**Microsoft Word Day 10**

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| **Objectives** *Learners will be able to…* | **Materials** | |
| ***Computer skill:*** *Changing margins*  ***Computer skill:*** *changing page layout*  ***Literacy Skill:*** *TABE Assessment* | **Non-copied materials**   * **Day 10 Warm-up (Tab 21)**   **Props, Technology or Other Resources**   * **Computers** * **Projectors** * **USB** * **Stop Watch** | |
|  | | |
| **Lesson Plan** | | **Vocabulary** |
| **Warm-up: Story Starters- 15 Minutes**  Description: Explain that each student will get a sentence that starts a story. Everyone has to open Word, type the sentence they receive and expand on it. They will have 5 minutes to do this. After 5 minutes, students will move one computer to the left, read the story that is open, and expand on that story. They will have 4 minutes to expand. Then they will return to their seat and share what was developed.  Materials/Prep: take **Day 10 Warm-up** and cut each sentence so that it is on its own strip of paper, stopwatch  **Activity 1: Margins and Page Layout**  Description: teacher will go over what they are and how to change them  Materials/Prep:  **Activity 2: TABE Test -60 minutes**  Description: leaners will take the TABE literacy test. Teacher can take this time to revise student cover letters. If you can print them out, do so, and return revised copy to student at the end of class. Be sure to note which students letters you revised in the lesson report.  Materials/Prep: get the tests from the coordinator | | * Margins * Page Layout * Portrait * Landscape |

**It may have been noted that activities from Day 9 were not completed, but today is not the day to go back and complete those activities. It is important that students learn about page margins, as it will be on their Digital Literacy Assessment. As noted below, if there is extra time before students need to prep for the TABE assessment they can work on their cover letters.**

**As students complete TAB, volunteers should edit cover letters.**

**Teacher Directions: Activity 1: Margins and Page layout**

Step 1: Open previously saved cover letter

**Ask** students how they can open a previously saved document

Click on File>Click on Open>Locate appropriate Drive (E: ) Drive> Locate the cover letter

Click on Open

Step 2: What are margins

Ask students if they know what **margins** are

Step 3: Demonstrate changing margins

Students should have their **EYES FORWARD AND HANDS OFF OF THEIR COMPUTERS**

Say the steps as you slowly go through

Click on File>Click on Page layout

Step 4: Controlled Practice

Students can now practice going through the steps with you

Change the margins a few times

Step 4: What is page layout

Explain that page layout is the way the document looks, there are two options for page layout

Take a piece of paper and hold it so that the short side is on the bottom- this is **Portrait**

Now adjust the paper so that the long side is on the bottom- this is **landscape**

Practice holding the paper each way and asking whether it is portrait or landscape

Step 5: Demonstrate changing Page Layout

Students should have their **EYES FORWARD AND HANDS OFF OF THEIR COMPUTERS**

Say the steps as you slowly go through

Click on File>Click on Page Setup>you will see a section that lets you pick **landscape or portrait**

**Click** on landscape, click on Ok

Show students how the page changed

Step 6: Controlled practice

Go through the steps with the learners, changing back to portrait and to landscape a few times

**Extra Time?** If you have time left before 6:20, review revising step from day 9 and instruct students to begin revising their Cover Letters.

**\*\*Break:** Make sure learners get a break before the TABE test (finish Activity 1 by 6:20). They will need to put their computers away before the TABE test

**Teacher Directions: Activity 2: TABE Test**

Step 1: Set-up

**Explain** that today we will be taking the TABE literacy Assessment

This is a timed test that assesses English Literacy Skills.

It is required that all of our students take it for every class they take at MLC because it is from these tests that Open Door gets the funding to provide classes

EVERYONE SHOULD TURN THEIR CELL PHONES OFF

Step 2: Test explanation before you pass it out

**Explain** that learners have 50 minutes to complete the test

When they receive the test, there is a piece of paper in it which serves as the answer key

THEY MUST START THE TEST ON THE PAGE THAT THE ANSWER KEY IS IN

THEY SHOULD NOT ANSWER ANY OF THE SAMPLE QUESTIONS

Learners should start with question 1 on the page the answer sheet is in

When finished, learners can practice typing on Mavis Beacon or head home for the day if they choose

Step 4: Pass out tests and complete

What if students do not have to take the TABE?

They should work on typing practice or on their cover letter if they are not yet finished with it.

Teacher should take this time to review students’ cover letters. Be sure to note which students’ letters you revised in the lesson report.

**Day 10 Warm-up**

It was a dark and stormy night…

The man boarded the plane for Brazil…

The baby started crying in the middle of the night…

The phone rang just as Bob was headed out of the office…

No one knew who the package was from…

He knew he had seen her before…

The car made a sputtering noise…

The money was hidden in the pages of the book…

He jumped into the cold water…

The party began at midnight…

The filing cabinet suddenly tipped over…

The woman walked quickly towards her mailbox…