



Course: Office Occupations/Computer Applications

Unit: MOS Certification in WORD 2002

Topic: Business Design

Timeframe: 2 Hours

Lesson Plan

ROP ESLRs	<input checked="" type="checkbox"/> #1 Communicating Effectively <input checked="" type="checkbox"/> #2 Accessing and Managing Job Related Resources <input checked="" type="checkbox"/> #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-Creating and Modifying Paragraphs; Formatting Documents; Managing Documents and Folders; Workgroup Collaboration
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PROCEDURE	Time	CONTENT	Materials/ Equipment
Introduction	5 min	This lesson will cover the following content that covers MOS Core Skill Exam Standards for Certification in WORD 2002: Creating and Modifying Paragraphs Formatting Documents Managing Documents Workgroup Collaboration In this lesson, the students will be exploring the possibilities of starting up their own business. After a practice exercise, they will develop their own business name, letterhead, envelope and web page to give them an idea of how to get started as an entrepreneur.	Prior to class, list CTE, Academic and MOS Exam Standards on the Board

Objectives	5 min	At the conclusion of this lesson, the student will be able to: <ol style="list-style-type: none"> 1. Manage files and folders on the desktop or on a disk by using MS WORD 2. Set and modify tabs in MS WORD 3. Create documents using templates in MS WORD 4. Preview and print envelopes in MS WORD 5. Convert documents into Web pages in MS WORD 6. Complete a set of presentation materials for a business, including: a business letterhead, envelope, and a web page 	White board or chalk board Prior to class, write Lesson Objectives on Board.
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		<p>7. Instruct students to startup their WORD program and type and save the Sample Letterhead (Handout 1) as a Document Template in their Business Designs Folder. Walk around the room to check for student progress. Do NOT close the letterhead, as it will be used again.</p> <p>Creating Documents from Templates</p> <p>8. Demonstrate and ask students to click on File Menu>New command, and select General Templates. Select the Letters and Faxes tab and double-click on Contemporary Letter. Show students how they can personalize any template by typing in their own information and then save it with a new filename. If there is time, ask them to type in the business letterhead information. Then close the document without saving.</p> <p>Creating and Printing an Envelope from a Business Letter</p> <p>9. Review Handout 2 with students. Have students make changes to the business letter. Follow the directions to print the envelope, and if possible, have students print one business envelopes.</p> <p>Creating a Web Page from a Document in Word</p> <p>10. Review instructions from Handout 3, and have students use View Menu>Web Layout command. Ask students to make changes to the letterhead by inserting a table (You might have to demonstrate/review the Table Menu>Insert Table command for 2 columns and 1 row)</p> <p>11. Walk around classroom to see how students are doing with their web page.</p> <p>Creating a Student Business Design Presentation</p> <p>12. Review instructions from Handout 4. Ask students to write the information on the page, and then complete the assignments in WORD.</p> <p>13. After proofing for errors and using spell-check, students will print out and turn in their business letterhead with their name on it and a business envelope along with Handout 4.</p> <p><i>When you are finished, print out the final version of the letterhead and envelope and turn in for your scoring.</i></p> <p>14. Instructor will check each student's computer to see that they have completed a web page.</p>	<p>Business envelopes for each student.</p> <p>Pens or Pencils</p> <p>Business envelopes for each student</p>
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Closing	15 min	<p>Instructor/Students: Students continue to practice new commands.</p> <p>Instructor-Walk around the classroom to make sure all students have mastered the commands</p> <p>Students work independently and use new learned methods</p> <p>Instructor: 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>	
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Rubric: Business Designs Assessment/Evaluation			
Introductory	Developing	Proficient	Exceptional
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, Manage Folders, Use Templates, Print Envelopes, or Create a Web Page without assistance.	Able to open, create, modify and save documents in WORD with little supervision. Needs some assistance with Save As, Manage Folders, Use Templates, Print Envelopes, and Create a Web Page commands.	Able to create, edit, spell check, change and reformat a document in WORD without supervision. Works independently and maintains proficient knowledge with few errors. Can use Save As, Manage Folders, Use Templates, Print Envelopes, and Create a Web Page commands without supervision.	Student has mastered Save As, Manage Folders, Use Templates, Print Envelopes, and Create a Web Page commands in WORD and produces error-free documents. Confident enough to teach others advanced operations.

