**Word Unit: Day 3**

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| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *Formatting*  ***Computer skill:*** *Undo Button*  ***Computer skill:*** *saving a new file* | **Make Student Copies**   * **Day 3 Activity Packet-double sided and stapled (Tab 8)**   **Props, Technology or Other Resources**   * Computers * Projector * **USB Drives** * **Download Formatting Practice (Tab 9, if needed)** |
|  | |
| **Lesson Plan** | |
| **Warm up for today’s Lesson:**  Description: Learners will complete a screen fill activity that will require them to hover over buttons on the toolbar to discover what they do (this is a part of the Activity Packet, make sure they only do the first page)  Materials/Prep: copes of **Day 3 Activity Packet**  **Activity 1: Formatting Practice**  Description: go through another example of formatting text, including how to highlight using the shift button  Materials/Prep: Download **Formatting Practice** (from lesson plan, page 4), either from USB drives (if done at beginning of class) or from the web at <http://www.mnliteracy.org/learning-centers/open-door-lake-street> under attachments  **Activity 2: Undo Button**  Description: teacher will go over the undo button, and its greatness  Materials/Prep: **keep the Formatting Practice Open**  **Activity 3: Saving Documents**  Description: go over the steps to save a new document and then explain Save versus Save As  Materials/Prep: copies of **Microsoft Word Exercise 2: Saving** | |

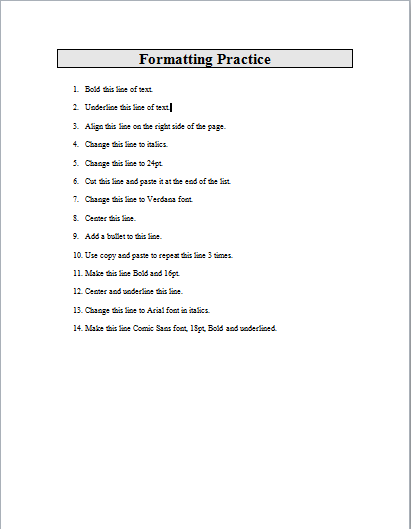
**Teacher Directions: Activity 1: Formatting Practice** ­

Step 1: Activate prior knowledge

Have students point out where to find the Bold, Italics, Underline, Left/Right/Center Align, font and font size buttons

Review how to highlight text- click and drag

Step 2: Introduce shift to highlight

**Ask** how many people struggle with the click and drag motion

**Explain** that there are a few ways to select text. Two do not involve clicking and dragging, so they might be easier for some.

**Ask** what highlighting text allows you to do-this is review, it allows you to format text

**Introduce** the **shift** key in selecting text

**Highlight** using the shift key.

**Demonstrate** this a few times to be sure students understand that it is simply click, shift, click.

Step 3: Teacher downloads Formatting Practice

Teacher should download the formatting practice onto their computer

Students should NOT DO THIS until later

Download Either from **USB Drive**:

Explain how to open a document from a USB Drive

Start Menu>My Computer>Word Folder>Formatting Practice

Or **from the web**:

Explain each of these steps thoroughly

Everyone needs to open the internet>type mnliteracy.org into the address bar>scroll down till they see “My Learning Center” and click on it> Click on the name of their learning center>Click on Curriculum Tab>Under attachments, they should see **Word Day 3 Formatting Practice**

Step 4: Demonstrate

Teacher should demonstrate using click and drag and shift to highlight

Teacher should do first couple examples

Step 5: Controlled Practice

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

Have students come up and use the shift keys to change the format of the first few sentences

Step 5: Individual Practice

**Instruct** students to follow your directions

**Every student should download the same Formatting Practice**

They should complete the exercise on their own

**Teacher Directions: Activity 2: Undo Button**

Step 1: Context

**Ask** if anyone has ever made a mistake while typing or changing formatting

Explain that Word has a secret shortcut to fix mistakes that might be one of the best things ever invented

Step 2: Locate Undo and Redo buttons

Ask students to use their hover without clicking skills to locate the undo and redo buttons

Step 3: Demonstrate using Undo

**Change** the format of a Word

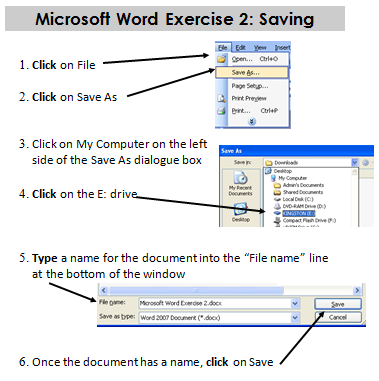
**Explain** that this is not what you wanted to do

