



Course: Office Occupations/Computer Applications

Unit: MOS Certification in Word 2002

Topic: Workgroup Collaboration

Timeframe: 1½ Hours

Lesson Plan

ROP ESLRs	<input checked="" type="checkbox"/> #1 Communicating Effectively <input checked="" type="checkbox"/> #2 Accessing and Managing Job Related Resources #3 Setting Career and Life Goals <input checked="" type="checkbox"/> #4 Accepting Personal Responsibility	CTE Standards: Information Support and Services Pathway A7.1 Know common industry-standard software and its applications. Academic Standards: CAHSEE Language Arts-Written 1.2 Understand sentence construction (e.g., parallel structure, subordination, proper placement of modifiers) and proper English usage (e.g., consistency of verb tenses). MOS Certification Exam Skill Standards: WORD 2002 Core Specialist-Workgroup Collaboration and Managing Documents
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PROCEDURE	Time	CONTENT	Materials/ Equipment
Introduction	10 min	<p>This lesson will cover the following content that covers MOS Core Skill Exam Standards for Certification in WORD 2002:</p> <p style="text-align: center;">Workgroup Collaboration-Compare and Merge Documents, and Inserting Comments</p> <p style="text-align: center;">Managing Documents-Save Documents Using Different Names</p> <p>The students will be typing up a sample business letter (see Handout 1), and then make changes and use the File>Save As command to save a second version of the letter (see Handout 2), as if they needed to have someone else review their work.</p> <p>Referring to Handout 3, the students will then use the Tools Menu>Compare and Merge Documents command to merge the two documents together.</p> <p>Finally, they will use Handout 4 to see how to use the Insert Menu>Comment command to add comments into the letter.</p> <p>This is helpful when we are working with others in a group to be able to use a feature that allows us to combine more than one document in WORD from one or more sources.</p>	<p>Prior to class, list CTE, Academic and MOS Exam Standards on the Board</p>

Objectives		<p>At the conclusion of this lesson, the student will be able to:</p> <ol style="list-style-type: none"> 1. Change the filename of a document by using the File>Save As command 2. Compare and merge one or more documents in MS Word, using the Tools> Compare and Merge command 3. Insert, view and edit comments in MS Word documents, using the Reviewing Toolbar and Insert Comments command 	<p>White board or chalk board</p> <p>Prior to class, write Lesson Objectives on Board.</p>
Key Terms		<p>Workgroup Collaboration, Merging Documents, Inserting Comments, Save As</p>	<p>Have a student write these terms on Board</p>

<p>Presentation Teacher Activities</p>	<p>20 min</p>	<p>Instructor:</p> <p><i>Today we will be looking at how we can compare and merge documents in a workgroup from the word processing software program, MS WORD. This lesson will help you to prepare for the MOS Certification Exam in WORD.</i></p> <p><i>Working within a workgroup may require incorporating input from many people and sources. Sometimes this can be accomplished by comparing different documents to see where changes were made, or there may be a need to share documents with others for their comments.</i></p> <p><i>Some people like to use Post-It notes to indicate changes that need to be made on a document...what can be the problem with this?</i></p> <p><i>Instead of using Post-It notes on printed copies, WORD allows you to use commands that will help you make the changes in a more accurate and timely manner.</i></p> <p><i>If you want to add comments, they will be added in a separate pane on the screen and can be used to provide input without altering the document.</i></p> <p><i>There may be occasions where you have two or more documents that look the same, but the dates are different for when they were saved and/or created. You can use WORD to compare the documents, and merge the differences into one new document.</i></p> <p><i>This feature also works well when you need to submit your work to someone else for corrections or changes.</i></p>	<p>Instructor Computer with Digital Projector</p>
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<p>Application/ Activity Student Activities</p>	<p>45 min</p>	<p>Instructor/Students:</p> <p>Ask students to open WORD on their computers, and briefly demonstrate the Save As, Compare and Merge, and Insert Comments features.</p> <ol style="list-style-type: none"> 1. Review Handout 1 and 3 with students. Instruct students to type and save Sample Business Letter1 (Handout 1). Use Handout 3 for reference instructions. 2. Review Handout 2 with students. Have students make changes to the business letter, and SAVE AS with the new filename, Sample Business Letter 2, and close it. 3. Review instructions from Handout 3, and have students use Compare and Merge command, and use the SAVE AS command with the filename, Final Business Letter. Proof for errors and spell-check before printing. <p>Instructor: Ask students to print the Final Business Letter file, and collect the print-outs.</p> <p><i>When you are finished, print out the final version of the business letter and turn in for your scoring.</i></p> <ol style="list-style-type: none"> 4. Review Handout 4, and have students practice using the Insert Comment command. 	<p>Student Computers with Microsoft Word</p> <p>Copies of Handouts 1, 2, 3, and 4</p> <p>Printers</p>
<p>Closing</p>	<p>15 min</p>	<p>Instructor/Students:</p> <p>Students continue to practice new commands.</p> <p>Instructor - Walk around the classroom to make sure all students have mastered the Save As, Compare and Merge, and Insert Comment Word features.</p> <p>Students work independently and use new methods.</p> <p>Instructor:</p> <p>Review objectives accomplished in this lesson from the board.</p> <p><i>Congratulations! You've taken another step in preparation for your MOS Certification in WORD.</i></p>	

