

# Microsoft Word

	Objectives	Activities	Evaluation	Standards
<b>Monday</b>	<ul style="list-style-type: none"> <li>• After completing Module 3, the student will be able to:               <ul style="list-style-type: none"> <li>○ Format with fonts</li> <li>○ Use the Format Painter</li> <li>○ Change line and paragraph spacing</li> <li>○ Align paragraphs</li> <li>○ Work with tabs</li> <li>○ Work with indents</li> <li>○ Add bullets and numbering</li> <li>○ Add borders and shading</li> <li>○ Insert online pictures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• WD 3 74: Upload WD 3 – Mission 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Class Participation</li> <li>• Completed Document</li> </ul>	<ul style="list-style-type: none"> <li>• 15.3.8.A</li> <li>• 15.3.8.B</li> <li>• 15.3.12.B</li> </ul>
<b>Tuesday</b>	<ul style="list-style-type: none"> <li>• After completing Module 3, the student will be able to:               <ul style="list-style-type: none"> <li>○ Format with fonts</li> <li>○ Use the Format Painter</li> <li>○ Change line and paragraph spacing</li> <li>○ Align paragraphs</li> <li>○ Work with tabs</li> <li>○ Work with indents</li> <li>○ Add bullets and numbering</li> <li>○ Add borders and shading</li> <li>○ Insert online pictures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• WD 3 75: Complete and Upload WD 3 – Personal Letterhead</li> <li>• Complete and Upload WD 3 – Personal Fax Coversheet</li> </ul>	<ul style="list-style-type: none"> <li>• Class Participation</li> <li>• Completed Document</li> </ul>	<ul style="list-style-type: none"> <li>• 15.3.8.A</li> <li>• 15.3.8.B</li> <li>• 15.3.12.B</li> </ul>
<b>Wednesday</b>	<ul style="list-style-type: none"> <li>• After completing Module 3, the student will be able to:               <ul style="list-style-type: none"> <li>○ Format with fonts</li> <li>○ Use the Format Painter</li> <li>○ Change line and paragraph spacing</li> <li>○ Align paragraphs</li> <li>○ Work with tabs</li> <li>○ Work with indents</li> <li>○ Add bullets and numbering</li> <li>○ Add borders and shading</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• WD 3 76: Complete and Upload WD 3 – Todays Specials</li> </ul>	<ul style="list-style-type: none"> <li>• Class Participation</li> <li>• Completed Document</li> </ul>	<ul style="list-style-type: none"> <li>• 15.3.8.A</li> <li>• 15.3.8.B</li> <li>• 15.3.12.B</li> </ul>

- Insert online pictures

## Thursday

- After completing Module 3, the student will be able to:
  - Format with fonts
  - Use the Format Painter
  - Change line and paragraph spacing
  - Align paragraphs
  - Work with tabs
  - Work with indents
  - Add bullets and numbering
  - Add borders and shading
  - Insert online pictures
- Module 3 Review
- Class Participation
- Completed Review
- 15.3.8.A
- 15.3.8.B
- 15.3.12.B

## Friday

- After completing Module 3, the student will be able to:
  - Format with fonts
  - Use the Format Painter
  - Change line and paragraph spacing
  - Align paragraphs
  - Work with tabs
  - Work with indents
  - Add bullets and numbering
  - Add borders and shading
  - Insert online pictures
- Module 3 Test
- Exam Grade
- 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.