



Lesson 26

Planner: Formatting: margins and line spacing

Objectives: I can format margins, fonts, and line spacing

I can explain how to use the ruler and dialog boxes to format margins



Standards:

6.A.8.1 Explain uses for and advantages of technology systems.

6.B.8.1 Select and justify the use of digital tools and resources to accomplish a variety of tasks

Essential Question(s):

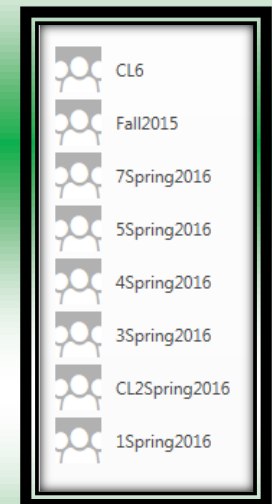
How do I format a paper for my ELA assignments?

How do I adjust margins and line spacing in MS Word?

WARM UP

KEYBOARD 15 MINUTES

Share your Power Point to the Class folder in OneDrive.



Upload your Jason/Linda Power Pts to Edmodo!

Activity 1



JOURNAL C:

ENTRY 14

WORKING TOGETHER

DATE

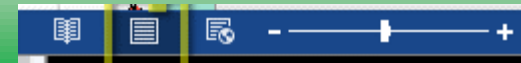
In a paragraph of a minimum of 5 sentences, explain the benefits of working together to complete a project.

Activity 2

Go to: Edmodo

Find the Attachment:

WCSD AUP WORD Document/



Open the document:

We will use it to practice

Change the view to Print view.

Save the Document to **OneDrive/Computers/Misc.**

Video: page layout

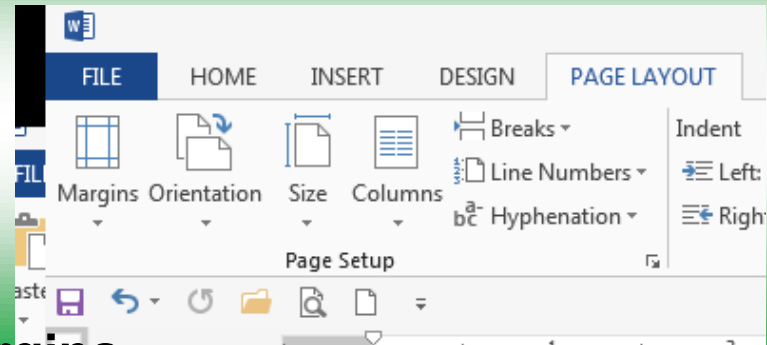
<http://www.gcflearnfree.org/office2013/word2013/9>

Activity 4

Page Setups: Margins

1. **View/Ruler**
2. Use Ruler to slide to Margins
3. Page set-up Margins/ Custom margins

What is a Gutter?



PRACTICE:

Set Margins at the following:

Right: **2.5**, 3.0, .75

Left: **7.5**, 6.0, 8.0

Top: 4.0, 2.5, .5

Bottom: 4.4, 1.0, 3.25

Complete



Entry 15/Setting Margins/Date

Complete the following Sentence;

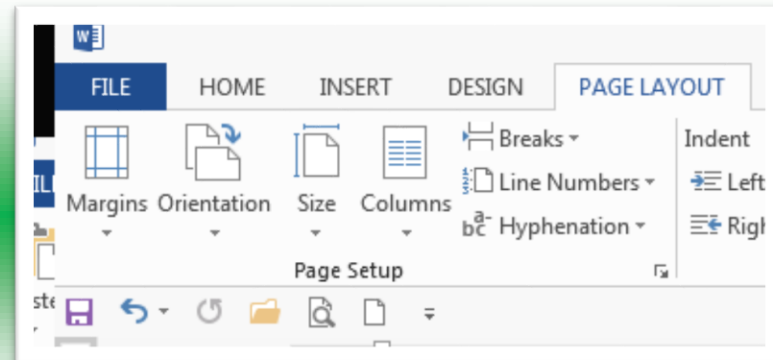
I like to set Margins using the _____ method,
because _____

Activity 4

MORE PAGE SET UP OPTIONS

Page Layout/**Page Set up**: Try these:

- Size of page: Letter, legal, etc. 3x5 (notecards)
- Columns: newsletters
- Line Numbers
- Hyphenation



Discuss: How/when could I use these features?



