**Name:**

**Date and Time that the Lesson will be Taught:** August 31st-September 4th (2nd, 4th, and 5th Period)

**Lesson Title:** Understanding Word (Word Lesson 1)

**Curriculum Framework Unit and Item:**

Unit 3: 3.7 Explain how to repeat, copy, and remove paragraph formatting

**Objectives: The learners will be able to…..**

1. Changing and Organizing Document View
2. Navigating and Searching through a Document
3. Selecting, Replacing, and Deleting Text
4. Cutting, Copying, and Pasting Text

* Terminology (Lesson 2)
  1. Rulers-measuring tools to align text, graphics, and other element used within a document
  2. Gridlines- a grid of vertical and horizontal lines that help you align graphics and other objects in your documents
  3. Navigation Pane- appears in left side of the window when you select its command in the show group
  4. Thumbnails- Tiny images of your document page
  5. Scroll bars- all a user to move up or down or side to side within a document
  6. Scroll buttons- move up or down one line at a time
  7. Scroll box- move through a document even faster
  8. Wildcard- find words or phrases that contain specific letters or combinations or letters
  9. Replace- to replace formatting such as a specific font color, bolding, or italics
  10. Go To- Provides ways to navigate through longer documents quickly
  11. Multi-selection- enables you to select multiple text items that are not adjacent
  12. Cut- word removes if form the original location and places the deleted text in the Clipboard collection
  13. Copy- word places a duplicate copy in the clipboard
  14. Paste-pastes text from the Clipboard to new location
* Task (Lesson 2)
  1. Change and organize document views
     1. Select zoom options
     2. Split windows
     3. Arrange windows
     4. Arrange document views
     5. Switch between windows
     6. Open a document in a new window
  2. Navigate and Search through a document
     1. Use the Navigation Pane
     2. Use Go To
     3. Use Browse by button
     4. Use Highlight features
     5. Set Find and Replace options
  3. Select, replace, and Delete text
  4. Cut, copy, and paste text

References:

Arkansas State Department of Education -Curriculum Frameworks

Microsoft Word Textbook

Materials and equipment needed for lesson:

Computer—Projector—Screen—Microsoft Word—Computers for Students—Printer

**Tuesday, September 8**

**Introduction to the Lesson: Time: 5-7 minutes**

Good morning/afternoon class! Please begin the working in Microtype. *Give students 5 minutes to work in Microtype.* Please start looking for a place to stop and turn your monitor off when you are done. *Wait for students to finish current tab and turn off monitors.* Today we are going to begin working on the Microsoft Word Lesson 2. Today, we are going to review the key terminology and tasks associated with this lesson.

**Learning Activities: Time: 39-42 minutes**

*Demonstration Time: 7-9 minutes*

Word has a variety of options for opening an existing document and viewing a document. You can enable features to show gridlines, thumbnails, and rulers to help in navigating the document or you can zoom in or out. Word also allows you to open and arrange multiple document windows. You will learn about all of these features in this section.

Lesson 2 will show you some of the keep commands of Word. **Rulers** are measuring tools to align text, graphics, and other elements used within a document. The top and bottom margins of a document can be easily adjusted manually using the vertical scroll bar. The horizontal ruler can be used to change a document’s fi rst-line indent, hanging indent, and left and right indents. **Gridlines** provide a grid of vertical and horizontal lines that help you align graphics and other objects in your documents. Gridlines are displayed only in Print Layout view.

The **Navigation Pane** appears in the left side of the window when you select its command in the Show group. The Navigation Pane has three tabs. The first tab, Browse Headings in your document, displays the structure of your document by levels based on the document’s headings. The second tab, Browse Pages in your document, displays **thumbnails—** tiny images of your document pages. The third tab, Browse the results from the current search, displays a list of search results when you have used the Navigation Pane’s search tool (marked by a search box and magnifying glass icon) to look for particular text or objects in your document.

**Scroll bars** allow a user to move up or down or side to side within a document. You can click the **scroll buttons** to move up or down one line at a time, or you can click and hold a scroll button to scroll more quickly. You can also click and drag the **scroll box** to move through a document even faster or just click the scroll box to see a ScreenTip displaying your position in the document.

