

<p><b>PDE Standard(s):</b>  <b>15.3.5.A:</b> Create work product with a variety of formats including note taking, outlines, essays, correspondence, journals and presentations.  <b>15.3.5.G:</b> Prepare appropriate information for impromptu and planned presentations.</p>
<p><b>Big Idea/Essential Questions:</b> What do Fourth Grade students need to know to effectively communicate a message or present information using a word processing program?</p>
<p><b>Competencies:</b> The students will be able to...</p> <ul style="list-style-type: none"> <li>• Format the text of a document by changing the font: style, size, and color.</li> <li>• Use a spell checker.</li> <li>• Insert and position a graphic into a document.</li> <li>• Edit, save, and print files</li> <li>• Highlight text.</li> </ul>

<b>Learning Plan</b>	
<b>Suggested Activities/Strategies</b>	<b>Assessment Evidence:</b>
<ul style="list-style-type: none"> <li>• After teacher demonstration of word processing skills the student will model the proper procedures to highlight and change text, create a file and save to a disk, print their work, and use copy, cut, and paste commands.</li> <li>• Student type spelling words for the week having each word on a different line, changing the font: style, size, and color</li> <li>• Student create a newsletter which includes a centered heading, graphics, different colors</li> <li>• Student created poem with a program such as Print Artist, using center alignment of text, fonts, sizes, and colors and also include a graphic</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Integrated projects completed in the classroom.</li> <li>• In-class assignments, practices and exercises.</li> </ul>