Lesson 27

Planner: Formatting: margins and line spacing

Objectives: I can format margins, fonts, and line spacing

I can explain how to use the ruler and dialog boxes to format margins



Standards:

6.A.8.1 Explain uses for and advantages of technology systems.

6.B.8.1 Select and justify the use of digital tools and resources to accomplish a variety of tasks

Essential Question(s):

How do I format a paper for my ELA assignments?

How do I adjust margins and line spacing in MS Word?



WARM UP:

Keyboard 10 minutes

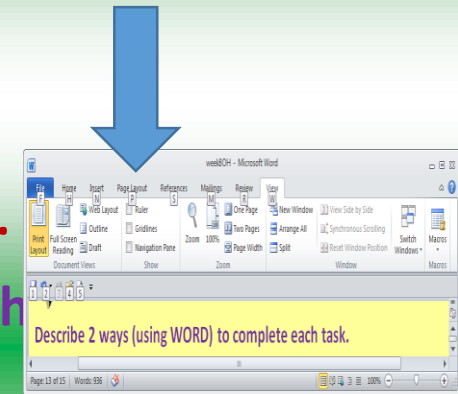
Journal C



Entry #16/how to.../Date

Create the table. You will add to it as we learn.

Describe 2 ways (using WORD) to complete each task
(You can use screenshots to help you)



- “Add a ruler” –method 2

	How do I?	
Item	Method 1	Method 2
Add a ruler	Click on the ruler icon on the top right of the page.	Go to the view tab: Click in the box for ruler
Create a Margin		
Page Size		
Align Text		
Change spacing		
Change the size of a font		

SAVE AS : CI(2).(name).journalC

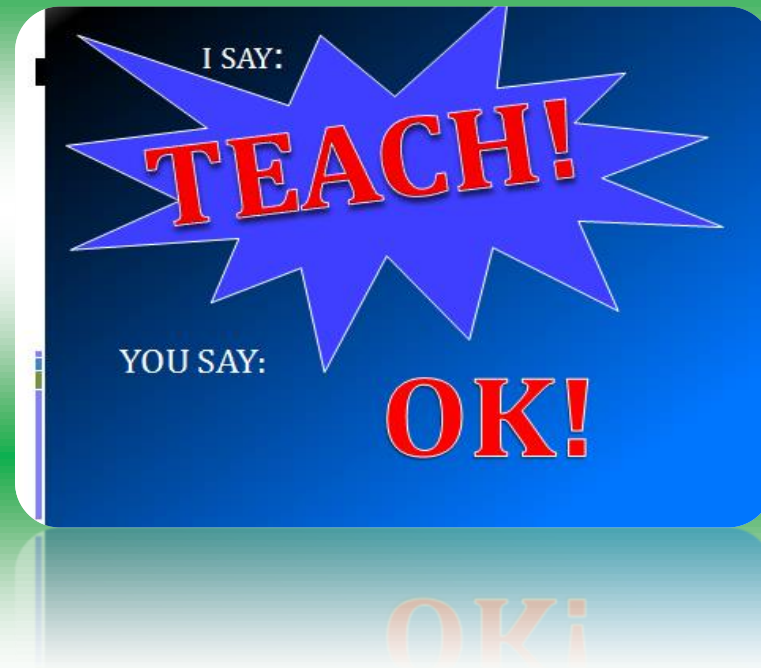
ACTIVITY 1

REVIEW

Page Setup Options

Video:

<http://www.gcflearnfree.org/office2013/word2013/9>



ACTIVITY 2: Paragraph tools

Video: [Line and paragraph spacing](#)

SPACING

What spacing is required for your writing assignments?

Why do you think this is the requirement?

Practice with spacing.

