Units of Study from: Introduction to Keyboarding & Word Processing Software Unit (MS Word) 7th & 8th Grade

Resource: Microsoft Word Processing Software 2013

CONCEPTS/SKILLS: Students will: The Word Processing Software unit teaches students how to use the tools and commands required to create a variety of documents.

Understand that--
• Scientific and technological changes can impact a variety of careers.
• Technology skills can enhance learning and be used in developing a career plan.
• Communication skills are essential in seeking and maintaining jobs/careers.

Evaluate--
• the purposes of technology tools (e.g., word processing, databases, spreadsheets, scanners, robots, personal electronic devices, Internet, email) and analyze how these impact productivity in homes, schools and jobs by: explaining how technology provides access to information and resources at home, school and the workplace

Examine--
• how communication skills are essential in seeking and maintaining jobs/careers by:
• using different formats to summarize and communicate orally and in written form for use in the classroom and the workplace

PL-08-4.3.2 DOK 3
Students will explain the purposes of technology tools (e.g., multi-media, Internet, digital camera, teleconferencing, debit/credit cards) and analyze how these impact productivity in homes, schools, and jobs.

PL-08-4.3.3 DOK 2
Students will identify and explain skills used to seek, obtain, maintain, and change jobs/careers. Written communication (e.g., preparing résumé, writing a business letter)

National Education Technology Standard (2010)
Grades 6-8 demonstrate an understanding of concepts underlying hardware, software, and connectivity and of practical applications to learning and problem solving.

Reading Standards for Literacy in Science and Technical Subjects 6-12
Craft and Structure
4. Determine the meaning of words and phrases as they are used in a text, including vocabulary specific to domain related to History/social studies.

Safety Health Education
2.31 Students demonstrate the knowledge and skills they need to remain physically healthy and to accept responsibility for their own physical well-being.

Production and Distribution of Writing
4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

Core Content: Communication/Technology
• Special communication/technology skills are needed for success in school and the workplace.
• Students will be able to express information and ideas using a variety of technologies in various ways.
**Learning Targets: Unit 2:**
Primary Learning Targets for Computer Fundamentals:

a) Student will learn the names and functions of the basic components of a computer system, namely the processor, input and output devices, and data storage devices.
b) Student will learn the differences between digital and analog systems and the advantages and disadvantages of each.
c) Student will gain introductory understanding of how each component of the computer works.
d) Student will gain a proficiency in input devices such as the keyboard, mouse (pointer devices), microphone, printer, monitor, scanner, etc.

Secondary Learning Targets:

☐ Student will understand that computers help people organize information.

**Lesson Procedures:**
Student Log-on
Bell Ringer or Ice-breaker Activity
Preview or Review Activity
Guided & Independent Practice/Discussion
Teach/Reteach
Student Assessment/Conferencing

**Weekly Activities:**

1. Bell Ringer/Attendance
2. Preview/Review
3. **Unit: Word Processing Software—Microsoft Word**
4. 21st Century Electronic Journal Activities Writing SMART Goal Activities
5. Introduction to Keyboarding (ongoing throughout Weeks 1-9). Students will complete daily keyboarding activities.
   - [www.powertyping.com](http://www.powertyping.com) Type to rhythmical music to improve typing speed.
   - [www.learning.com](http://www.learning.com) Typing drills designed to improve accuracy and wpm.


**I Can Statements for Weekly Activities:**

- I can use a variety of technology (e.g., probeware, handhelds, digital and video cameras, scanners) to collect, analyze and present in all content areas
- I can recognize, discuss and use terms/concepts related to the protection of computers, networks and information (e.g., virus protection, network security, passwords, firewalls, privacy laws)
- I can use proper keyboarding techniques, optimal posture and correct hand placement (e.g., continue appropriate finger reaches and building speed)

**Keyboarding Unit: Prescriptive Keyboarding Drills on [www.learning.com](http://www.learning.com) and [www.powertyping.com](http://www.powertyping.com)**

**KEYBOARDING UNIT**

**Prescriptive Keyboard** [www.learning.com](http://www.learning.com)

**Unit 1:** Students will master touch typing. Using diagnostic exercises, short drills and longer story challenges, students receive individualized touch typing instruction that addresses their areas of weakness.

**Safety Health Education**

2.31 Students demonstrate the knowledge and skills they need to remain physically healthy and to accept responsibility for their own physical well-being.
Word Processing Unit:

Lesson 1 (7th & 8th Grade)
Basic Operation Navigating Ribbon Interfaces
[Word Processing Software]

Lesson 2 (7th Grade)
Functions and Formats
[Word Processing Software]

Lesson 3: (7th Grade)
Shaping Up
[Word Processing Software]

Lesson 4: (7th Grade)
Creating Original Works
[Word Processing Software]

Lesson 5: (8th Grade)
Visual Design
[Word Processing Software]

Simulations/Games (7th & 8th Grade)

Proofreading and Correcting 1 (7th Grade)
Proofreading and Correcting 2 (8th Grade)

Keyboarding and Writing Activity:
Students will use the Word Processing Program on their computer to practice and demonstrate their knowledge of formatting various word documents.

Students can create and display magazine advertisements for their favorite books. Students can create and display magazine (flyers) advertisements for their favorite vacation spot/trip.

4. Lesson drills and practices.
5. Assessments: Computer Fundamentals Unit Quiz
6. Unit Vocabulary Review/Quiz
7. Unit Reflection on www.quia.com
8. Culminating Activity “Effective and Technical Writing Activity”

Incorporating Physical Movement:
Ergonomic PowerPoint Exercise for the Office
https://www.youtube.com/watch?v=LXO0DWg1fbs

- Have students perform these exercises periodically when needed to relieve stress of keyboarding for long periods of time.

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