

Grade 2: 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 and illustrates an idea or expresses thoughts concerning a topic.***

Meaning

ENDURING UNDERSTANDINGS

Students will understand that...

- when creating and modifying documents and projects, similarities exist amongst applications.
- 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

- Does technology make life easier?

Acquisition

Students will know...

- that having a basic understanding of word processing programs makes work easier.
- that the look of a document can be changed and improved.
- that the 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 sentences and paragraphs in word processing.
- that text wraps automatically as words are typed.

vocabulary: word processing, document, backspace, shift, delete, text, text wrap, space bar, close, save, cursor, underline, bold, font size, font style, print, open, exit, graphic, insert, center, draw tool, paste, copy, clipboard, spacing, file, folder, select

Students will be skilled at...

- opening and closing a file.
- using backspace and delete to correct errors.
- using enter key to move text down.
- selecting color, size, and style of text.
- changing font style by applying bold and underline formatting.
- saving and printing a document.
- inserting a graphic into a word document.
- resizing a graphic.
- copying and pasting text or picture.
- finding and choosing a draw tool.
- aligning text to the center.

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

<i>Evaluative Criteria</i>	<i>Assessment Evidence</i>
	PERFORMANCE TASK(S):
	OTHER EVIDENCE:

<i>Summary of Key Learning Events and Instruction</i>		
<i>Science Integration</i>	<i>College, Career, and Civic Life Integration</i>	<i>Technology Integration</i>
<i>District Materials</i>	<i>Distance Learning/Field Trips</i>	<i>Technology Resources</i>