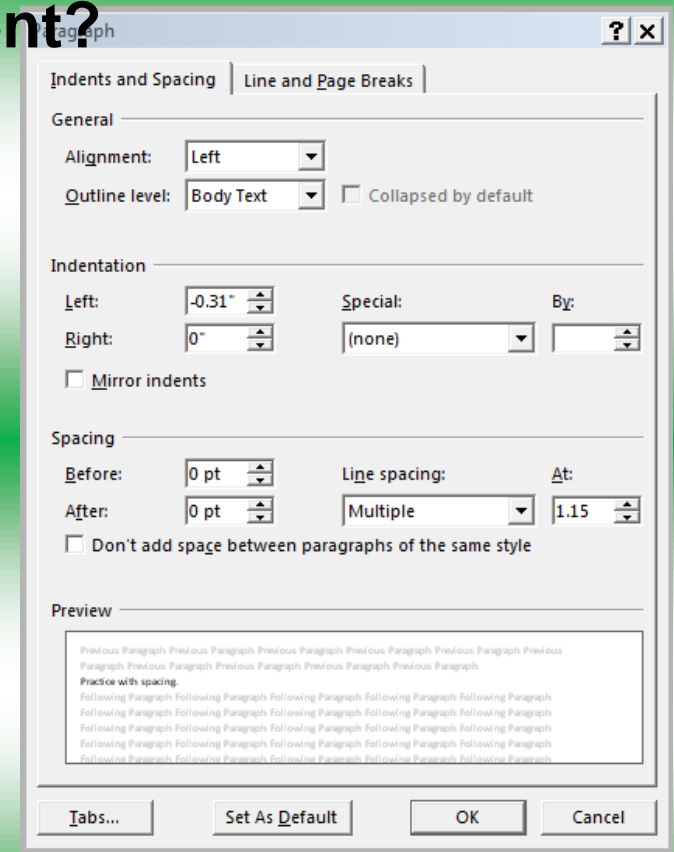
ALIGNMENT

Left, Center, Right, Justified.

INDENTS

How far should you indent?

How do you do this?



Continue with:

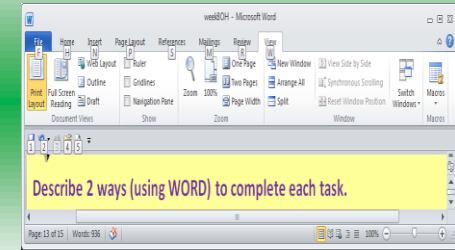
Entry #16/how to.../Date

Create the table. You will add to it as we learn.

Describe 2 ways (using WORD) to complete each task.

(You can use screenshots to help you)

- **“Add a ruler” –method 2**



	How do I?	
Item	Method 1	Method 2
Add a ruler	Click on the ruler icon on the top right of the page.	Go to the view tab: Click in the box for ruler
Create a Margin		
Align Text		
Change spacing		
Change the size of a font		

SAVE AS : CI(2).(name).journalC

Lesson 28



Planner: Formatting: Review Space, Alignment, Fonts, and Margins; add Indents & Tabs

Objectives

I can to set tabs on a Word Document.

I can use Spacing, Alignment, and Indents on a Document.

I can explain 3 ways to correctly present my papers for ELA class

Standards

6.A.8.1 Explain uses for and advantages of technology systems.

6.B.8.1 Select and justify the use of digital tools and resources to accomplish a variety of tasks.

Essential Questions

How do I format a paper for my ELA assignments?

How do I adjust margins and line spacing in MS Word?



WARM UP

KEYBOARD: 10 MINUTES

Open the WCSD AUP Document

Number	Margins	Spacing	Alignment	Font Type	Font Size
1	All at .5	1.5	Left	Times New Roman	16
2	Top: 1 inch Bottom: 1 in Sides .25	2.0	Center	Calibri	10
3	All at 2 inches	2..0	Right	Arial	12
4	Top & bottom: .5 Sides: 1 inch	1.15	Justify	Calibri	12
5	Top: ½ inch Bottom: .7 Left: .5 Right: .8	3.0	Right	Times New Roman	10
6	Top: .8 Bottom: .8 Left: 1 Right: 1 Left gutter: .5	1.5	Center	Arial	14
7	Top: .3 Bottom: .8 Left .7 Right: .7 Left Gutter: 1	2.3	Justify	Times New Roman	12
8	All at .75	2.0	Left	Arial	12
9	Top and Bottom: 1.2 Left: 2.0 Right 1.0	1.15	Center	Calibri	14

Activity 1 *DRAW A NUMBER: WAIT FOR INSTRUCTIONS*

ACTIVITY 2



Tabs: how/ why do we use them?

