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

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|  | Common Core SS |  Objectives Do Now  |  | Lesson Taught | Assignments | Homework |
| Day One6-7M-FDay 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. Demonstrate command of the conventions of standard English grammar and usage when writing and speaking (ONGOING)
3. With guidance and support from adults, use a variety of digital tools to produce and publish writing, including in collaboration with peers.
 | What is the purpose of writing a letter? | The students will learn the M.S. Word toolbar which include clipboard, font style, and paragraph. | The students will learn how to set up a letter using M.S.W. The students will write a letter to Mama ChaRhonda regarding either lunch menu, dress code policy or discipline policy. | Due by Friday of each week. A summary on a famous African Person. Write 8-10 sentences about that person.. |
| How can a chart be beneficial to your everyday life? | The students will learn how to use the tabs in M.S. Word. | The students will learn how to create a chart. This chart will be a time table chart. They will learn how to add and delete rows and columns. |
| Where are most fliers seen in public? | The students will take a quiz that consist of t/f and fill-in the blank regarding the toolbar and tabs. |  The students will learn how to create a flyer. The students will include clip art, boarders and word color. They also will include important information in the flyer also. The flyer will be a birthday flyer. |
| Leader In Me:“Leaders can accomplish little without understanding and engaging the qualities of the heart.” – Daniel Goleman |
| HOTS:The students will understand how to communicate their opinions through writing. |  |
| Assessment questions: Where on the toolbar is the chart icon located? What symbol on the chart tells you to add a column or row? |  |
| Key Vocabulary:Day 1: Http, input device, & jump drives | **Day 2:** Hyperlink, KB, & LAN | **Day 3:** Hz, Lossless Compression & Malware |
| Materials, Visuals/Resources:Computer, work sheet, notebook, pencil or pen. |  |
| How lesson relates to NWEA/M-STEP: This lesson relates to the NWEA/MSTEP because it requires to the students use skills to plan, develop, and revise writing and research. |
| 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. |  |