Microsoft Word

	Objectives	Activities	Evaluation	Standards
Monday	• After completing Module 2, the student will be able to: 　○ Cut and paste text 　○ Copy and paste text 　○ Use the Office Clipboard 　○ Find and replace text 　○ Check spelling and grammar 　○ Research information 　○ Add hyperlinks 　○ Work with document properties	• Module 2 Review	• Class Participation	• 15.3.8.A • 15.3.8.B • 15.3.12.B
Tuesday	• After completing Module 2, the student will be able to: 　○ Cut and paste text 　○ Copy and paste text 　○ Use the Office Clipboard 　○ Find and replace text 　○ Check spelling and grammar 　○ Research information 　○ Add hyperlinks 　○ Work with document properties	• Module 2 Test	• Exam Grade	• 15.3.8.A • 15.3.8.B • 15.3.12.B
Wednesday	• After completing Module 2, the student will be able to: 　○ Cut and paste text 　○ Copy and paste text 　○ Use the Office Clipboard 　○ Find and replace text 　○ Check spelling and grammar 　○ Research information 　○ Add hyperlinks 　○ Work with document properties	• Template Review: Creating a Brochure	• Class Participation	• 15.3.8.A • 15.3.8.B • 15.3.12.B

Thursday	• After completing Module 2, the student will be able to:
	    o Cut and paste text
	    o Copy and paste text
	    o Use the Office Clipboard
	    o Find and replace text
	    o Check spelling and grammar
	    o Research information
	    o Add hyperlinks
	    o Work with document properties
		• Template Review: Creating a Brochure	• Class Participation	• 15.3.8.A
				• 15.3.8.B
				• 15.3.12.B

Friday	• After completing Module 3, the student will be able to:
	    o Format with fonts
	    o Use the Format Painter
	    o Change line and paragraph spacing
	    o Align paragraphs
	    o Work with tabs
	    o Work with indents
	    o Add bullets and numbering
	    o Add borders and shading
	    o Insert online pictures
		• Module 3 Introduction	• Class Participation
			• Completed Concepts Review
			• Completed Documents
				• 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.