

## Technology Integration Workshop 2016

**Unit Title:** Intro to Word

**Grade Level:** 9th

**Subject Area:** *Technology Education*

**Duration/Length/Number of class periods:** two sixty minute classes

**Description:** This unit will cover the basics of Microsoft Word and educate students with limited word proficiency.

**Established Goals** (National, State, Local):

Students will develop the abilities to use and maintain technological products and systems. (ITEEA)

Students will develop the abilities to assess the impact of products and systems. (ITEEA)

What **Enduring Understandings** are desired?

Understanding technology systems allows for success in the workplace.

Microsoft office can be a successful communication tool.

What **Essential Questions** will be considered?

Why would word processing skills make you successful in the community?

How would learning to organize files translate into other areas?

Students will know / be able to:

Students will be able to operate and utilize Microsoft Word Processing.

Students will know how to properly save and organize documents.

<b>Description</b>  <i>Units must include at least one of each formative, summative, introductory activity and learning activity. Check the appropriate box; one per row.</i>	<a href="#">Formative</a>	<a href="#">Summative</a>	Introductory Activity	Learning Activity	Student Technology Used	Teacher Technology Used	ISTE Standards
Give the students a feeler survey to judge their comfortability with computing and word processing.	X						<b>6A</b>
Demonstrate to students proper style of file naming, creation, and creation.				X		X	<b>6A</b>
Give students practice folder to practice file management by organizing, saving, and copying files and folders.				X	X		<b>6A</b>
Review the student's work for correct filing and naming and deliver feedback about their work.				X		X	<b>6A</b>
Demonstrate to students documentation practices that show how to change fonts, font sizes, spacing, and appearances that they will have to replicate in word.				X		X	<b>6A</b>
Students will have a example Word document that has vary fonts, font sizes, spacing, and appearances that they will have to replicate in word.				X	X		<b>6A</b>
Students will properly save the document by naming it correctly and place it in the proper saving location for grading.				X	X		<b>6A</b>
Students will be given a demonstration of more advances function of word. They will learn spacing formatting, text wrapping, and image inserting.				X	X		<b>6A</b>
A newspaper example will be given to the students and they will have to replicate the document. The work will be reviewed for accuracy and students will be given feedback.				X	X		<b>6A</b>
Students will be given a open ended final activity that they will complete as a final activity. The activity will have a list of tasks and practices that they will be expected to include in the activity.		X			X		<b>6A</b>

<b>Materials, tools and resources</b>
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<b>Additional credit given to</b>