VIDEO:

[Indents and Tabs](#)



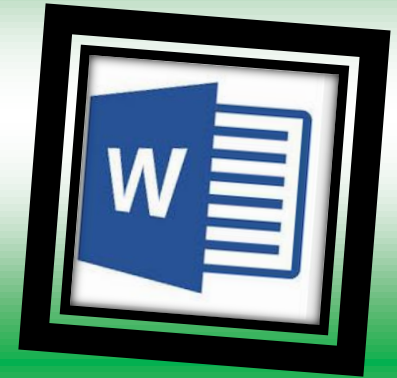
**OPEN THE
WCSD AUP DOCUMENT**

1. Watch demo.
2. Highlight a paragraph on the document.
3. Use the Indents on the ruler to create:
First Line Indent Left Indent

Hanging Indent Right Indent



Journal: Entry #16



ADD TWO ROWS TO YOUR TABLE

LABEL THEM "INDENTS" & "TABS"

	How do I?	
Item	Method 1	Method 2
Add a ruler	Click on the ruler icon on the top right of the page.	Go to the view tab: Click in the box for ruler
Create a Margin		
Align Text		
Change spacing		
Change the size of a font		
Indents		
Tabs		

COMPLETE THE TABLE

SAVE AS: CI(2).(name).journalC

ACTIVITY 4

CREATING AND USING TAB: PRACTICE

OPEN THE WCSD AUP WORD DOCUMENT

Follow the instructions to set the

- 1. Different types of tabs.**
- 2. Push the Tab key and see how the sentences move and fit according to the type of tab.**

ACTIVITY 5: TABS with Decimals

Try a tab with decimal numbers:

- A. KEY 5 DECIMAL NUMBERS
on your AUP document.
- B. Use the tab set for decimals
- C. Align the decimals

Bonus: stamps

Try using Tabs to
Create 4 Columns
on your page.



LESSON 28A (LESSON 34)

Planner: Quarter Final Keyboard Assessment

Objective: I can demonstrate progress in my keyboard skills as assessed by Accuracy and Words per Minute

Essential Question: What effort do I need to make to improve my keyboarding?

Warm Up:

Keyboard 10 Minutes

Open Keyboard Scores and Keyboard Proof documents from [OneDrive](#)



Activity 1:

Review Keyboard Assessment Rubric (see Web page)

KEYBOARD TEST SCORING					
1 ST QUARTER—END OF QUARTER ASSESSMENT					
SCORE (points)	30	25	20	15	5
ACCURACY	I had 100% accuracy.	My accuracy was 96% to 99%	My accuracy was 93% to 95%	My accuracy was 90% to 92%	My Accuracy was 89% or less
SCORE (points)	30	25	20	15	5
WORDS PER MINUTES (WPM)	I improved more than 8 WPM!	7-8 WPM improvement	My WPM improved by 4-6 WPM	My WPM Improved by 1-3 WPM	My WPM Did not improve

