Lesson 31

Planner: SHORTCUTS

Objectives:

I can use keyboard shortcuts to simplify and speed up my work.

I can explain at least 5 keyboard shortcuts.

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 many keyboard shortcuts are there?
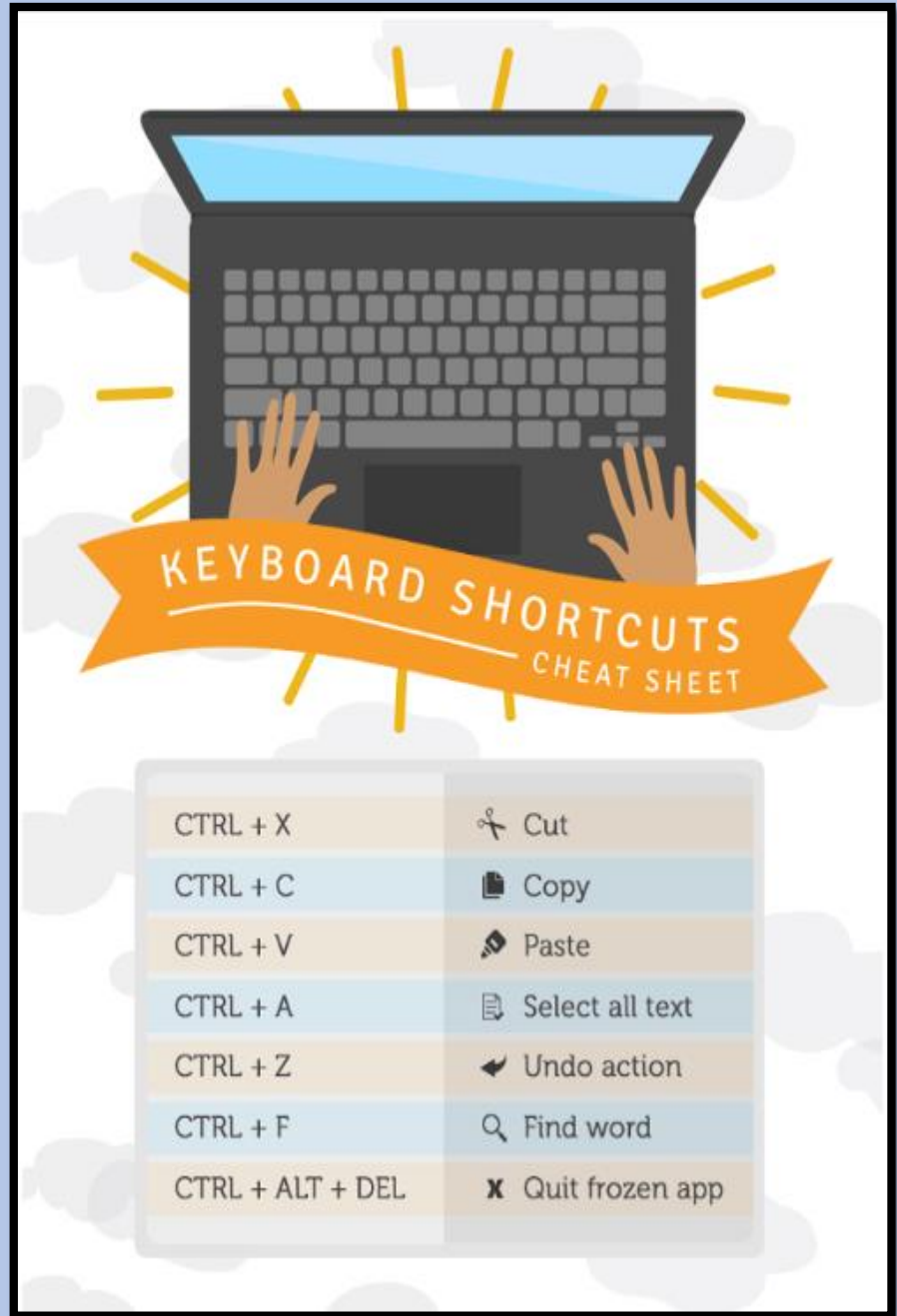What is the purpose of a keyboard shortcut?