Homework	None
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Handout 1: Sample Letterhead

Software Unlimited

P.O. Box 795
Daly City, CA 94017

Telephone: 415-555-1329

Web: www.su.com

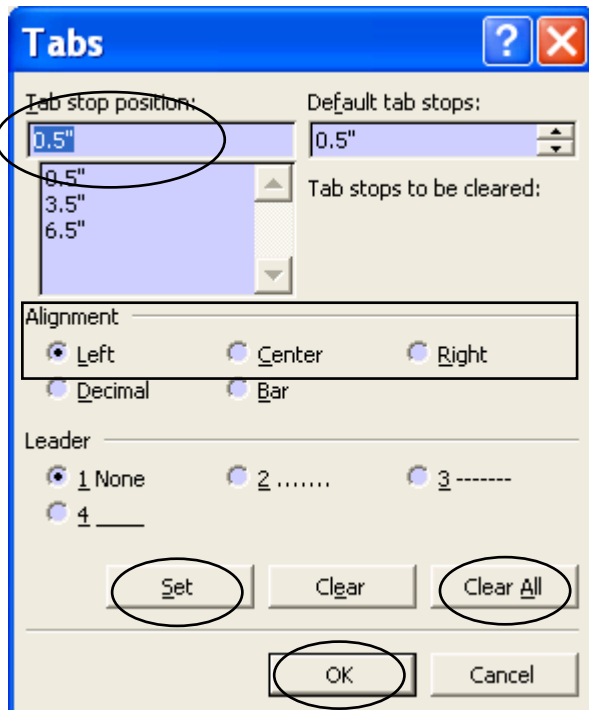
Fax: 415-555-1333

Use Format Menu>Tabs command to correctly align this line of text

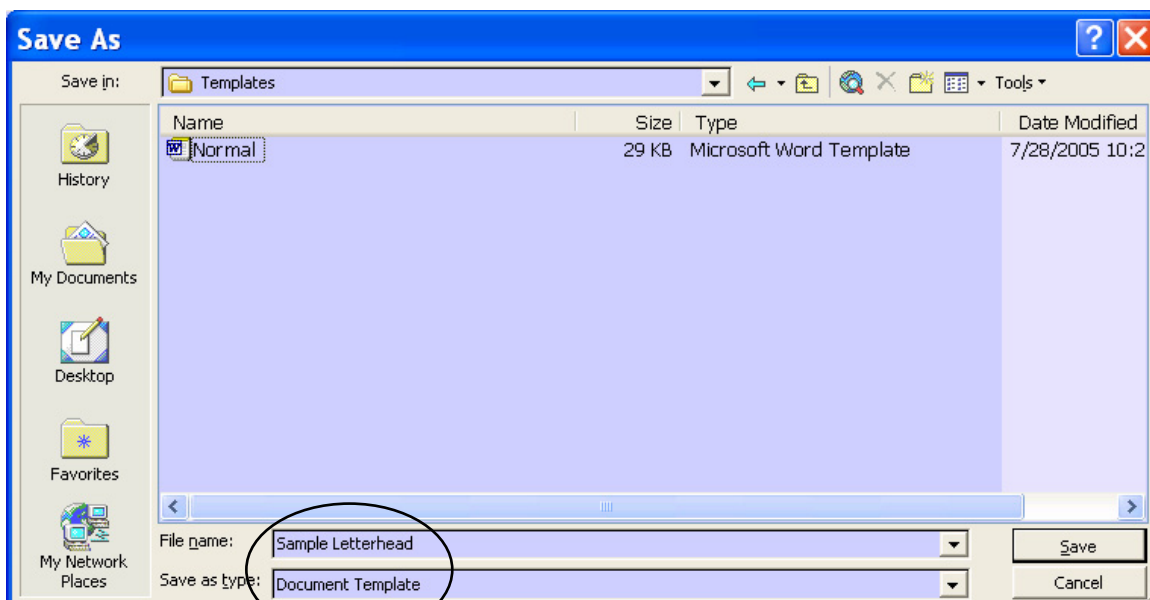
Use the CENTER Alignment button to move the text to the center of the page.

