

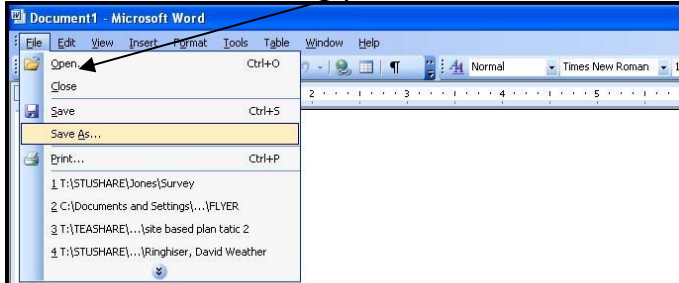
INTEGRATED Lesson Plan

Lesson Name:	Publishing in Word Pt.2 adding Graphics and Word Art		
Subject/s:	Writing/Technology		
Grade Level:	K-2		
Content Standard/s:	K Phonemic Awareness#1,4,6 Writing Processes#1,2,6,7,9	1st grade Phonemic Awareness#1-4 Writing Processes#1,6,8 Writing Applications#1,4 Writing Conventions#1-5	2nd grade Writing Processes # 1-4, 9 Writing Applications#1 Writing Conventions# 2-16
Technology Standard/s:	<p>Standard 3: Technology for Productivity Applications Benchmark B: Demonstrate operation of basic computer and multimedia technology tools.</p> <p>Kindergarten</p> <ol style="list-style-type: none"> 1. Listen to directions and use proper care when handling computer and multimedia technology. 2. Follow the correct order for turning computers and multimedia technology resources on and off with teacher assistance 3. Identify and use input (keyboard, mouse) and output (printer) devices to operate computer and multimedia technology tools with teacher assistance. 4. Use software programs with teacher assistance. <p>Grade One</p> <ol style="list-style-type: none"> 1. Discuss and demonstrate proper care when using computer and multimedia technology resources (e.g., describe rules, list directions). 2. Turn computer and multimedia technology resources on and off. 3. Discuss software and why it is necessary to operate computer and multimedia technology. 4. Start, use and exit software programs with teacher assistance. 5. Use input (keyboard, mouse) and output (printer) devices to operate computer and multimedia technology tools with teacher assistance. 6. Use software programs designed to develop problem-solving skills. 7. Begin to locate letters and special keys on the keyboard with teacher assistance (e.g., enter key, escape key, space bar). <p>Benchmark C: Use productivity tools to produce creative works.</p> <p>Kindergarten</p> <ol style="list-style-type: none"> 1. Recognize productivity tools (e.g., presentations, drawing programs). 2. Identify/recognize technology resources (e.g., pre-selected Web sites, educational software). <p>Grade One</p> <ol style="list-style-type: none"> 1. Describe how productivity tools are used to create documents, presentations and drawings. 2. Use technology resources with teacher assistance (e.g., pre-selected Websites, launching applications, educational software). 		
Materials:	Microsoft Word Software Students will need a piece of writing to publish		
Procedure:			

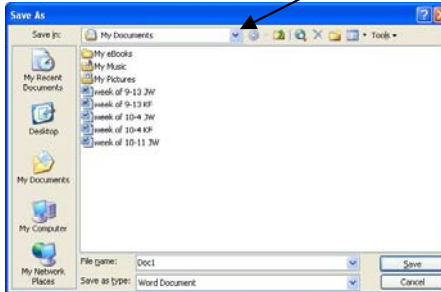
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1. Have the student open their files.

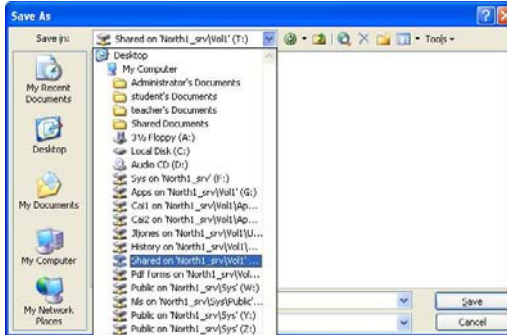
1. Go to File and click Open



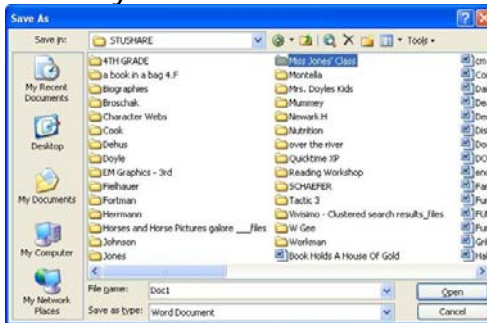
2. Click the small arrow next to the open in box



3. Find Shared or Stushare on the list

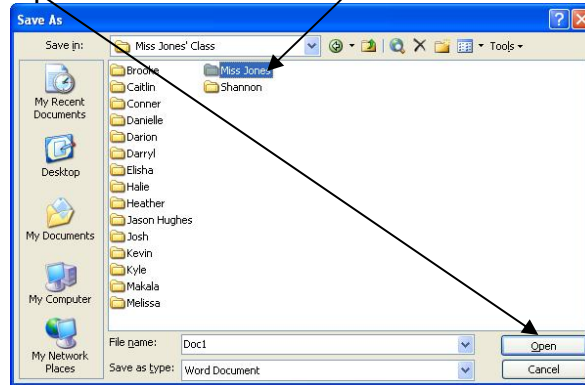


4. Find your Teacher's Folder and hit open



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5. Find the folder you need. Click on the name of the file and hit Open.

