

Title: Technology: font, style, and margins

Objectives The student will take a computer document and adjust font, style, and margins.										Time frame to Complete 25 minutes									
										NRS EFL 4									
<i>Technology</i>	<i>Study / Life skills</i>	<i>EL-Civics</i>	<i>Career Pathways</i>	Police	Paramedic	Fire Rescue	Medical Asst.	EKG / Cardio	Phlebotomy	Practical Nursing	Healthcare Admin	Pharmacy Tech	IMT	AMT	HVAC	Welding	Other:		
X																			
Standard(s) Addressed in Lesson Write to Convey Ideas																			
Benchmark(s) Addressed in Lesson W.4.23. Use available technology to compose, revise and edit text. W.4.24. Present information using a variety of means such as oral, visual, written or multimedia.																			
Materials Student-selected document or reading passage Computers with word-processing software (Word)																			
Learner Prior Knowledge Basic vocabulary of technology, keyboarding skills.																			
Activities <u>Step 1</u> Students will select a prewritten document of 3 paragraphs. (This may be an excerpt from a textbook, magazine article, novel, student writing, etc.) Review the menus and toolbars displayed in Word (such as File, Edit, Format, Font). Students will type the selected passage using Word. <u>Step 2</u> After students have typed their paragraphs, students should format their three-paragraph document to match the style stated in the directions. As students are working, circulate and assist if needed. <u>Step 3</u> Students will highlight their first paragraph and change the font to Comic Sans <u>Step 4</u> Students will highlight their second paragraph and change the font to Courier. <u>Step 5</u> Students will highlight their third paragraph and change the font to Verdana. <u>Step 6</u> Students will highlight the first sentence of each paragraph and change the style to bold.																			

Step 7 Students will move the left margin in by $\frac{1}{2}$ in.

Step 8 Once students have completed the assignment, they should print and submit their documents.

Assessment/Evidence

The written document reflects the students' knowledge of font, style, and margins.

Adaptations for Beginning Students

More teaching time.

Adaptations for Advanced Students

Less time and more accuracy.

Teacher Reflection/Lesson Evaluation

The time required for this lesson depended upon the students' prior experience with computers. Some students finished in 10 minutes. Others took over 30.

This lesson was created by Middletown ABLE.