Use the Outside Border command button to create this line under text.

Do NOT use the spacebar to move text across the screen. Instead, set Tab Stops. To set tabs for the letterhead line with Telephone, Web and Fax – follow these directions:



1. Click on the line where you want the tabs.
2. Click on the **FORMAT MENU>Tabs** to see the Tabs command screen.
3. Click on the CLEAR ALL button to remove all pre-set tabs.
4. Then type 0.5" in the Tab Stop Position box, and click on Left Alignment for the first tab, and click SET button.
5. For the Center Tab, type 3.5" in the Tab Stop Position box, and click on Center Alignment for the second tab, and click SET button.
6. Repeat above steps, typing 6.5" in the Tab Stop Position box, and click on Right Alignment for the third tab, and click SET button.
7. Click OK button, and return to the document. Press the Tab key on your keyboard for each Tab Stop and type the information.
8. When finished with letterhead, click on **File Menu>Save As** command, and type the filename *Sample Letterhead*, and **Save as Type Document Template**. Be sure to change the Save in list to the Desktop, and select your **Business Designs** folder before you click on the SAVE button



Handout 2: Sample Letter with Envelope

Software Unlimited

P.O. Box 795
Daly City, CA 94017

Telephone: 415-555-1329

Web: www.su.com

Fax: 415-555-1333

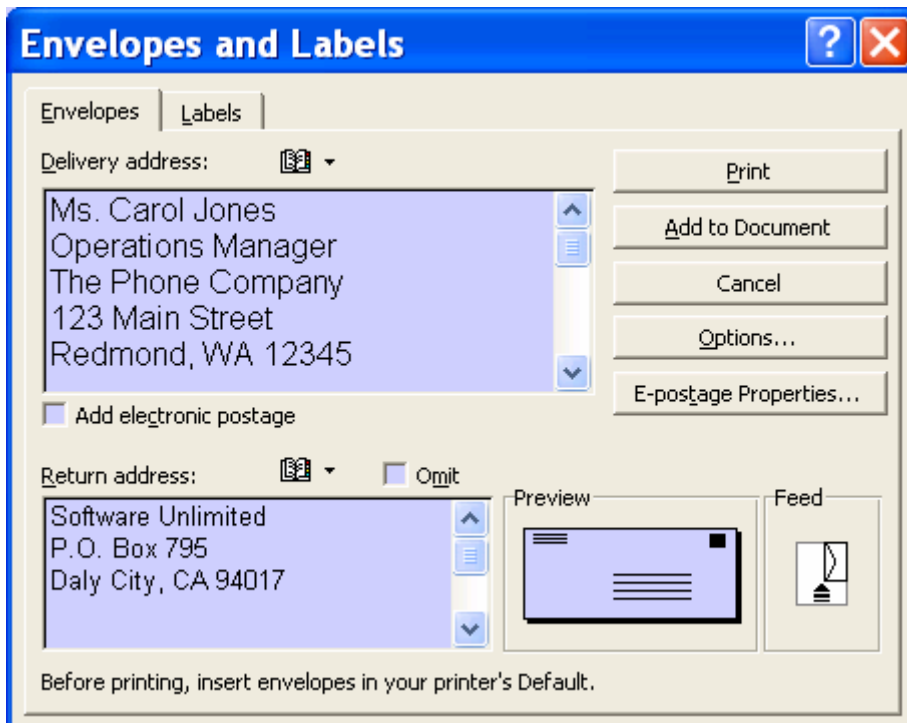
Type the following information on the business letterhead you just created.

October 27, 2006

Ms. Carol Jones
Operations Manager
The Phone Company
123 Main Street
Redmond, WA 12345

Dear Ms. Jones:

To print individual envelopes from letters, follow these directions:



1. Highlight the name and address on the letter
2. Click on **Tools Menu>Letters and Mailing>Envelopes and Labels**. The name and address should appear in the Delivery Address box in the command window.
3. Type your return address in the optional return address box, **ONLY** if your envelopes do **NOT** have your return address.
4. Correctly load a business envelope in the printer, adjust the feed command if necessary, and click the **PRINT** button on this screen.

