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

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|  | Common Core SS |  Objectives Do Now  |  | Lesson Taught | Assignments | Homework |
| Day One6-7M-W-ThursDay TwoDay three | Construct Business Documents using Word Processing Applications L.2.1W 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. |  |