Rubric: Workgroup Collaboration

Assessment/ Evaluation	Introductory	Developing	Proficient
Review with students	Able to utilize computer equipment with supervision. Able to create, save and print simple documents in WORD with help. Not able to use Save As, Compare and Merge and Insert Comments without assistance.	Able to open, create, modify and save documents in WORD with some supervision. Needs some assistance with Save As, Compare and Merge and Insert Comments commands.	Able to edit, spell check, change and reformat a document in WORD without supervision. Works independently and maintains proficient knowledge. Can use Save As, Compare and Merge and Insert Comments commands without supervision.
Homework	None		

United Amalgamated

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July 19, 2006

Mr. Harold Pitney
Director of Sales
Fox Fire Software
9876 Ridley Road
Freemont, CA 96743

Dear Mr. Pitney,

We have received the software we purchased from you to operate our order entry system. In terms of graphic interface and user friendliness, the product was just as you presented it in your meeting with us. Unfortunately, we have experienced a series of problems for which we need your assistance. Whenever we attempt to reconcile our orders with our inventory, we find that every fifth order has been deleted.

Mr. Pitney, we have now spent over twenty hours in the past six weeks with both your online customer support and with your phone technicians. At this point, we need a more aggressive approach from Fox Fire to resolve these issues. We believe that the only solution is having one of your technicians on-site at our location until the problem is resolved.

Please contact Grace Marcus in our IT department to arrange for the technician to come to our location as soon as possible. If this is not within your capabilities, we will need to discuss returning the product and refund of the system software. Since our busy season is coming up next month, it is urgent that we resolve the problem one way or the other.

Cordially,

John Graham
Director of Information Services
United Amalgamated

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enclosure

cc: G. Marcus, M. Leigh

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July 19, 2006

Mr. Harold Palmer
Director of Sales
Fox Fire Software
9876 Ridley Road
Freemont, CA 96743

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Please contact Grace Marcus in our IT department to arrange for the technician to come to our location within the next two weeks. If this is not within your capabilities, then we will need to discuss returning the product for refund. Since our busy season is coming up next month, it is urgent that we resolve the problem one way or another.

