



Lesson Plan

Supports the MOS Core Certification for WORD and Key Applications for IC³ Certification

Course: Office Occupations CC/CCTE
 Unit: Microsoft Office Specialist (MOS) Core Certification - WORD 2002 AND/OR IC³ Certifications: Key Applications
 Topic: Using WORD to Identify the Repeat Feature by Using the Edit Command and Format Painter
 Timeframe: 3.0 hours

ESLR	<p>X #1 Communicating Effectively X #2 Accessing and Managing Job Related Resources #3 Setting Career and Life Goals #4 Accepting Personal Responsibility</p>	<p>California Career Technical Education Model Curriculum Standards: Information Support and Services Pathway A7.5 Know current and emerging industry-standard technology and trends.</p> <p>Academic Standards: Grades Eleven and Twelve-Listening and Speaking 1.8 Use effective and interesting language, including: a. Informal expressions for effect b. Standard American English for clarity c. Technical language for specificity</p> <p>MOS Certification Standard: Core Specialist - Word</p> <p>IC³ Certification Standard: Key Applications Module 2 Word Processing ■ Be able to format text and documents including the ability to use automatic formatting tools</p> <p>All Aspects of the Industry: Technical and Production Skills Technological systems being used in the workplace and their contributions to the product or service of the organization.</p>
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Presentation	25 mins	<p><i>INSTRUCTOR</i></p> <p>Students will be instructed to primarily observe teacher's presentation. Instructor will open Word and explain the advantage of using the repeat command or the format painter. Make sure students understand how to use the repeat key and the format painter.</p>	Instructor computer with Digital projector Open Word Program
Application/ Activity	5 mins 55mins	<p><i>STUDENTS</i></p> <p>Instruct students to launch their Microsoft Word software program and create a paragraph.</p> <p><i>INSTRUCTOR/STUDENTS</i></p> <p>Instructor will demonstrate lesson by addressing the "Say, See, and Do Cycles" teaching methodology. Commences presentation by first demonstrating the Repeat feature.</p> <p>Instructor begins lesson by</p> <ol style="list-style-type: none"> 1. Select the text whose formatting you want to copy. (To copy paragraph formatting, you must also select the paragraph mark at the end of the paragraph.) 2. Click the Format Painter button on the Standard toolbar. 3. Select the text you want to copy the formatting to. 4. You can also copy formatting to multiple locations using Format Painter. Select the formatted text, and then double click the Format Painter button. Select the text in each location you want to copy the formatting to. When you are finished, click the Format Painter button again to deselect it, or press Esc on the keyboard. 5. Once the instruction has been completed, instructor will repeat the process integrating student's interaction. <p>Students will practice the new repeat and format painter features by adding character formatting to a new paragraph.</p>	Student computers and Word program Printer Instructor Computer Digital Projector
Closing	20mins	Students will write on their daily journal their learning experience of the day. Students will add character formatting to their daily journal. Students to submit their daily journal to instructor.	

Assessment/ Evaluation	25 mins 25 mins	<p><i>INSTRUCTOR/STUDENTS</i> Instructor will review the repeat and format painter new features and will make sure that everyone has understood the lesson.</p> <p>Review overall presentation of repeat and format painter. Students to work independently and use new learned methodology.</p> <p><i>INSTRUCTOR</i> To walk around the classroom to make sure all students mastered the repeat and format painter Word attributes. Assessment will be evaluated by Word Processing assignments rubric attached.</p>	Word Application
Homework		<p><i>STUDENTS</i> Suggestion: Students to collect a newspaper advertisement clip and bring in to next class. The next class session may copy the advertisement onto a Word file and add the repeat and format painter attributes to make the advertisement more appealing.</p>	Newspaper advertisement clip

Lesson Rubric - Using the Edit Command and Format Painter

Introductory	Developing	Proficient	Exceptional
Able to utilize computer equipment with supervision. Uses a computer to run a few specific, pre-loaded programs. Able to create simple documents in WORD.	Identifies some equipment and/or tools to complete a specific task. Able to open, create, modify and save documents in a Word Processing program.	Uses a word processor for written professional work: memos, tests, worksheets, and home communications. Able to edit, spell check, change and reformat a document. Works independently and maintains proficient knowledge.	Uses a word processor and is able to apply different sophisticated WORD features. Integrates different applications and is able to manage to run a computer with two programs simultaneously. Able to incorporate different writing styles to text, and is confident enough to teach others advanced operations.

*adequate = satisfies requirements

Based on your examination of the portfolio entries and the dimensional scores, please review the overall (holistic) score levels described above, and give the portfolio a final, overall score. Please provide a justification for the overall score.

Overall Score: _____

Justification: _____

Student Name and/or ID Number: _____

School: _____ Evaluator: _____