

Grade 1: Word Processing

ESTABLISHED GOALS:

Competencies:

- Students will demonstrate the ability to access digital tools by using hardware and navigating software.
- Students will demonstrate the ability to create documents in order to effectively communicate ideas.

Content Standards:

- ISTE.1.CI. Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
- ISTE.2.CC. Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
- ISTE.3.RIF. Apply digital tools to gather, evaluate, and use information.
- ISTE.4.CT. Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
- ISTE.5.DC. Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- ISTE.6.TOC. Demonstrate a sound understanding of technology concepts, systems, and operations.

Transfer

*Students will be able to independently use their learning to **create a document that communicates what they have learned about a topic or expresses their thoughts or ideas.***

Meaning

ENDURING UNDERSTANDINGS

Students will understand that...

- word processing programs can be used to modify and format a document to improve it.
- word processing software can be used to communicate information and ideas.

ESSENTIAL QUESTIONS

- Should you use technology to show what you have learned?

Acquisition

Students will know...

- that the look of a document can be changed and improved.
- that options on a toolbar help change or add to a document.
- that saving a document is important.
- that word documents can be used to answer specific questions or prompts.
- that there is a difference between words and sentences in word processing.
- that there are different uses of a word processing program.

vocabulary: word processing, document, punctuation, capitalization, period, question, mark, exclamation point, backspace, shift, delete, text, text wrap, lowercase, uppercase, space bar, close, save, cursor, underline, bold, font size, font style, print, open, exit, select, graphic, insert, center

Students will be skilled at...

- locating and using backspace, delete, shift and enter key at proper time to capitalize, put correct end punctuation and correct mistakes.
- changing font, size, style and color of text.
- placing a space between words.
- closing a program.
- typing words and sentences.

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Content Area Literacy Standards	21st Century Skills
• NOT APPLICABLE	• <i>communicate clearly</i> • <i>think creatively</i>

Evaluative Criteria	Assessment Evidence
	PERFORMANCE TASK(S):
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Summary of Key Learning Events and Instruction		
Science Integration	College, Career, and Civic Life Integration	Technology Integration
District Materials	Distance Learning/Field Trips	Technology Resources