



























# Technology-Connected Lesson Plan

<b>Title:</b>	<b>Fun With Formatting</b>
Grade Levels:	3 <sup>rd</sup> -6th Grades
Curriculum Areas:	<ul style="list-style-type: none"> <li> Language Arts</li> <li> Educational Technology</li> </ul>
Measurable Objectives:	<ul style="list-style-type: none"> <li> TLW highlight text</li> <li> TLW select font color</li> <li> TLW align text left, right, and center</li> <li> TLW identify and correct words with too much or too little spacing between them</li> <li> TLW will use tools to correct spelling and grammar mistakes</li> <li> TLW will insert graphics into a document</li> <li> TLW will complete basic graphic editing features</li> <li> TLW will open and save a document</li> </ul>
LA Content Standards:	<ul style="list-style-type: none"> <li> Students communicate using standard English grammar, usage, sentence structure, punctuation, capitalization, spelling, and handwriting.</li> </ul>
Grade Level Expectations (GLE)	<ul style="list-style-type: none"> <li> English Language Arts           <ul style="list-style-type: none"> <li>Writing/Proofreading               <ul style="list-style-type: none"> <li>→ Use standard English punctuation, including apostrophes in contractions and in the possessive case of singular and plural nouns</li> <li>→ Capitalize greetings, titles of respect, and titles of books, articles, chapters, movies, and songs</li> <li>→ Write using standard English structure and usage, including:                   <ul style="list-style-type: none"> <li>-using active and passive voices of verbs</li> <li>-avoiding writing with sentence fragments and run-on sentences</li> </ul> </li> <li>→ Apply knowledge of parts of speech in writing, including:                   <ul style="list-style-type: none"> <li>-selecting and using common interjections appropriately</li> <li>-identifying and using transitive and intransitive verbs correctly</li> </ul> </li> </ul> </li> </ul> </li> </ul>

	<p>-identifying and using verb tenses correctly, including present perfect, past perfect, and future perfect</p> <p>-using grade-appropriate irregular verb tenses correctly</p>
K12 Educational Technology Standards:	<ul style="list-style-type: none"> <li> Technology Communication Tools (<i>Communication Foundation Skill</i>) <ul style="list-style-type: none"> <li>→ Students use telecommunications to collaborate, publish, and interact with peers, experts and other audiences.'</li> <li>→ Students use a variety of media and formats to communicate and present information and ideas effectively to multiple audiences.</li> </ul> </li> <li> Technology Productivity Tools (<i>Resource Access and Utilization Foundation Skills</i>) <ul style="list-style-type: none"> <li>→ Students use technology tools to enhance learning, increase productivity, and promote creativity.</li> <li>→ Students use productivity tools to work collaboratively in developing technology-rich, authentic, student-centered products.</li> </ul> </li> </ul>
Technology Connection:	<ul style="list-style-type: none"> <li> Computer</li> <li> TV w/scan converter</li> <li> Microsoft Word</li> </ul>
Procedures:	<ul style="list-style-type: none"> <li> Save the Fun With Formatting template on student computers.</li> <li> Model opening the template in Microsoft WORD using a computer/TV/scan converter setup. Discuss each set of instructions with the students showing an example of each section. Show students how to add their name at the top of the page.</li> <li> Highlight the word "blue," and then click the color blue next to the paint can in the Formatting toolbar. Note: if you don't see the paint can, go to View&gt;Toolbars&gt;Formatting to open the correct toolbar.</li> <li> Highlight the word "Center," and then click the center align icon in the Formatting toolbar.</li> <li> Correct some of the spacing, spelling, and grammar mistakes on the worksheet. (Note: Word processing requires only one space -- not two -- between sentences.)</li> <li> Insert a graphic from the Clip Art Gallery. Follow through the steps of resizing, moving, and cropping the graphic.</li> <li> Insert a digital photo from a file location and complete the</li> </ul>

	<p>above editing features.</p> <ul style="list-style-type: none"> <li>🖥️ Have each student open and complete a Fun With Formatting worksheet.</li> <li>🖥️ Follow through the steps of saving their document with the students. I like to have a folder inside My Documents with each student's name for them to save their work to. This starts a great Electronic Portfolio of their work. Remind them to save their work often.</li> <li>🖥️ Allow students to print their work and turn it in to you when they're finished.</li> </ul>
<b>Materials:</b>	<ul style="list-style-type: none"> <li>🖥️ Computer Access</li> <li>🖥️ Computer connected to scan converter</li> <li>🖥️ Microsoft Word</li> <li>🖥️ Formatting Fun Worksheet (template on each computer desktop)</li> </ul>
<b>Assessment:</b>	<ul style="list-style-type: none"> <li>🖥️ Evaluate each student's work for correct coloring, alignment, spacing, spelling, and grammar.</li> <li>🖥️ Observe student frustration/confidence level while completing the assignment.</li> <li>🖥️ Evaluate formatting accuracy as evident in future writing lessons.</li> </ul>
<b>Teacher's Name:</b>	🖥️ Kathy E. Prine
<b>School:</b>	🖥️ D.C. Reeves ES/Martha Vinyard ES