

## Unit title: Introduction to Word Processing (Microsoft Word)

**Standard (s):** CCSS.ELA-LITERACY.CCRA.W.6 Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.

**Standard (s):** ESSK.04 Information Technology Applications: Use information technology tools specific to the career cluster to access, manage, integrate, and create information

**Standard (s):** \_\_\_\_\_

**Knowledge (what do you want them to be able to KNOW at the end of the unit)**

Students will be able to know the basic features available in Microsoft Word to create a document that will demonstrate their knowledge to use the program effectively. Students will also be able to know the basic principles of graphic design as it relates to their work.

**Skills (what do you want them to BE ABLE TO DO at the end of the unit)**

Student will be able to create a newsletter info page of some of the programs offered in CCT. They will be able to use the graphic tool available in Word to create this one page document.

**Essential Question(s):**

How will technology change the reading habits in the future from reading a newspaper to reading stuff online?

**Key words/vocab:** Balance, Alignment, Contrast, Repetition, White Space, Text box, Word Art, Ribbon Gallery, header, margins, Justify, Graphic Tools, Graphic Styles

**WICOR Strategy:**

**Writing:** Student will be writing in their blog either reflecting on their work or explaining key content vocabulary

**Inquiry:** Students will find different ways they can use the graphic tool to express their creativity

**Collaboration:** Students will be given the opportunity to evaluate each other works and give feedback

**Organization:** Student will keep record of their learning task in their planner.

**Reading:** Student will read lesson instruction to guide them through the process to build their skills

**Unit Performance Assessment:**

Students will be given access material and a sample model to recreate a one-page newsletter. Students will also be asked to blog using content vocabulary how they used the graphic tools to complete the unit project and how the principles of graphic design were implemented.

**Formative Assessments (daily/weekly)**

There will be mini lessons along the way that will be used to check for understanding. Students will also given oral presentations to the class explaining how they create the mini projects using the tool available in Word

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