You can also use **wildcard** characters to find words or phrases that contain specific letters or combinations of letters. You can also use the Find and Replace command to search for and **replace** formatting—such as a specific font color, bolding, or italics. It is also possible to search for and replace special characters and document elements such as page breaks and tabs. The **Go To** command and Select Browse Object button provide ways to navigate through longer documents quickly. In this exercise, you learn to use the Go To command to move through a lengthy document. The **multi-selection** feature of Word enables you to select multiple text items that are not adjacent. For example, to select every other line in a paragraph, select the first line, then press and hold the Ctrl key as you select the other lines by clicking the left mouse button.

When you **cut** text, Word removes it from the original location and places the deleted text in the Clipboard collection. When you **copy** text, Word places a duplicate copy in the Clipboard. The **Paste** command then pastes text from the Clipboard to a new location in either the original document or a new document.

*Independent Work Time: 30-35 minutes*

Class, once you have finished your Word Lesson 1 unit, begin working on your assignments for this lesson. *Students will work on the following assignments for Word Lesson 2: Lesson -2 Two-Column Notes, Step-by-Step 2.0-2.10. Students will also complete the ExamView Word Lesson 3 Multiple Choice Test and the SAM test.*

**Summary of information in the lesson: Time: 1-2 minutes**

Today, we began to review the basic editing functions of Microsoft Word. We identified the elements of Microsoft Word and reviewed how to navigate through the program and different views. Finally, we learned the different ways to set margins and how to change them in Microsoft Word.

**Evaluation/assessment of student learning:**

The students will be informally evaluated on their understanding of Microsoft Word through observations of the students’ work throughout the class period. The students will be formally evaluated on their knowledge and ability to use Microsoft Word through the use of comprehensive projects, a multiple choice test, and a production test.

**Wednesday, September 9**

**Introduction to the Lesson: Time: 5-7 minutes**

Good morning/afternoon class! Please begin the working in Microtype. *Give students 5 minutes to work in Microtype.* Please start looking for a place to stop and continue working on your assignments.

**Learning Activities: Time: 40-44 minutes**

*Independent Work Time: 40-44 minutes*

Please continue working on your assignments. *Students will work on the following assignments for Word Lesson 2: Lesson -2 Two-Column Notes, Step-by-Step 2.0-2.10. Students will also complete the ExamView Word Lesson 3 Multiple Choice Test and the SAM test.*

**Evaluation/assessment of student learning:**

The students will be informally evaluated on their understanding of Microsoft Word through observations of the students’ work throughout the class period. The students will be formally evaluated on their knowledge and ability to use Microsoft Word through the use of comprehensive projects, a multiple choice test, and a production test.

**Thursday, September 10**

**Introduction to the Lesson: Time: 5-7 minutes**

Good morning/afternoon class! Please begin the working in Microtype. *Give students 5 minutes to work in Microtype.* Please start looking for a place to stop and continue working on your assignments.

**Learning Activities: Time: 40-44 minutes**

*Independent Work Time: 40-44 minutes*

Please continue working on your assignments. *Students will work on the following assignments for Word Lesson 2: Lesson -2 Two-Column Notes, Step-by-Step 2.0-2.10. Students will also complete the ExamView Word Lesson 3 Multiple Choice Test and the SAM test.*

**Evaluation/assessment of student learning:**

The students will be informally evaluated on their understanding of Microsoft Word through observations of the students’ work throughout the class period. The students will be formally evaluated on their knowledge and ability to use Microsoft Word through the use of comprehensive projects, a multiple choice test, and a production test.

**Friday, September 11**

**Introduction to the Lesson: Time: 5-7 minutes**

Good morning/afternoon class! Please begin the working in Microtype. *Give students 5 minutes to work in Microtype.* Please start looking for a place to stop and continue working on your assignments.

**Learning Activities: Time: 40-44 minutes**

*Independent Work Time: 40-44 minutes*

Please continue working on your assignments. *Students will work on the following assignments for Word Lesson 2: Lesson -2 Two-Column Notes, Step-by-Step 2.0-2.10. Students will also complete the ExamView Word Lesson 3 Multiple Choice Test and the SAM test.*

**Evaluation/assessment of student learning:**

The students will be informally evaluated on their understanding of Microsoft Word through observations of the students’ work throughout the class period. The students will be formally evaluated on their knowledge and ability to use Microsoft Word through the use of comprehensive projects, a multiple choice test, and a production test.