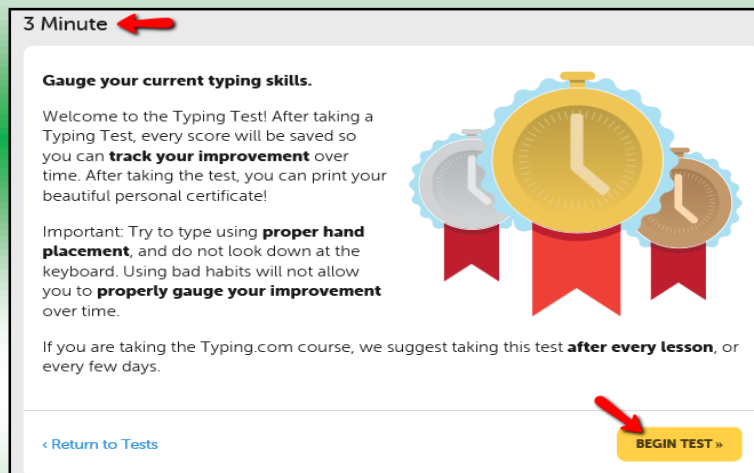
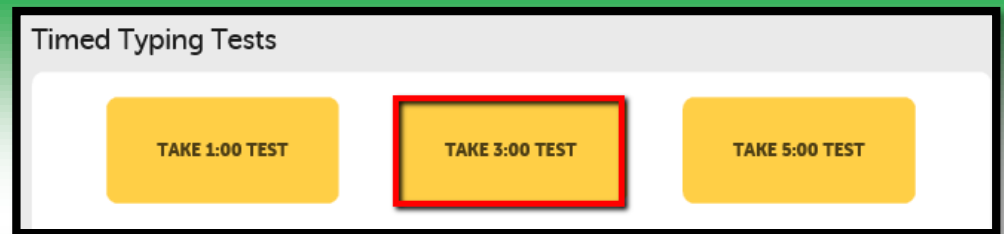
ACTIVITY 2: TAKE AN ASSESSMENT

Go to: typing.com Log into your account

Click on the "Test"
Tab



Click: **Take 3:00 TEST**



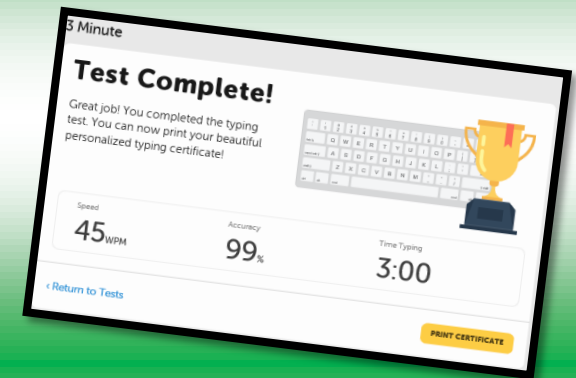
Check this Page: **3 minutes**

Wait until instructed to begin...

1. Take the first test.

When you are finished, your scores will appear.

2. Click on "Print Certificate"



DO NOT PRINT THE CERTIFICATE!

3. Make an image capture of the Certificate (without borders!)

4. Paste the image capture onto your KBproof document.



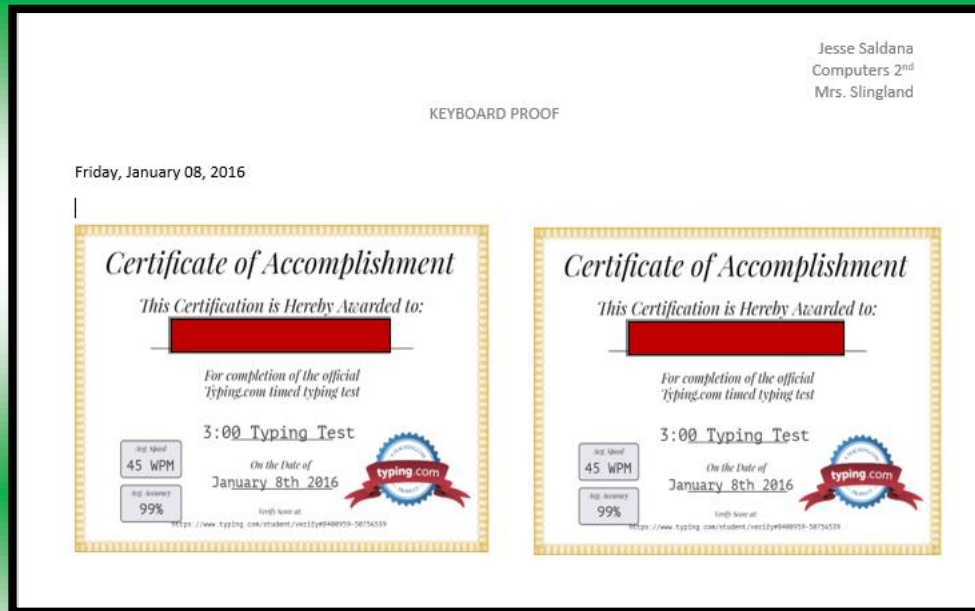
5. Size the image to fit onto one quarter of the page

Save: Control S WAIT FOR ALL...PATIENCE.

