

# Microsoft Word

	Objectives	Activities	Evaluation	Standards
<b>Monday</b>	<ul style="list-style-type: none"> <li>• After completing Module 2, the student will be able to:               <ul style="list-style-type: none"> <li>○ Cut and paste text</li> <li>○ Copy and paste text</li> <li>○ Use the Office Clipboard</li> <li>○ Find and replace text</li> <li>○ Check spelling and grammar</li> <li>○ Research information</li> <li>○ Add hyperlinks</li> <li>○ Work with document properties</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Module 2 Introduction</li> <li>• Complete WD – 2 Sea Turtle Memo</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 2, the student will be able to:               <ul style="list-style-type: none"> <li>○ Cut and paste text</li> <li>○ Copy and paste text</li> <li>○ Use the Office Clipboard</li> <li>○ Find and replace text</li> <li>○ Check spelling and grammar</li> <li>○ Research information</li> <li>○ Add hyperlinks</li> <li>○ Work with document properties</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Module 2 Concepts Review</li> </ul>	<ul style="list-style-type: none"> <li>• Class Participation</li> <li>• Completed Concepts Review</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 2, the student will be able to:               <ul style="list-style-type: none"> <li>○ Cut and paste text</li> <li>○ Copy and paste text</li> <li>○ Use the Office Clipboard</li> <li>○ Find and replace text</li> <li>○ Check spelling and grammar</li> <li>○ Research information</li> <li>○ Add hyperlinks</li> <li>○ Work with document properties</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Module 2 Skills Review</li> </ul>	<ul style="list-style-type: none"> <li>• Class Participation</li> <li>• Completed Skills Review</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>

## Thursday

- 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 Independent Challenge 1
- Class Participation
- Completed Document
- 15.3.8.A
- 15.3.8.B
- 15.3.12.B

## Friday

- 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 Independent Challenge 2
- Class Participation
- Completed Document
- 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.