Handout 3 – Creating a Web Page from a WORD document:

Web pages can be created from existing documents in WORD by converting them to HTML (Hypertext Markup Language) format. However, there are some formatting features that are not supported by HTML, and will appear differently on the screen. These include: some font sizes; some font formatting, other than Bold and Italics; tab stops - which may appear as spaces; with no accurate conversion of page numbering, margins, borders, and headers and footers.

Preparing documents to be published on the Web is much different from print publishing when it comes to formatting. While the letterhead that you created for the previous assignment looks fine for print, see what happens when you click on the **View Menu>Web Layout**.

BEFORE in Print Layout View:

Software Unlimited

P.O. Box 795
Daly City, CA 94017

Telephone: 415-555-1329


Web: www.su.com

Fax: 415-555-1333

When you view the letterhead in Web Layout, you see that the Tab Stops have moved on the line with phone, fax and web info. You could try to take time making adjustments to line it up again, but it may be better to go in a different direction. Click back on the **View Menu>Print Layout**.

Since text and graphics work better on the web if they are in tables or frames, the first thing you do now is insert a Table from the **Table Menu>Insert>Table** command, that is 2 columns wide with 1 row. Then, make the changes shown below, and use the Verdana font, size 18 in Bold for the name of the company, and size 14 without bold for the address and phone info. Notice that the web address has been removed and replaced with an email address. When finished, click again on the **View Menu>Web Layout** to see that the formatting held better with the changes..

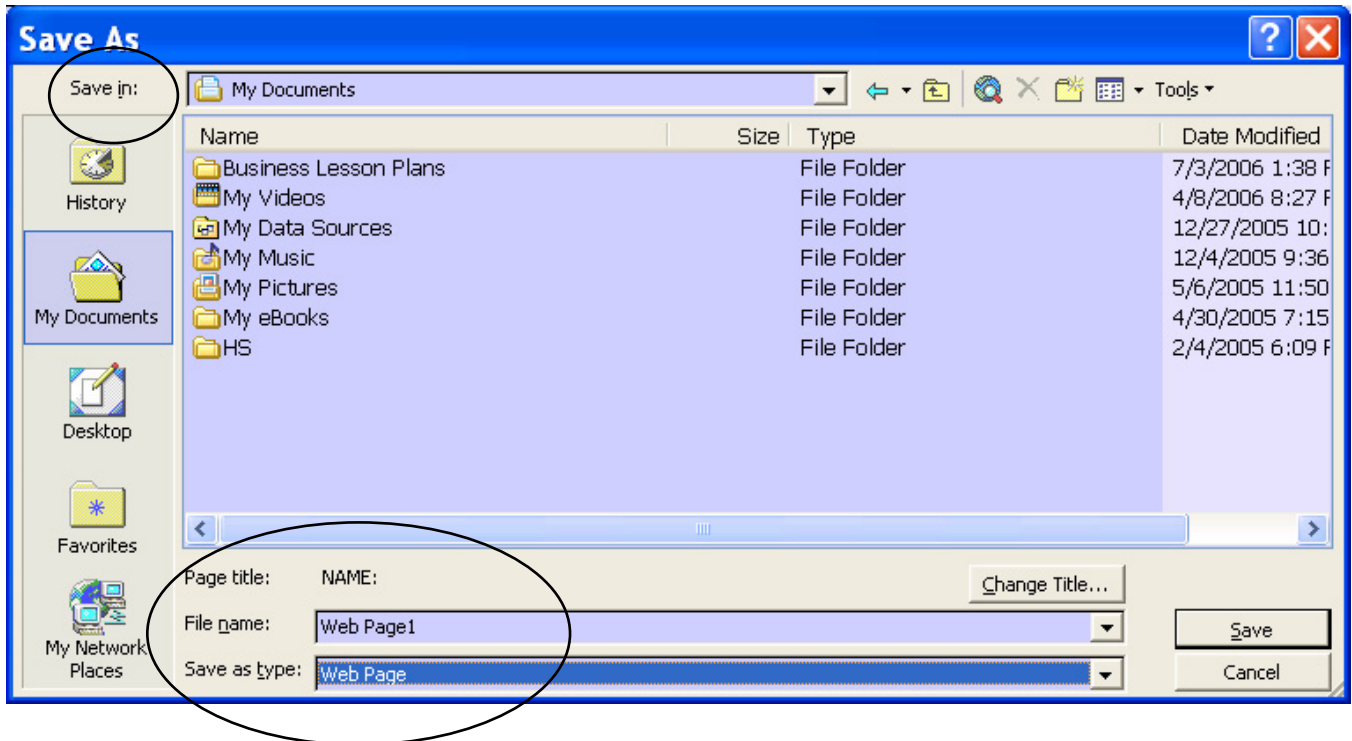
AFTER in Web Layout View:

