**Microsoft Word Day 12**

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| **Objectives** *Learners will be able to…* | **Materials** |
| ***Final Day of class, take be sure any remaining questions are answered*** ***If students missed the TABE Day or the North Star day they should take the assessments today.*** ***If a student missed both, prioritize TABE and ask if they would also wish to take the North Star*** | **Make Student Copies****Props, Technology or Other Resources*** **Computers**
* **Projectors**
* **USB**
* **Day 12 Jeopardy**
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| **Lesson Plan** | **Vocabulary** |
| **Activity 1: Review Assessment**Description: go over the most missed questions and the questions most students got correctMaterials/Prep: you will have to log in to the North Star admin page, steps are in Step 1 of the activity**Activity 2: Jeopardy** Description: students will get into teams and go through a jeopardy style review of Word, leave 45 minutes for the final activities  Materials/Prep: **download Day 12 Jeopardy** **Activity 3: Any Remaining Questions?**Description: ask if students have any lingering question/concerns  Materials/Prep: **Activity 4: Awards and Certificates** Description: take a minute to recognize students who passed the North Star Assessment and hand out attendance awards if applicable Materials/Prep: ask the coordinator for the awards if they are not already in the classroom**Activity 5: Print Cover letter** Description: go through how to print out documents for students who wish to have a copy of the cover letter they created Materials/Prep: **Activity 6: Delete from USB Drive** Description: delete all documents created during the class |  |

 **Teacher Directions: Activity 1: Review Assessment**

**NOTE: if there are students who have not yet taken the assessment and wish to, you should get them set up to take it in the office and only go over these questions with the students who have already taken the test.**

BEFORE CLASS Step 1: Go to admin page

 Go to digitalliteracyassessment.org/admin

 Username: mnliteracy

 Password: green-hippo-6433

 Click on your name from drop-down menu

 Click submit

 Scroll down and **click on module 5**

 **Click** on Stats

 You should see Top 5 Questions got Right/Wrong

Step 2: Review Right/Wrong

 Go through the ten questions; ask students which answer is correct

 **Ask** what might have been confusing

**Teacher Directions: Activity 2: Jeopardy –Day 12 Jeopardy**

Step 1: Set-up

 **Download Day 12 Jeopardy**

Divide the class into teams of three

Step 2: Directions

 **Explain** that each team will take turns picking a question to answer

If they do not know the answer to their question, the next team in line gets the chance to answer. They will also still get to pick the next question and try to answer it.

Keep track of scores on the board

Step 3: Complete Jeopardy

 Students do not have to answer in the form of a question

**Teacher Directions: Activity 3: Any remaining questions**

Step 1:

Take time to go over any questions students still have/anything they are still confused about

The last three activities need about 35 minutes, so use whatever time you need to answer the questions as long as you leave 35 minutes

**Teacher Directions: Activity 4: Awards and Certificates**

Step 1:Hand out awards and certificates

**Teacher Directions: Activity 5: Print out Cover Letter**

Step 1:Who wants a copy?

 Ask is any students would like to keep a copy of their cover letter? Encourage them to.

Step 2: Show them how to print

 Go through the steps with learners to discuss how to print a document

 Click on File>Click on Print>Click on Okay

 The documents should go to the printer in the Supply Office

**Teacher Directions: Activity 6: Delete from USB Drive**

Step 1: Demonstrate deleting from USB

 Learners should have their **EYES FORWARD AND HANDS OFF OF THEIR COMPUTER**

Slowly go through the following steps, explaining them to the learners

 Click on Start menu>Click on My Computer> Locate (E: ) Drive

 Explain that there are a few ways to delete

DO NOT DELETE ANY FOLDERS THAT WERE CREATED TO HOLD ASSIGNMENTS THAT WERE DOWNLOADED

 Right click on a file created in class>click on Delete

 Simply click on file>Press Delete Key

Step 2: Students delete

 **Explain** again that students should only delete files they created themselves

 Assist students as they go through and delete files using either method