

Digital Literacy: Microsoft Word Intro Lesson Plan

Objectives

At the end of the lesson, students will be able to:

- (1) Open Microsoft Word
- (2) Type and edit a writing assignment using Word
- (3) Save the document in the “student drive”

Duration: 30 minutes

Preparation/Materials Needed: Copies of Student Guide – Microsoft Word Intro

Pre-Work: Students will need to complete a hand-written writing assignment of any length and topic to use in the computer lab.

Flow	Time	Presenter	Content/ Key Points to Cover	Teaching Approaches/ Student Guide
1	2 min.	Tutor	<p>Welcome/Review Objectives/Introductions</p> <p><u>Objectives on white board or flipchart</u> <i>At the end of the lesson, you will be able to:</i> (1) Open Microsoft Word (2) Type and edit a writing assignment using Word (3) Save the document in the “student drive”</p>	<ol style="list-style-type: none"> 1. Say: Welcome to the Microsoft Word Intro class. 2. Do: Review the objectives (written on white board or flipchart). Have students introduce themselves.
2	2 min.		<p>Overview: What is Microsoft Word?</p> <p>Microsoft Word is a popular word processing program used for creating documents such as letters, essays or other class assignments.</p> <p>Word processing is a term that means using a computer to create, edit, and print documents.</p>	<ol style="list-style-type: none"> 1. Say: We will be spending time today learning about how to type documents using Microsoft Word. 2. Ask: What is Microsoft Word? Why is knowing how to use Microsoft Word important to you? 3. Say: We are going to follow a series of steps to help you use Microsoft Word to type the writing assignment you brought to the Lab.
3	3 min		<p>Step 1: Opening Microsoft Word</p> <ol style="list-style-type: none"> 1. Double click on the Microsoft Word icon located on the desktop. 	<ol style="list-style-type: none"> 1. Say: Let’s start by opening up Microsoft Word. 2. Do: Ask a student to read Step 1. Point out the Microsoft Word icon located on their desktop and in their Student Guide. Have students complete the step.

4	10 min		<p>Steps 2-4: Typing Text Using Word</p> <p>2. Click on the “blank document” to start.</p> <p>3. A white blank sheet will come up on the screen. You will notice a blinking line. You may start typing with the keyboard.</p> <p>4. Once you have completed typing your work, go back and read through it. At this time you will make corrections.</p>	<ol style="list-style-type: none"> Say: Now we’ll learn how to type text using Word. Do: Ask students to take turns reading each step. Following each step, ask the class to complete the step using their Student Guide as a reference. Each step includes a picture of what they will see when they complete the steps. Assist, as needed, with navigation or input of information. Do: Confirm that students understand the vocabulary in each step.
5	5 min.		<p>Step 5: Correcting Your Document</p> <p>5. Words that have a red or green line below it are words or phrases that need to be corrected. On each one you can right click to correct the word or select the option that you would like to replace it with. A drop down will appear giving a list of options. Choose the best one (left click).</p> <p>(Note, some words like names, places, etc. may be detected as incorrect. If you are positive that they are not, you do not have to fix them and can select to ignore).</p>	<ol style="list-style-type: none"> Say: Now we’ll learn how to correct any misspellings or errors. Do: Ask a student to read Step 5 including the note. Ask the class to complete the step using their Student Guide as a reference, reminding them that the step includes a picture of what they will see when they complete it. Assist, as needed, especially with right and left clicks. Do: Confirm that students understand the vocabulary in this step: -right click=hit right side of mouse -left click=hit left side of mouse -option=choice
6	5 min.		<p>Steps 6-10: Saving and Filing Your Document in the Student Drive</p> <p>6. If you have re-read and everything is now correct, you may save. In the upper left corner click “file”. In the left column that comes up click “save as”.</p> <p>7. Next click “browse”. In the left column, scroll up or down until you find the “student” drive. Click on “student”.</p> <p>8. A list of folders and files will come up on the main screen. Find your folder and double click on it (if you do not have one ask for help creating one).</p>	<ol style="list-style-type: none"> Say: Now we’ll learn how to save and file your document. Do: Ask students to take turns reading each step. Following each step, ask the class to complete the step using their Student Guide as a reference, reminding them that each step includes a picture of what they will see when they complete the steps. Assist, as needed, with navigation and setting up a folder if a student does not have one. ** **How to set up a folder: Once in the student drive, look for the button “New Folder” on the upper left of the screen. Click, open and name the folder.

		<p>9. Once you have found the location that you want to save you must name your document. Begin typing in the box a title that your work is about.</p> <p>10. When you are done naming your work, click “save”. You now will be able to access your document in the “student drive” later on.</p>	<p>3. Do: Confirm that students understand the vocabulary in each step:</p> <ul style="list-style-type: none"> -file= a way that Word arranges documents for easy reference. -browse=to look for something
7	3 min.	Summary and Next Steps for Students	<p>1. Say: How will you apply what you have learned today?</p>