6. Retake the test. Image capture Certificate.

7. Paste the Image of your 2nd Certificate next to the first

8. Group the two Certificate Images.



Save the Document to

OneDrive/ Keyboard Folder

as:

CI(2).(name).keyboardproof

Think: How well did you do? Consider a goal for the end of the semester

Activity 3: Record Your Scores

Go to OneDrive

- Open the KBScores document
 - Enter today's scores from your Keyboard Proof.
 - Complete the **Green Section**: Quarter End Progress
 - Add a goal for the end of the quarter

Save to *OneDrive*:

Computers/Keyboard:

CI(2).(name).KBSCORES

NAME: _____
PERIOD: _____

BASELINE KEYBOARD SCORES (BEGINNING OF SEMESTER)			SEMESTER KEYBOARD SCORES (END OF SEMESTER)		
DATE	Percentage ACCURACY	WORDS PER MINUTE (WPM)	DATE	Percentage ACCURACY	WORDS PER MINUTE (WPM)

MID 1 st QUARTER PROGRESS SCORES		
DATE	ACCURACY	WPM
Goal: End of Quarter		

QUARTER END PROGRESS SCORES		
DATE	ACCURACY	WPM
GOAL: MID 2 nd Quarter		

MID 2 nd QUARTER PROGRESS SCORES		
DATE	ACCURACY	WPM
GOAL: End of Semester		



Activity 4: Upload to Edmodo

1. Check that you have completed the Keyboard Scores document

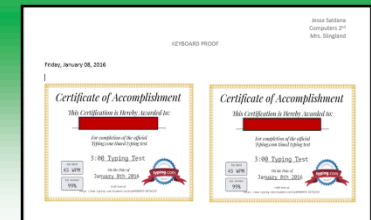


2. Download the documents to the computer

3. Open Edmodo



4. Upload both:
Keyboard Scores and
Keyboard Proof to the
Edmodo Assignment



5. Write a comment and submit

REMEMBER TO COMPLETE THE ENTRY 16 TABLE

Lesson 28 B



Planner: Applying Bullets to Documents

Objectives: I can correctly use bullets on a document

I can explain how to create custom bullets and where to use them.

Standards:

6.A.8.1 Explain uses for and advantages of technology systems.

6.B.8.1 Select and justify the use of digital tools and resources to accomplish a variety of tasks.

Questions:

How to I correctly use bullets on Documents

Can I make my own bullets?

WARM UP

Keyboard: 15 minutes

ACTIVITY 1

WORKING WITH WORD BULLETS

WATCH DEMO/ VIDEO

<https://www.youtube.com/watch?v=ah4LIETRmgQ>



ACTIVITY 2


JOURNAL C:

ENTRY #17/ Bullet list/Date

-  CREATE A LIST OF **AT LEAST 5 THINGS** YOU plan to do DURING THE BREAK.
-  MAKE A BULLET ICON FOR YOUR LIST
-  ADD BULLETS TO YOUR LIST

ACTIVITY 3

Journal C: **Entry #16 / Method for Word / Date**

How do I?		
Item	Method 1	Method 2
Add a ruler	Click on the ruler icon on the top right of the page.	Go to the view tab: Click in the box for ruler
Create a Margin		
Align Text		
Change spacing		
Change the size of a font		
Indents		
Tabs		
 BULLETS		

ADD A "Bullet" ROW TO YOUR TABLE:

SAVE AS: CI(2).(name).journalwk8

Lesson 29

Planner: HYPERLINKS

Objectives: I can hyperlink text and images to a web page. I can link to a place in a document.

I can explain how to correctly print single or multiple pages of a document.

Standards;

6.A.8.1 Explain uses for and advantages of technology systems.

6.B.8.1 Select and justify the use of digital tools and resources to accomplish a variety of tasks.



Essential Questions: What is a Hyperlink?

How can I hyperlink? When should I use hyperlinks?

