing skills. (Including: opening, creating, saving, and printing documents; selecting and editing text; formatting characters; formatting paragraphs; and utilizing writing tools.)

-The application of styles, tabs, indents, bullets, numbered lists, symbols, page numbers, date & time, and headers/footers

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-Troubleshooting common word processing problems.

Students will be skilled at...

Students will ...

-Identify and apply basic features of Word and of the Word screen/window

-Assess and interact with files, the computer screen, dialog boxes, and relevant computer features via mouse and keyboard interface

-Synthesize and apply basic word processing skills. (Including: opening, creating, saving, navigating, and printing documents; selecting and editing text; formatting characters; formatting paragraphs; and utilizing writing tools.)

-Synthesize and apply styles, tabs, indents, bullets, numbered lists, symbols, page numbers, date & time, and headers/footers

-Assess and apply document editing and manipulation features. (These include: move/cut, copy, paste, paste special, margins, columns, page/section breaks, and working with multiple documents.)

-Design, create, and populate Tables

-Assess, synthesize, and apply graphics/illustrations/text features . (These may include: ClipArt, WordArt, Pictures, Shapes, Text Boxes, Smart Art, Charts, and Quick Parts .)

-Assess and apply References features of Word.

-Assess, synthesize, and apply Mailings features of Word

-Assess, synthesize, and apply Review features of Word.

-Assess, synthesize, and apply word features relevant to the Microsoft Certification Exam for Word.

-Integrate supporting applications/equipment with word processing. (These may include: other Microsoft

applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)

-Synthesize workplace and personal needs with corresponding Word features.

-Analyze and troubleshoot common word processing problems.

Academic Vocabulary

See attached list(s) of terms/skills. These list are updated as needed and available.

Learning Goal 1

Students will sythesize and apply fundamental and advanced features of Microsoft Word (word processing).

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CAEP.9.2.12.C.3	Identify transferable career skills and design alternate career plans.
CAEP.9.2.12.C.7	Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace.
TECH.8.1.12	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.8.1.12.A.2	Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.
TECH.8.1.12.A.CS1	Understand and use technology systems.
TECH.8.1.12.A.CS2	Select and use applications effectively and productively.
TECH.8.1.12.B	Creativity and Innovation: Students demonstrate creative thinking, construct knowledge and develop innovative products and process using technology.
TECH.8.1.12.B.CS1	Apply existing knowledge to generate new ideas, products, or processes.
TECH.8.1.12.B.CS2	Create original works as a means of personal or group expression.
TECH.8.1.12.C.CS2	Communicate information and ideas to multiple audiences using a variety of media and formats.
TECH.8.1.12.D.CS1	Advocate and practice safe, legal, and responsible use of information and technology.
TECH.8.1.12.E	Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information.
TECH.8.1.12.E.CS3	Evaluate and select information sources and digital tools based on the appropriateness for specific tasks.

TECH.8.1.12.E.CS4	Process data and report results.
TECH.8.2.12.A.CS1	The characteristics and scope of technology.
TECH.8.2.12.A.CS3	The relationships among technologies and the connections between technology and other fields of study.
TECH.8.2.12.E.1	Demonstrate an understanding of the problem-solving capacity of computers in our world.

Target 1

Identify and define basic features of Word and of the Word screen/window.

- Identify and define basic features of Word and of the Word screen/window.

Target 2

Access & interact with files, the computer screen, dialog boxes, and relevant computer features via mouse and keyboard interface.

- Access & interact with files, the computer screen, dialog boxes, and relevant computer features via mouse and keyboard interface.

Target 3

Review and apply basic word processing skills. (Including: opening, creating, saving, navigating and printing documents; selecting and editing text; formatting characters; formatting paragraphs; and utilizing writing tools.)

- Review and apply basic word processing skills. (Including: opening, creating, saving, navigating and printing documents; selecting and editing text; formatting characters; formatting paragraphs; and utilizing writing tools.)

Target 4

Synthesize and apply styles, tabs, indents, bullets, numbered lists, symbols, page numbers, date & time, and headers/footers

- Synthesize and apply styles, tabs, indents, bullets, numbered lists, symbols, page numbers, date & time, and headers/footers

Target 5

Assess and apply document editing and manipulation features. (These include: move/cut, copy, paste, paste special, margins, columns, page/section breaks, and working with multiple documents.)

- Assess and apply document editing and manipulation features. (These include: move/cut, copy, paste, paste special, margins, columns, page/section breaks, and working with multiple documents.)

Target 6

Design, create and populate Tables.

- Design, create and populate Tables.

Target 7

Assess and apply Graphics/Illustrations (These may include: WordArt, Pictures, Shapes, Text Boxes, and Smart Art.)

- Assess and apply Graphics/Illustrations (These may include: WordArt, Pictures, Shapes, Text Boxes, and Smart Art.)

Target 8

Assess and apply References features of Word.

- Assess and apply References features of Word.

Target 9

Assess, synthesize, and apply Mailings features of Word

- Assess, synthesize, and apply Mailings features of Word

Target 10

Assess, synthesize, and apply Review features of Word.

- Assess, synthesize, and apply Review features of Word.

Target 11

Assess, synthesize, and apply word features relevant to the Microsoft Certification Exam for Word. (Relevant Word skills/features are updated as needed and available)

• Assess, synthesize, and apply word features relevant to the Microsoft Certification Exam for Word.
(Relevant Word skills/features are updated as needed and available)

Target 12

Analyze and integrate supporting applications/equipment with word processing. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)

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other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing
programs such as Paint.)

Target 13

Synthesize workplace and personal needs with corresponding Word features.

• Synthesize workplace and personal needs with corresponding Word features.

Target 14

Analyze and troubleshoot common word processing problems.

• Analyze and troubleshoot common word processing problems.

Summative Assessment

• Applied Projects
• Applied Quiz/Test
• Optional Classroom Survey
• Optional Written Quiz/Test

Formative Assessment and Performance Opportunities

• Applied Activities/Projects
• Guided Practice
• Peer Review
• Reflective Discussion
• Teacher Observation

Accommodations/Modifications

- Application problems for extra practice
- Projects/scenarios related to student personal interests incorporating Word skills/features
- Scenarios for critical thinking

Unit Resources

- Guest Speakers
- Internet Resources
- Technology Software & Hardware
- Textbooks
- Videos

Interdisciplinary Connections

LA.RST.11-12.3	Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.
LA.RST.11-12.7	Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem.
LA.WHST.11-12.6	Use technology, including the Internet, to produce, share, and update writing products in response to ongoing feedback, including new arguments or information.
MA.K-12.1	Make sense of problems and persevere in solving them.
MA.K-12.5	Use appropriate tools strategically.