Class:\_\_\_\_ELL 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_Anne Perämäki\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theme/Lesson: Introduction to Microsoft Word

. . Date:February, 2015

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| **Content Objective(s)**  Introduction to basic word processing with Microsoft Word | **ELL or ABE/ASE Frameworks Strands & Standards** | |
| Grammar: Imperatives of verbs used in computer literacy instruction: Find, move, look, put, write, use, type, print, check  Click, print  Prepositions and expressions of location: in front of, behind, to the right, to the left, between, upper left-hand corner  Nouns: keyboard, mouse, screen, monitor, line, cursor, etc. | | R1.2a,  L2.2f, L3.2e  S3.2a,  S3.2d  S2.2d  S1.2c  S2.2c,  S2.2b,  L2.2a, |
| Content: Learn the location and name of some important function keys on the keyboard. Learn to use them.  Learn to use the mouse  Use the space key, learn how to correct mistakes in capitalization and spacing  Print | |
| **Activities:** | |
| 1. As homework, I gave them a vocabulary list of computer use, keyboard and typing related vocabulary. Before we go to the computer lab, we review the vocabulary using a poster of a keyboard.  2. In the lab, we repeat the review locating the actual items. If needed, we practice mouse use.  3. We find and open Microsoft Word  4. We locate the cursor.  5. Everyone types their name in the upper left-hand corner. To point out the need for capital letters and space between the words, I write the name of the president without capitalization and space on the white board and ask for corrections. We learn how to produce upper case letters and space. Simone and I go around making sure everyone masters this task.  6. They get their first typing task: They get a list of the days of the week, written without spaces of capitalization.  I ask them if there is a problem and help them find the answer. I tell them they should copy it as is, so that we can learn later how to correct the mistakes. This task might take some time, half of the students have no computer or typing experience.  7. We review the mistakes and figure out how to correct them: I predict that moving the cursor to the right place is the most difficult task. We practice this together until everyone has mastered it. Then we review the steps needed to produce an upper case letter and a space between words. The instructors go around to see that everyone has caught on and give help where necessary. If there are people who complete this task very fast, I have another sheet to copy with the names of the months.  8. I introduce “File” and “Print.” I ask a student to print his/her paper. We go around to each student to make sure they manage to complete this task. | |
| Materials:  Worksheet with computer/typing vocabulary  Worksheet with days of the week  Worksheet with names of the months | |

**ASSESSMENT(S):**

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| The students print the corrected worksheet without mistakes. |