**Lesson Plans: Computers Grade 6-7**

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|  | Common Core SS | Objectives Do Now | | | |  | | Lesson Taught | | Assignments | | Homework |
| Day One  6-7  M-W-Thurs  Day  Two  Day  three | Construct Business Documents using Word Processing Applications  L.2.1  W 2.5 | | 1. To format business documents (e.g., letters, memos, outlines, newsletters, 2. To format Reference page for a report. 3. Demonstrate command of the conventions of standard English grammar and usage when writing and speaking (ONGOING) 4. With guidance and support from adults, use a variety of digital tools to produce and publish writing, including in collaboration with peers. | | List three icons and tell their purpose? | | The students will take a typing test on lesson #9  [www.freetypinggame.net](http://www.freetypinggame.net) | | | | The students will learn the M.S. Word toolbar which include clipboard, font style, and paragraph. | Due by Friday of each week.  A summary on a famous African Person. Write 8-10 sentences about that person. |
| What tab houses the borders for a flyer? | | The students will take a typing test on lesson #13  [www.freetypinggame.net](http://www.freetypinggame.net) | | | | The students will learn how to use the tabs in M.S. Word. |
| How can learning about the tabs and toolbar help a computer user? | | The students will write a reflection on their experience using the website. Then they will continue to work on their typing speed using a typing game. | | | | The students will take a quiz that consist of t/f and fill-in the blank in regards to the toolbar and tabs. |
| Leader In Me:  “Leaders can accomplish little without understanding and engaging the qualities of the heart.” – Daniel Goleman | | | | | | | | | | | | |
| HOTS:  The students will be able to apply their keyboarding skills to create a memo, outline and table of contents. | | | | | | | | | | | |  |
| Assessment questions:  What do you think are the most important icons on the toolbar and why? What makes a flyer pop? | | | | | | | | | | | |  |
| Key Vocabulary:  Day 1: Firmware, Hardware, &IP Address | | | | **Day 2:** Friendly URL, Hashtag, & Icon | | | | | **Day 3:** HTML, import & Jpeg | | | |
| Materials, Visuals/Resources:  Computer, work sheet, notebook, pencil or pen. | | | | | | | | | | | |  |
| How lesson relates to NWEA/M-STEP: | | | | | | | | | | | | |
| Technology:  Computers | | | | | | | | | | | |  |
| Preparation:  Each day I read the Do Now, Vocabulary, and Classwork to the students weekly. | | | | | | | | | | | |  |
| Motivation:  I give stickers, small tokens and bonus points to motivate students to participate in class activities. I also have a slogan wall and its use for classroom management that rewards the class for good behavior. | | | | | | | | | | | |  |
| Extension:  The students will practice working on their home row keys at least 15 minutes a day. Each student is responsible for completing a current event each week. Also, any class work not completed should be done at home. | | | | | | | | | | | |  |
| DI for Resource Students:  The lessons are done in a variety of ways through handouts, visual aids, peer groups, short drills and modified test. | | | | | | | | | | | |  |
| DI for Tier 3 and Tier 2 Students:  The lessons are done in a variety of ways through handouts, visual aids, peer groups, short drills and modified test. | | | | | | | | | | | |  |
| Notes: I meet with 6-7 grade on Mon., Tues., & Thursday. | | | | | | | | | | | |  |