**Ask** students what they can do to correct their error

**Click** on Undo

**Teacher Directions: Activity 3: Saving Documents -Day 3 Activity Packet Page 2-3**

Step 1: Demonstrate

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

**Demonstrate** how to save a document

Explain that there are two important things to remember when saving:

1. Be sure you save it in the place you meant to
2. Give the file a name that will easily remind you what the file is

**Click** on File>click on Save As>Click on My Computer>Locate the drive that the USB is located, typically the (E: ) Drive>Give the File a name

**Point out** the File In line a the top of the dialogue box

**Explain** that this reminds you where you are within the computer

Step 2: Controlled Practice

Go through these steps with the learners

Do them at least 2 times, having them lead you more and more each time

Step 3: Handout

Direct students to Day 3 Activity Packet Page 2

Explain that this is the reference form for how to save from now on

Step 4: Save vs Save As

Explain that Save As is used at three points in the saving process.

Write these on the board under the heading Save As

1. When saving a document that has never been saved before
2. When changing the name of a document
3. When changing the location of a document

Review these a couple of times

Explain that there is another option to save a document and that is to simply click on the Save Icon, which looks like a floppy disk

When to use Save;

1. When you simply change the content of a document

**Demonstrate** changing something in the document you have saved and then click on the Save Button

**Teacher Directions: Activity 4: Journal Entry- if there is time**

Step 1: Directions

**Explain** that for many of the remaining classes we will end the day with a journal entry

The teacher will provide a prompt, and students will type until class is over.

Students should use complete sentences and type as much as possible during that time

Step 2: Prompt

Students should write about their life motto. What is a motto? A short sentence or statement that states your beliefs or ideals about life.

**Examples:** Honesty is the best policy. Respect above else.

The first line of each entry should be the date aligned to the right, with the text starting on the line below aligned to the left

Step 3: Save to Folder

With five minutes remaining, instruct students to stop typing

Take this time to review how to save to a folder

Create a new folder and name it **Student’s Name Journal**

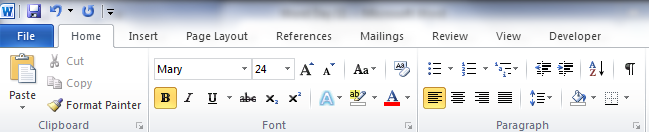
Name the file Students Name Journal

Formatting Practice

1. Bold this line of text.
2. Underline this line of text.
3. Align this line on the right side of the page.
4. Change this line to italics.
5. Change this line to 24pt.
6. Change this line to Verdana font.
7. Center this line.
8. Add a bullet to this line.
9. Make this line Bold and 16pt.
10. Center and underline this line.
11. Change this line to Arial font in italics.
12. Make this line Comic Sans font, 18pt, Bold and underlined.

**Day 3 Activity Packet**

**Warm-up**

**Directions: Open a Word Document. Hover over buttons on the ribbon on your computer to determine what they do. Fill in the blanks that match each button on the document below.**

**5**

**3**

**1**

**1. .**

**6**

**4**

**2**

**2. .**

**3. .**

**4. .**

**5. .**

**6. .**

**The ribbon includes the and .**

**Day 3 Activity Packet**

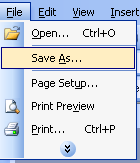
**How to Save a Document**

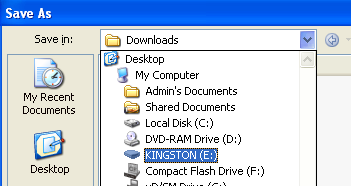
**Directions: in the space below, please list the steps you take to save a document. Once you finish that, please answer the questions at the bottom of the page.**

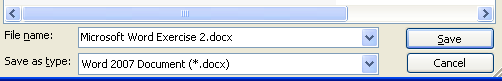
**True or false:**

1. When saving a file for the first time, you go to file and click on Save As.
2. When you are updating the content of a file you have already saved, you need to rename it.
3. When you are updating the content of a file you have already saved, you can simply click on the save button on the ribbon.

**Day 3 Activity Packet: Save Reference Sheet**



1. **Click** on File
2. **Click** on Save As
3. Click on My Computer on the left side of the Save As dialogue box
4. **Click** on the E: drive
5. **Type** a name for the document into the “File name” line at the bottom of the window



1. Once the document has a name, **click** on Save