

## 6<sup>th</sup> Computer Lesson Plan 2

Objective:	We will... use text, font attributes, color, white space and alignment tools to display work. I will... utilize the Home tab functions in Microsoft Word to develop a document explaining computer lab rules.
Computer Log In (Immediately as students come in the room. Sit at assigned computer station.)	<ol style="list-style-type: none"> <li>1. Remind students to sign out of the computers if they are not already signed out of. (Windows button, then the hamburger menu, then the student prior's name, then sign out.)</li> <li>2. Students log back in to the computers as themselves.</li> </ol>
Typing Lessons: (Students go to immediately after log in, time students for 5 minutes)	Typing.com- <ol style="list-style-type: none"> <li>1. Select typing.com from the desktop.</li> <li>2. Remind students of proper hand placement and Cat Cash incentives</li> <li>3. Help students get logged in to Typing.com</li> </ol>
Core Lesson:	<p><b>Computer Lab Rules Document Creation</b></p> <p>Explain to students that they are going to first brainstorm with their shoulder partner the rules of the computer lesson days. (Some of these have been told to you in the last few weeks by your teacher, but you may think of others that you believe are important as well.) Then, you will each work on your own document to create a list of your Top 3 rules that you think everyone MUST follow to keep our computers and us safe as we use technology. You will type your rules, then use the Home tab in Word to format the rules and make an appealing document to share later.</p> <ol style="list-style-type: none"> <li>1. Have students open Office 365 from their desktop shortcut.</li> <li>2. Have them click on Sign Into Your Account link and log in.</li> <li>3. Direct students to click on One Drive</li> <li>4. Then, they should click on their folder named Computer Lab Rules LASTNAME</li> <li>5. Select "New"</li> <li>6. Select "Word Document" under the "New"</li> <li>7. Name the Word Document "Computer Lab Rules" (click on Document name in middle of the screen and they can retype over that)</li> <li>8. Explain the requirements for the Computer Lab Document—Model on the screen how to hover over the icons to tell what something does. Also model how highlighting the text you want to change is how to identify only certain text to change.</li> <li>9. Students then begin their top 3 computer lab rules. Remember, stay only in the Home button today to see what that can do for you!</li> </ol>
Exit Activity:	Be sure your document has a name. Go to the top of the document where it says "Document". Highlight the word "Document" and start typing the name of your new document, "Computer Lab Rules."
Procedures Reminder:	Remind students to exit all programs. (Their work is saved since we did this on Office online.) Have students "sign off" of computers using the Windows button and Name section. Ask students to fix the equipment and chairs in the lab.

# Directions for

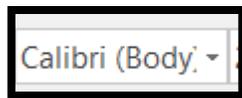
## Computer Lab Rules Document

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- Give your document a title called **Computer Lab Rules** at the top center of your page
- Type your top 3 computer lab rules

Somewhere in your document, you need to do the following:

- Change the font style



- Change the font size



- Change the font color



- Bold something



- Underline something

