Microsoft Word

	Objectives	Activities	Evaluation	Standards
Monday **No School**	• No School			
Tuesday **Day B**	• No Class			

Wednesday
Day A
	• After completing Module 1, the student will be able to:
	   o understand word processing software
	   o explore the Word window
	   o start a document
	   o save a document
	   o select text
	   o format text using the Mini toolbar and the Ribbon
	   o Use a document template
	   o Navigate a document
		• Upload WD-1 Davidson Cover Letter
		• Complete Worksheet 1: Identify elements of the Word program window
		• Enter answers on Edmodo
			• Completed cover letter
			• Completed worksheet
				• 15.3.8.A
				• 15.3.8.B
				• 15.3.12.B

Thursday **Day B**	• No Class			

Friday
Day A
	• After completing Module 1, the student will be able to:
	   o understand word processing software
	   o explore the Word window
	   o start a document
	   o save a document
	   o select text
	   o format text using the Mini toolbar and the Ribbon
	   o Use a document template
	   o Navigate a document
		• Complete WD 1-Sea Turtle Memo pages 6-8	• Completed memo	• 15.3.8.A
				• 15.3.8.B
				• 15.3.12.B

Please Note:				

Activities and evaluations will be adjusted for enrichment and accommodations on an individual basis in compliance with a student's IEP or GIEP.

Lesson plans are subject to change without notice in order to accommodate flexibility in student learning patterns and comprehension.