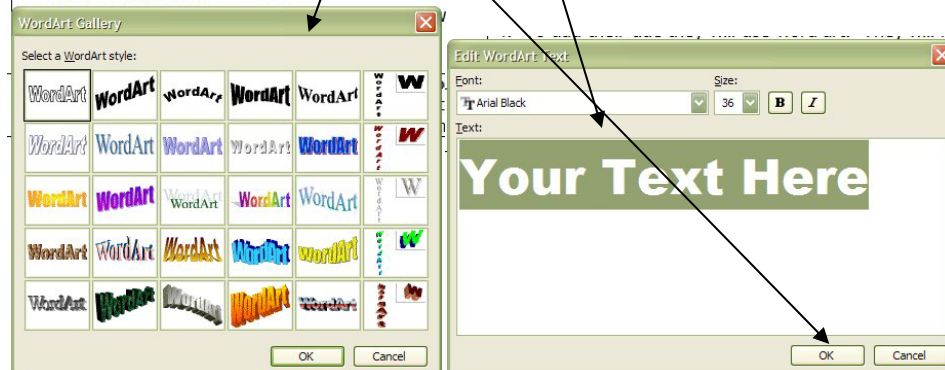


2. Once their file is open they can continue to type their documents.
3. When they have finished typing it, you may want them to spell check it (depending on grade level). To have them spell check they will



need to click on the icon.

4. To add their title they will use word art. They will need to click on the icon. A new box will pop up. The students will need to choose a style for their title. Then a new box will appear and they will type their title in the box and hit ok.



5. Then the students can add graphics to their writing. To do this they



will need to click on the icon. Then a box will com up

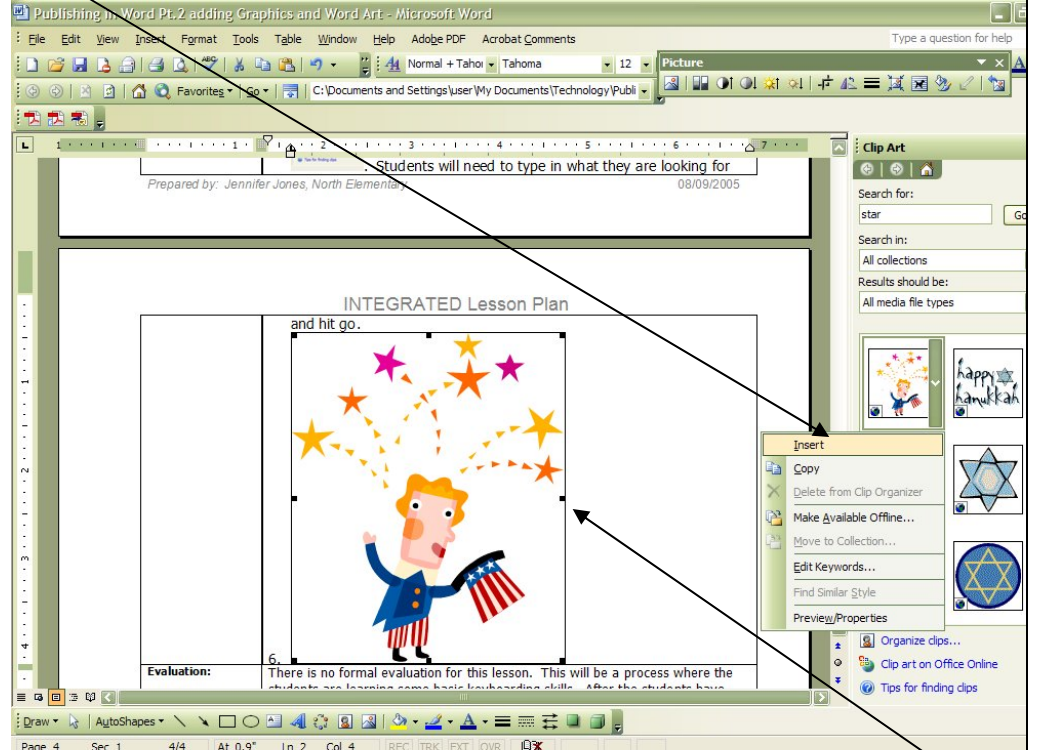


. Students will need to type in what they are looking for

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and hit go.

- Then they will click on the picture they want and hit insert



- You can resize a picture by clicking and dragging on the small black squares around the picture.
- When the writing piece is finally done. Students will need to print their documents out. It is suggested that you have a procedure for printing such as you may only print after your teacher gives you permission.
- Always save before printing.
- Then the student can exit the program.

Evaluation:

There is no formal evaluation for this lesson. This will be a process where the students are learning some basic keyboarding skills. After the students have had time to practice, then they could be evaluated on their skills.