Warm-up

Keyboard: 15 minutes

ACTIVITY 1

How do I Hyperlink?

What do you already know?



<http://www.youtube.com/watch?v=RpqnRiOSuDk>

***[Hyperlink: how to](#)

(Stop before save as webpage)

Watch the Teacher Demos:

Link to a word or phrase

Link to an image Link to a place in a document

ACTIVITY 2

PRACTICE HYPERLINKS:



JOURNAL C

ENTRY # 18/HYPERLINKS/Date



My favorite _____ is: _____

Choose a favorite: sports team, hobby, etc.



Search for a web page about a favorite item



Hyperlink the text you wrote to the site.

My favorite _____ is (text to hyperlink)

My favorite food is pizza



ACTIVITY 3

Search for an image.

Capture the image (snipping tool) and paste it to

Entry 18. Link the image to the web source.

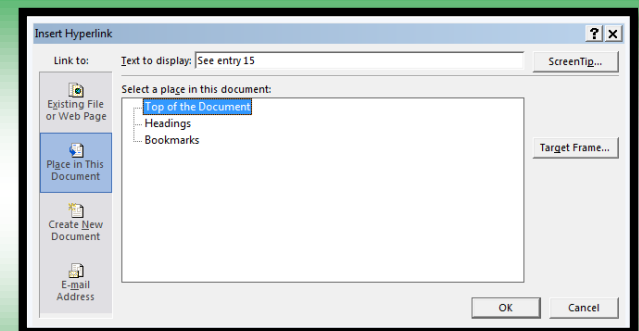


ACTIVITY 4

ON YOUR JOURNAL (#18) WRITE: **Top of Page**

HYPERLINK the **"Top of Page"** to the top
of your Journal C.

Top of Page



Lesson 29-30



Planner: Printing/ Catch up

Objectives: I can hyperlink text and images to a web page. I can link to a place in a document.

I can explain how to correctly print single or multiple pages of a document.

Standards;

6.A.8.1 Explain uses for and advantages of technology systems.

6.B.8.1 Select and justify the use of digital tools and resources to accomplish a variety of tasks.



Warm-up

Keyboard: 15 minutes

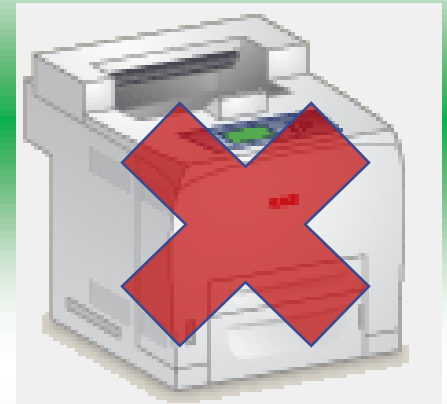
ACTIVITY 1

PRINTING A DOCUMENT

WAIT FOR INSTRUCTIONS:

YOU WILL NOT BE PRINTING AT THIS TIME
DO NOT CLICK THE PRINT BUTTON!

1. LISTEN/WATCH INSTRUCTIONS
2. TRY THE SETTINGS
3. DISCUSS/ QUESTIONS



Print



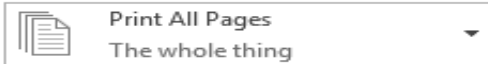
Copies:

Printer

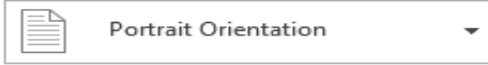


[Printer Properties](#)

Settings



Pages:



[Page Setup](#)

1. **Printer:** check for the printer you will use.

Settings:

2. **Pages:** select the pages you want

3. **Sides:** Can your printer do this?

4. **Collated:** What order to print

5. **Orientation:** Portrait or Landscape?

6. **Paper Size:** Standard to labels

7. **Margins:** will it fit your document?

8. **Pages per sheet:** can you read it?

9. **COPIES:** how many do you need?



Journal

Entry 19/Print Options/Date

- A. List 3 options for printing from the print preview page in MS Office.
- B. In 3 sentences, choose one of the options you listed, and explain its use.

Check your Journal: Entries 13-19

Submit your Journal to Edmodo.

