

# Microsoft Word

	Objectives	Activities	Evaluation	Standards
<b>Monday</b>	<ul style="list-style-type: none"> <li>• After completing Module 1, the student will be able to:               <ul style="list-style-type: none"> <li>○ understand word processing software</li> <li>○ explore the Word window</li> <li>○ start a document</li> <li>○ save a document</li> <li>○ select text</li> <li>○ format text using the Mini toolbar and the Ribbon</li> <li>○ Use a document template</li> <li>○ Navigate a document</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Complete WD 1-Rainforest Letter pages 14-16</li> </ul>	<ul style="list-style-type: none"> <li>• Completed letter</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 1, the student will be able to:               <ul style="list-style-type: none"> <li>○ understand word processing software</li> <li>○ explore the Word window</li> <li>○ start a document</li> <li>○ save a document</li> <li>○ select text</li> <li>○ format text using the Mini toolbar and the Ribbon</li> <li>○ Use a document template</li> <li>○ Navigate a document</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Complete Edmodo Worksheet 2: Concepts Review</li> <li>• Complete Paragraph 2 of Job Cover Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Completed worksheet</li> <li>• Completed paragraph 2</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 1, the student will be able to:               <ul style="list-style-type: none"> <li>○ understand word processing software</li> <li>○ explore the Word window</li> <li>○ start a document</li> <li>○ save a document</li> <li>○ select text</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Complete Skills Review 1-7 WD 1 – Mellon Fax</li> </ul>	<ul style="list-style-type: none"> <li>• Completed fax</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>

- format text using the Mini toolbar and the Ribbon
- Use a document template
- Navigate a document

## Thursday

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|--|--|---|---|
| <ul style="list-style-type: none"> <li>● After completing Module 1, the student will be able to:           <ul style="list-style-type: none"> <li>○ understand word processing software</li> <li>○ explore the Word window</li> <li>○ start a document</li> <li>○ save a document</li> <li>○ select text</li> <li>○ format text using the Mini toolbar and the Ribbon</li> <li>○ Use a document template</li> <li>○ Navigate a document</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Complete Skills Review 1-7 WD 1 – Mellon Fax</li> </ul> | <ul style="list-style-type: none"> <li>● Completed fax</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> |
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## Friday

- |  |  |   |   |
|--|--|---|---|
| <ul style="list-style-type: none"> <li>● After completing Module 1, the student will be able to:           <ul style="list-style-type: none"> <li>○ understand word processing software</li> <li>○ explore the Word window</li> <li>○ start a document</li> <li>○ save a document</li> <li>○ select text</li> <li>○ format text using the Mini toolbar and the Ribbon</li> <li>○ Use a document template</li> <li>○ Navigate a document</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Module 1 Kahoot/Blooket Review</li> </ul> | <ul style="list-style-type: none"> <li>● Class participation</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> |
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### 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.