Warm-up

Keyboard: 10 minutes

Activity 1

Basic Shortcuts

Try them.

KEYBOARD SHORTCUTS
CHEAT SHEET

CTRL + X	✂ Cut
CTRL + C	📄 Copy
CTRL + V	🖍 Paste
CTRL + A	📄 Select all text
CTRL + Z	↩ Undo action
CTRL + F	🔍 Find word
CTRL + ALT + DEL	✗ Quit frozen app

Activity 2

Share and Practice shortcuts you know/ need

Format text	
To do this	Press
Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U
Bulleted list	Ctrl+Period
Numbered list	Ctrl+/
Align left	Ctrl+L
Align right	Ctrl+R
Align centered	Ctrl+E

Office 365

Activity 3:

Use the link to find shortcuts for Office 365 Online

https://www.microsoft.com/enable/products/office365/

Lesson 31

Planner: **Formatting quiz Review**

Objective: **I can follow instructions to correctly format a document.**

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: Do I know how to use Basic formatting for documents?

Warm Up:

Keyboard 10 minutes

Activity 1

Open the AUP Document from your OneDrive

Activity 2

Go to the Pinemscomputers webpage/lessons

Open Lessons 26-30

Activity 3

Review all items in lessons 26-30 to prepare for an assessment

Ask questions

Use your table partner to help you.

Lesson 33

Planner: Formatting Quiz

Objective: I can follow instructions to correctly format a document with Word.

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: Do I know how to use Basic formatting for documents?

Warm up

Keyboard 10 minutes

Activity 1

Edmodo

Open the **Formatting Quiz Instructions** from the **Assignment**

Activity 2

Edmodo

Open the Formatting Quiz PDF Document from the Assignment

Save the document to your One Drive/Word

Open the Document

Activity 3

Follow the instructions

Re Key (rewrite) the entire document with the required formatting

Save all changes

Activity 4

Upload the Correctly formatted Document to the

Assignment in Edmodo.

Computer Literacy

Document Check- up: What does Digital Citizenship Mean to You?

- Prepare a new Word Document with the following:

    o **All margins**: 1 inch.

    o **Font:** Calibri   **Font Size**: 12

    o **Name**, **class period** and **date**:
    o Right aligned at the top of the page: each on a separate line.

    o **Spacing;** 1.15
    o **Alignment** Left

- **Key the entire document.**

- **Make the following corrections to the document:**

- **Title Font:**   Segoe U, size 28
- **Title color:**   Choose a blue/green
- **Title Alignment:** Center

- **Bullet** the three sections that begin with the word "Teen"

- **Double space** between paragraphs

- **Change** the quoted "Fostering Digital Citizenship" to Blue

- **Correct** all errors in grammar and spelling.

SAVE AS:
cl(2).(NAME).DOCUMENTQUIZ

SUBMIT YOUR DOCUMENT:

UPLOAD TO THE ASSIGNMENT IN EDMODO

What Does Citizenship Mean to You?

Digital citizenship is usually defined as the "norms of behavior with regard to technology use." It encompasses digital literacy, ethics, etiquette, online safety, norms, rights, culture and more. Microsoft recognizes that good digital citizenship, when you use computers, gaming consoles, or mobile devices, promotes a safer online environment for all.

The visual whitepaper, **"Fostering Digital Citizenship,"** discusses why digital citizenship matters and outlines the education young people need as they explore, learn, and essentially "grow-up" online. This paper also addresses the three types of risks you might encounter in online activities: Content, Contact, and Conduct.

Managing your online behavior and monitoring your reputation are important elements of good digital citizenship. Microsoft recently surveyed teen and parental attitudes, awareness of, and behaviors toward managing their online reputations.

Teens share considerably more information online than their parents and, as a result, expose themselves to more risk; they also feel more in control of their online reputations.

Teens believe the benefits of sharing information online outweigh the risks, with the exception of sharing a physical location.

Teens and parents worry about different things. Teens are most concerned about getting into college (57%), landing a job (52%,) and being embarrassed (42%). Parents worry about fraud (54%), being embarrassed (51%) and career (43%).