<p>Software Unlimited P.O. Box 795 Daly City, CA 94017 Telephone: 415-555-1329 Fax: 415-555-1333 Email: Info@su.com</p>	
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Handout 3 – Creating a Web Page from a WORD document (page 2):

Additional motion design, color, video, and animation may be added to the website to create a more dynamic presentation. Either way, you need to be aware of the restrictions of each layout to determine how your image will be presented when it is printed or viewed on the Internet.

When finished with viewing the page in Web Layout, you may save it by using the **File Menu>Save As** command, give it a new filename, and select Web Page (*.html) format. Be sure to change the **Save In** list to the Desktop, and select your Business Designs folder before you click on the **SAVE** button.



Handout 4 – Creating your own Business Design Presentation

Name: _____

Date: _____

It's time for you to take the first steps to see what it would be like to develop your own business. First step is to decide what kind of a business you would like to run.

STEP 1 - **Circle** the type of business you would like from the list below. If you have another idea, other than what's listed, write it in next to OTHER.

What kind of business?

Bake Sales	Bicycle Repair
Child Care	Computer Data Entry
Holiday Sales	Homemade Crafts
House Cleaning	Painting-Artwork
Painting-Walls/Trim	Pet Care and Grooming
Pet Walking	Recycling
Photography	Web Design
Washing Cars	Yard Care and Lawn mowing
Other:	

What will be the Name and Location of your business? *(Use your school address, phone and fax for this assignment. Create a fictional web address and email address.)*

Name of Business: _____

Street Address: _____

City _____ **State** _____ **Zip** _____

Phone: () _____ **Fax:** () _____

Web: [www._____](#) **.com** **Email:** _____

STEP 2 – Create and print out a business letterhead, including the above information. Decide which font you will use for your typeface. For the web, best fonts are Arial, Verdana, Times Roman, Comic Sans, Helvetica, and Georgia (What You See Is What You Get – WYSIWYG) Save it as a Document Template with the filename, *My Letterhead*, in your Business Designs folder

STEP 3 – Create a short business letter and an envelope. Use lesson example for ideas. Save it with the filename, *My Letter*, in your Business Designs folder. Print both and give to Instructor with this page.

STEP 4 – Create a one-page website showing your business name, address, phone numbers, and email address. If you know how, add clipart or photo. Show instructor in Web Layout View when finished.



Youth in Business

Teen Entrepreneurs

Your Name

Kailyn Cage, Age 18

Teen Entrepreneur

- **What** kind of a business did she start, and what is the name?
- **When** did she start her business?
- **Where** did she run her business?
- **Why** did she start it?
- **How** did she accomplish her goal?

Omar Faruk, Age 17

Teen Entrepreneur

- **What** kind of a business did he start, and what is the name?
- **When** did he start his business?
- **Where** did he run his business?
- **Why** did he start it?
- **How** did he accomplish his goal?

Ana Maria Torres, Age 18

Teen Entrepreneur

- **What** kind of a business did she start, and what is the name?
- **When** did she start her business?
- **Where** did she run her business?
- **Why** did she start it?
- **How** did she accomplish her goal?

Shay Hammond, Age 13

Teen Entrepreneur

- **What** kind of a business did she start, and what is the name?
- **When** did she start her business?
- **Where** did she run her business?
- **Why** did she start it?
- **How** did she accomplish her goal?