

INTEGRATED Lesson Plan

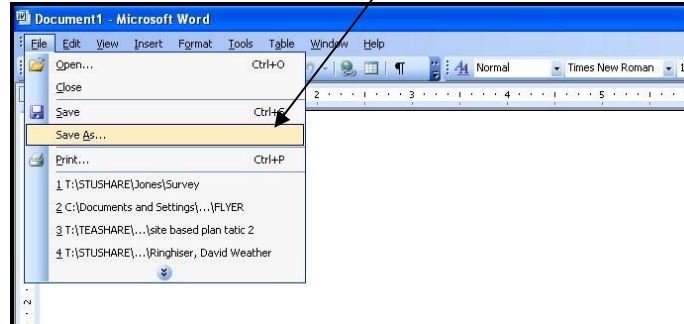
Lesson Name:	Publishing: An Introduction to Word		
Subject/s:	Writing/Technology		
Grade Level:	K-2		
Content Standard/s:	K Phonemic Awareness#1,4,6 Writing Processes#1,2,6,7,9	1st grade Phonemic Awareness#1-4 Writing Processes#1,6,8 Writing Applications#1,4 Writing Conventions#1-5	2nd grade Writing Processes # 1-4, 9 Writing Applications#1 Writing Conventions# 2-16
Technology Standard/s:	<p>Standard 3: Technology for Productivity Applications</p> <p>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:	<ol style="list-style-type: none"> 1. Teach the students how to open the program by clicking on the icon.  2. For the first time it is suggested that the students just concentrate on typing their writing into Word. This will take some time for them to 		

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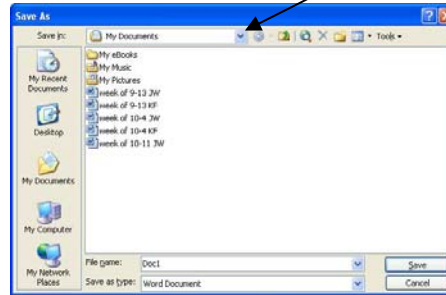
type.

3. Since this is a two part project and will take a couple of sessions this would be a good time to teach your students how to save a file.

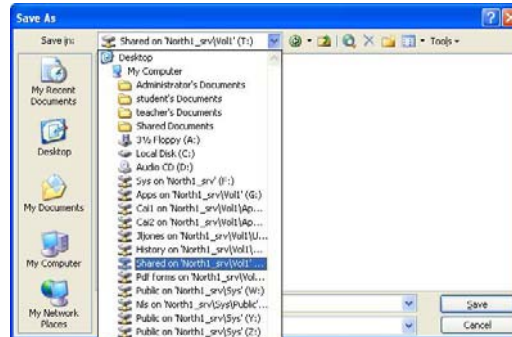
1. Go to File and click Save As



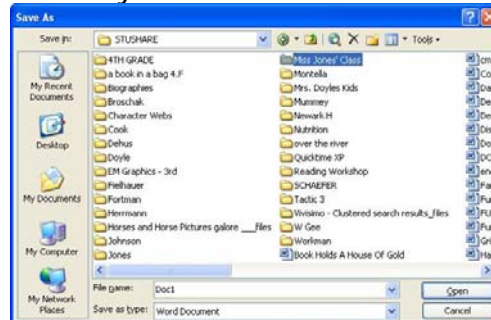
2. Click the small arrow next to the save in box



3. Find Shared or Stushare on the list

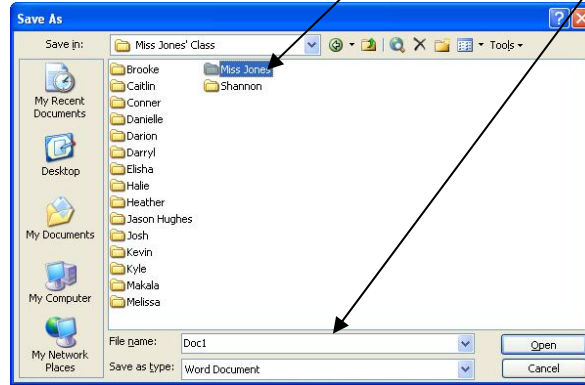


4. Find your Teacher's Folder and hit open



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5. Find the folder you need. Type the name of the file and hit Save.



When student return to their work they will have to open the file the same way.

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.