

Lesson Plan

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Lesson: Introduction to Microsoft Word

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Objective: To become acquainted with using Microsoft Word.

General Objective:

To teach my client how to use:

- Microsoft Word

Specific Objectives:

I will teach my client how to

- Clip art
- Make different types of lists
- Word Art
- Create different types of text boxes

• *Tables*

Materials Needed For Lesson:

- Microsoft Word
- computer
- printer
- printer paper

Developmental Skills Needed:

- Listening skills
- Ability to understand
- Ability to follow directions
- Ability to manipulate a mouse

Does the student have the developmental skills needed? YES

Introduction:

- I will introduce the lesson to the student
- Explain what the assignment is
- The goals that will be accomplished after the lesson is finished

Procedure:

- Introduce what the student will be doing: using the Microsoft Word program
- Show student the sample I created, so they can get idea of what they will be doing
- I will show them which icon opens up to Microsoft Word.

Format:

- First the student will learn how to make lists in Microsoft Word without actually having to number the list on their own. They will create three different types of lists: one of their favorite music artists, another of their favorite food and lastly their favorite cars.
- Secondly, the student will learn how to use to drawing toolbar. They will create a textbox, shapes and arrows.
- Then, the student will use AutoShapes. Here, they will see that there are other shapes available then just squares and circles.
- Then, the student will use WordArt. First they will just write something using WordArt. Then they will change the color, its fill color and shape.
- After that, the student will use ClipArt, to insert a type of picture.
- Finally the student will learn how to create a table.

Activities:

1. relate to the lesson: the student can pick their favorite foods, music and cars.
2. complete the lesson: the student will be able to pick whatever shapes and colors, ClipArt picture and WordArt name/phrase. All these things should keep their interest level high because they are making it their own by what they like.
3. reinforce what is/has been learned: the student will be asked to do certain things twice, so hopefully, by the second time, they can ease into what is being asked of them and will know how to complete the task better, without confusion. After the student is finished, we can go through the lesson to see if they can into any trouble during any time of the assignment or if they have any more questions.

Sample of the Work I expect my student to accomplish will be attached.

+10
Excellent!

THE CONCLUSION CAN ONLY BE FILLED OUT AFTER YOU HAVE TAUGHT YOUR LESSON! THIS MUST BE INCLUDED IN YOUR FINAL PORTFOLIO.

Conclusion:

Was the lesson successful?

How did I assess my student's success?

Did I engage the student? How?

What did I do right? Was there anything I could do differently next time?

Using Microsoft Word

Make a list of your five favorite music Artists (using numbers):

- 1) Hit the Lights
- 2) Cute is what we aim for
- 3) Coheed and Cambria
- 4) N.A.S.H
- 5) Weezer

Make a list of your five favorite foods (using letters):

- A. Pasta
- B. Chicken
- C. Ice cream
- D. Fruit
- E. Bread

Make a list of your five favorite cars (using another type of listing method):

- Mustang
- Corvette
- Lamborghini
- Jeep
- Ferrari

By using the Drawing toolbar, create a text box with a border:



By using the Drawing toolbar, create a shape:



By using the Drawing toolbar, create an arrow:



Click on AutoShapes at the bottom of the screen, create something:



