

First Name Last Name

6<sup>th</sup> Grade

Hour #

WORD PROCESSING

Assignment Name

Admin (or server) username

Ms. Thomas

## LESSON 9

Name \_\_\_\_\_ Hour \_\_\_\_\_

Week of Oct 26 and maybe more

***In this lesson, you will:** insert a date and type text --- save and close a document --- open and rename a document --- select, replace, and delete text --- switch between editing views --- preview and print a document*

1. \_\_\_\_\_ In your Learning with Computers textbook read pages 17, 18, and 19. KNOW and PRACTICE what all the items with red arrows are:
  - a. called
  - b. where they are
  - c. pg. 19 - what they do

2. \_\_\_\_\_ Read and DO pages 20, 21, and 22.  
NOTE: When you are ready to SAVE AS call your file:  
**last name journal 1**

3. \_\_\_\_\_ a. Skip top half of page 23.  
\_\_\_\_\_ b. Do page 23 the bottom "Apply It"  
\_\_\_\_\_ c. Read page 24 but remember when you save a document for this class, you increase the number at the end of the name by one each time you change anything on the file and upload.

4. \_\_\_\_\_ a. Skip page 25.  
\_\_\_\_\_ b. Read and DO page 26. To find the data file, go to the Computer App page on [usd417.net](http://usd417.net) and click on Lesson 9 Data File  
**OPEN and SAVE AS**

**Last name cave art 1**

5. \_\_\_\_\_ a. Read and DO pages 27, 28, 29, 30 (you don't have to ask for permission to print), and 31.  
\_\_\_\_\_ b. On page 31 remember to **UPLOAD . OVER**

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6. \_\_\_\_\_ On page 32
  - a. cover the right side of the yellow box with a piece of paper
  - b. Using your computer, **DO** everything on the left side
  - c. **KNOW** all 10 skills on page 32
  
7. \_\_\_\_\_ Pick up a rubric from the colored box up front.
  - a. Practice doing each of the skills on the rubric (Just open a blank Word document and type a few words on it. Then go through the rubric and see if you can do the skills it lists). (Call it **L 9 Rubric Practice 1**)
  - b. Find a partner
  - c. Go to the Computer App site on [usd417.net](http://usd417.net)
  - d. Open and save as the Lesson 9 rubric file. Call it **lastname L 9 rubric 1**
  - e. Have your partner check the items off on the rubric as you **SHOW** that you perform **EACH** of the skills on the rubric. **Partner:** If you have to help in any way, check the Need More Practice Box instead of Yes.

When you need to show that you can open and close, you can use your practice document, too.
  - f. Have your partner sign his/her name at the bottom of the rubric. Make sure your name and hour is at the top.
  - g. Print out the (Poem) file you used for the rubric. Staple the file **UNDER** the rubric. Hand it in.
  
8. \_\_\_\_\_ **DO** the first 4 paragraphs above the Reading in Action on page 33. When you get to the last paragraph, do a **SAVE AS** calling your file **last name exploring 1**
  - a. **BEFORE** you print the file,
    - i. Type a 4 line heading at the top-- When you type a heading for an assignment you do in Microsoft Word, look at the example above on the left of this page.
    - ii. Pick up an Exploring on your Own Rubric
    - iii. Check off what you did
    - iv. Find a partner to discuss what you did and check off what you did
    - v. Partner signs rubric
    - vi. Print out your file. Staple rubric on **TOP** of file and hand in.

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9. On Page 34 – you will create one file for the 2 items
- a. \_\_\_\_\_ Do the Internet/Web section
    - i. Use Lascaux for the name of the assignment (remember to put your last name in front of that when you SAVE and UPLOAD)
  - b. Type the 4 line heading
  - c. Now you will type the Words to Know section under the Lascaux information.
  - d. \_\_\_\_\_ Do the Language Arts: Words to Know section under the cave art paragraphs you did in the Internet/Web section
    - i. Add Proj 1 definitions 1 under Lascaux 1 for the assignment name in the heading
    - ii. Type \_\_\_\_\_ and Proj 1 def 1 \_\_\_\_\_ after Lascaux when you SAVE AS and upload. It will look like this: Lascaux and Proj 1 def 1
    - iii. When you type the word and definition leave a blank line (called a line space) after each definition
    - iv. Print (you don't have to ask to print) and hand in

10. \_\_\_\_\_ Choose **ONE or more** from the assignments on page 33 and 35 to do. (If you choose from page 33, use Microsoft Excel for the "chart" the book refers to.)

11. \_\_\_\_\_ **DELETE** all 1<sup>st</sup> 9 weeks files from your file locker. Make sure you have **ONLY** the **ONE** file from **EACH** assignment that you want me to look at for a grade for this 9 weeks.

\*Pat yourself on the back for a job well done! ☺

Work on VPL