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| **Judy Martin** | **Microsoft Office** | **Periods 3 & 4** | | **Word Chapter 1** |
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| **Topic:** | **Microsoft Word – Creating, Formatting, and Editing a Word Document with Pictures** | | | |
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| **Essential Questions:** | How do you start and quit word? | | How do you describe the Word window? | |
|  | How do you print a document? | | How do you open a document? | |
|  | How do you enter text in a document | | How do you check spelling as you type? | |
|  | How do you save a document? | | How are text, paragraphs, and document elements formatted? | |
|  | How do you undo and redo commands or actions? | | How is a picture inserted and formatted? | |
|  | How do you apply numbering and bullets? | | How do you change document properties? | |
|  | How are errors corrected in a document? | |  | |
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| **Activating Strategy:** | Review previous day material. Self-directed | | | |
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| **Vocabulary:** | Headline, body copy, signature line, font, font size, point, theme, formatting mark, non-print character, wordwrap, format, character formatting, paragraph formatting, document information panel, centered, style, resizing, drag and drop editing, document properties, metadata, keyword, standard properties | | | |
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| **Teaching Strategies:** | Learning map, SAM training, SAM assignments, SAM exams | | | |
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| **Instruction:** | * Work through the 29 sets of SAM Training (modeling, guided practice, individual work) | | | |
|  | * Complete Chapter 1 Lab1 and Chapter 1 Lab2 (creating flyers that include both text and graphics) | | | |
|  | * Complete Chapter 1 Case 1, Chapter 1 Case 2, and Chapter 1 Case 3 (individual mastery) | | | |
|  | * Complete vocabulary notecards using quizlet | | | |
|  | * Complete Chapter 1 production test using SAM | | | |
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| **Assignment:** | Complete all material above. | | | |
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| **Summarizing Strategy:** | Daily learning summary/exit slip | | | |
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| **Materials:** | Microsoft Office Word Chapter 1 Packet, [Microsoft Office Word Chapter 1 Website](https://sites.google.com/a/southwesternsd.org/microsoft-office-201/word-chapter-1), Quizlet, [SAM Software](http://sam2010.course.com/Login.aspx) | | | |