Cordially,

John Graham
Director of Information Services
United Amalgamated

rh

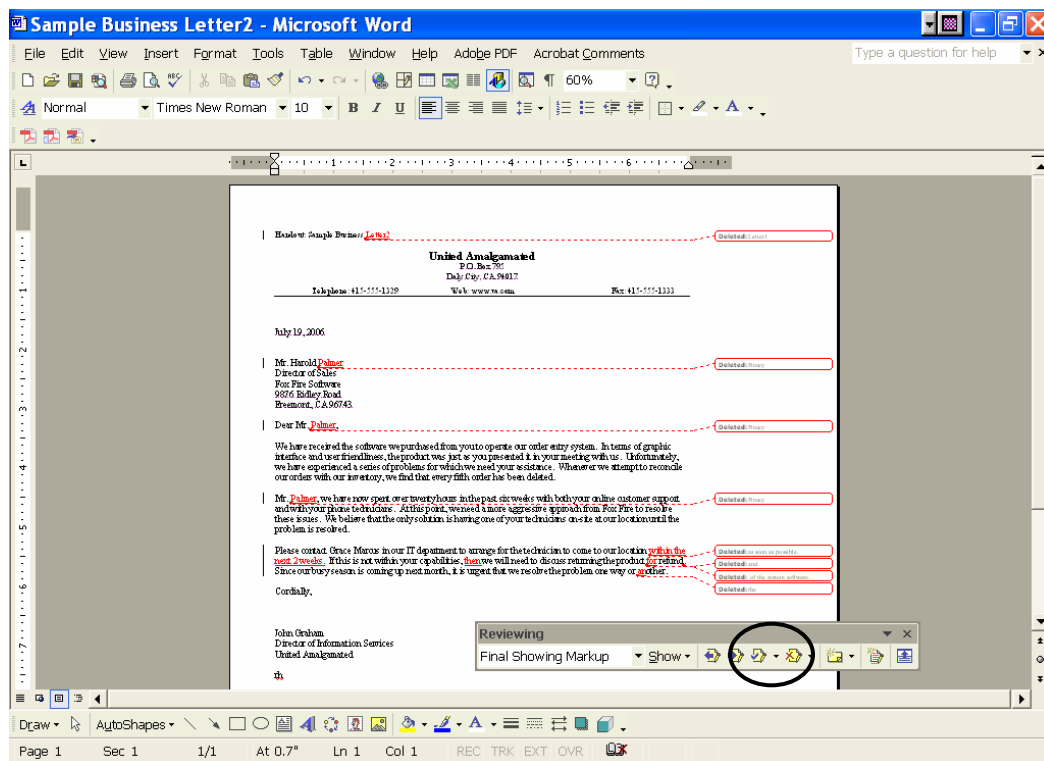
enclosure

cc: G. Marcus, M. Leigh

Handout 3 - Instructions for Comparing and Merging two or more documents:

To merge an original document with one or more other versions of the document, follow these steps:

1. Type, check for errors, and save the first business letter from Handout #1, with the filename **Sample Business Letter1**. (Be sure to check with your teacher to see **where** you should save your documents on the computer.) Leave this file open on the screen.
2. Using Handout #2, make the appropriate changes shown in underline, and change the second document with the new filename to **Sample Business Letter2**, by using the **Save As** command (click on the File Menu>Save As). Then close this file only. Leave the first business letter open on the screen.
3. With **Sample Business Letter 1** on the screen, click on the **Tools** menu, click **Compare and Merge Documents**. The **Compare and Merge Documents** dialog box appears.
4. Locate and click the file you want to compare (Sample Business Letter2). Click the **Merge** down arrow, and then click **Merge into current document**. The deletions and changes from the document appear on the screen in the current document. The color of each revision indicates a different reviewer.



5. On the **Reviewing** toolbar, click the **Accept Change** button to accept the change, and then click the **Next** button to find the next revision, or click the **Reject Change/Delete Comment** button to reject the change.
6. On the **Reviewing** toolbar, click the **Display for Review** down arrow, click **Final**, and then scroll through the document. The document appears with all the current changes and without the revision marks. Click the **Accept Change** down arrow, and then click **Accept All Changes in Document**. The document appears with all the revision marks. Use the **Save As** command (click on the File Menu>Save As) with the new filename, **Final Business Letter**, and print and close the document.

Handout 4 - Instructions for Inserting Comments:

When working in groups, you may find that you require other people's feedback on your document content or layout; or you may want to insert reminders to yourself regarding text or formatting changes. The **Comment** feature can be used in a similar manner as with post-it notes. Comments are inserted as balloon objects pointing to the text, or listed in the Reviewer's Pane on the screen with more details.

1. With the **Sample Business Letter1** still on the screen, double-click on the last name of the man the letter is addressed to (Pitney) to select the name.
2. Then click on **Insert Menu>Comment** command, and the **Reviewing** Toolbar appears.
3. A red comment balloon will appear, and you can type in the comment. In this example, the last name should be **Palmer**, not Pitney. Type that in the comment balloon. Repeat for the other two occurrences of Pitney. When finished with each comment, simply click outside of the comment to complete it. Your screen should look like the one below.

