Secondary Lesson Plan for Microsoft Word

Resources
Computer, projector, white board, printer

Objective/goal
The Students should be able to cut and paste text, copy and paste text, use the Office clipboard, find and replace text, check spelling and grammar, research information, add hyperlinks, prepare a document for distribution.

Standard
CA 3.2.3
Apply word-processing skills by accessing and editing documents, including the effective use of editing commands, i.e. delete cut/copy/paste, format painter, undo/redo, repeat, and paste special.

Assessment
Assign homework on
Tutorial
Independent Challenges
Skills review
Quiz over Unit B

Procedures on this lesson
1. Tell students how to do each Microsoft word processing skill. Show a Viddler video over one of the editing commands on Microsoft word, like copy and paste. Use this video for example,
http://www.viddler.com/explore/coachescentral/videos/1/
2. Go over tutorial step by step with the students on the computer (which is projected on a screen for all the students to see).
3. Give the students about twenty-five minutes to complete the Word processing tutorial.
4. The students would then be required to turn in the finished tutorial.
5. I would then assign the required assignments and tell the students when the quiz over the material will be.