

## Unit Plan

**Unit Title: Word Processing**

**Essential Questions:**

1. When should a person use this type of technology?
2. What skills should a person learn about this software?
3. Can you create a table and position it into a document using MS WORD?
4. Can you create COLUMN HEADINGS and properly ALIGN DATA in a column?
5. What is MLA Formatting and why would you use it?
6. Can you properly format a RESUME and LETTER OF APPLICATION?
7. Can you create a RESUME for yourself and a LETTER OF APPLICATION to submit with the RESUME?
8. Can you describe at least three "DON'TS" on a resume?

**Standards: PA Core Standards, PA Academic Standards/Anchors (based on subject)**

**Common Core K-12 Technology Skills Scope and Sequence**

**W 5, W 6, W 10** : Students will be to demonstrate use of intermediate features in word processing application (e.g., tabs, indents, headers and footers, end notes, bullet and numbering, tables).

**W 5, W 6, W 10, SL 5** : Apply advanced formatting and page layout features when appropriate (e.g., columns, templates, and styles) to improve the appearance of documents and materials.

**Summative Unit Assessment : Microsoft Word Projects**

Summative Assessment Objective	Assessment Method (check one)
Students will create a Microsoft word flyer, resume, and research paper during this unit of study to learn proper formatting in Microsoft Word and the MLA style of writing.	<input checked="" type="checkbox"/> Rubric <input type="checkbox"/> Checklist <input type="checkbox"/> Unit Test <input type="checkbox"/> Group <input type="checkbox"/> Student Self-Assessment  <input type="checkbox"/> Other (explain)

# DAILY PLAN

Day	Objective (s)	DOK LEVEL	Activities / Teaching Strategies	Grouping	Materials / Resources	Assessment of Objective (s)
16	Students will apply advanced formatting and page layout features when appropriate (e.g., columns, templates, and styles) to improve the appearance of documents and materials to create a flyer	4	<b>Microsoft Flyer Project</b> Teacher will do whole group instruction on setting up flyer, than ask students to individual work on assignment following direction sheet. <i>Journal: When should a person use this a Word Processing Software vs PowerPoint?</i>	W, I	Microsoft Word Template Direction Sheets	Formative-Self Reflection Journal  Summative: Microsoft Word Project
17	Students will apply advanced formatting and page layout features when appropriate to improve the appearance of documents and materials to create a flyer.	4	<b>Microsoft Word Table Project</b> Teacher will do whole group instruction on setting up document tables, than ask students to individual work on assignment following direction sheet <i>Journal: Can you create a table and position it into a document using MS WORD?</i>	W, I	Microsoft Word Template Direction Sheets	Formative-Self Reflection Journal  Summative: Microsoft Word Project
18	Students will apply advanced formatting and page layout features when appropriate in a resume format in Microsoft Word.	4	<b>Microsoft Word Resume Project</b> Teacher will do whole group instruction on setting up resume than ask students to individual work on assignment following direction sheet Journal: What skills should a person learn about Microsoft Word?	W, I	Microsoft Word Template Direction Sheets	Formative-Self Reflection Journal  Summative: Microsoft Word Project
19	Students will apply advanced formatting and page layout features when appropriate in a resume format in Microsoft Word.	4	<b>Microsoft Word Resume Project</b> Continue work on Resume from pervious day. <i>Journal: How will a properly formatted RESUME and LETTER OF APPLICATION provide you better odds at obtaining future goals?</i>	W, I	Microsoft Word Template Direction Sheets	Formative-Self Reflection Journal  Summative: Microsoft Word Project
20	Students will develop and use guidelines to evaluate the content, organization, design, use of citations, and presentation in a MLA research paper.	2	<b>Microsoft MLA Research Project, Introduction and Research Project:</b> Teacher will use whole group instruction to introduce project. Students will begin researching chosen topic and marking down websites where they found information. <i>Journal: What is MLA Formatting and why would you use it?</i>	W, I	Microsoft Word Template	Formative-Self Reflection Journal  Summative: Microsoft Word Project