INTRODUCTION TO BUSINESS AND TECHNOLOGY
AGENDA

TEACHER : Kate Chastain	
COURSE/ SUBJECT: Introduction to Business and Technology	

OPENING (I Do)	**STANDARD(S)** BMA-IBT-2 Apply technology as a tool to increase productivity to create, edit, and publish documents. BMA-IBT-3 Master word processing software to create, edit, and publish professional-appearing business documents. BA-IBT-6 Use professional oral, written, and digital communication skills to create, and express information/ideas. **LEARNING TARGET(S)** I will navigate Microsoft Word and format document content. I will produce written communications that utilize proper tone, grammar, and bias-free language. **SUCCESS CRITERIA** I can insert illustrations and graphics in a document, insert and format pictures, charts, tables, captions, clip art, shapes, WordArt, and SmartArt, and apply and manipulate text boxes. I can create and edit a document using WORD 2016 ribbons and document tools. **I Do** Explain how to: insert illustrations and graphics in a document, insert and format pictures, clip art, shapes, WordArt, and SmartArt, and apply and manipulate text boxes. Explain how to: apply and manipulate page setup settings, apply themes, construct content using the Quick Parts tools, create and manipulate page backgrounds, and create and modify headers and footers. Explain how to: use spelling and grammar check, configure AutoCorrect settings, and insert and modify comments in a document. Have students access the Action Plan. The Action Plan provides a list of tasks for students to perform to complete the lesson. Have students access the Student Notes, Worksheet and Vocabulary Handout.
WORK SESSION (We Do, You Do)	**WORK SESSION** **We Do :** View these Microsoft Word 2016 Basics Segments: ICEV https://login.icevonline.com/login **You Do** ICEV INTERACTIVE ACTIVITIES: Microsoft® Word 2016 Basics – Unit 10 Tables Student Notes Microsoft® Word 2016 Basics – Unit 10 Text Boxes, Shapes & WordArt Student Notes Microsoft® Word 2016 Basics – Unit 10 Pictures & Screenshots Student Notes Microsoft® Word 2016 Basics – Unit 10 SmartArt Student Notes Microsoft® Word 2016 Basics – Unit 10 Charts Student Notes Microsoft® Word 2016 Basics – Unit 10 Text Wrapping Student Notes Microsoft® Word 2016 Basics – Unit 10 Captions Student Notes Microsoft® Word 2016 Basics - Unit 10 Inserting & Formatting Tables Worksheet Microsoft® Word 2016 Basics - Unit 10 Inserting & Formatting Text Boxes, Shapes & WordArt Worksheet Microsoft® Word 2016 Basics - Unit 10 Inserting & Formatting Pictures & Screenshots Worksheet Microsoft® Word 2016 Basics - Unit 10 Inserting & Formatting SmartArt Worksheet Microsoft® Word 2016 Basics - Unit 10 Inserting & Formatting Charts Worksheet Microsoft® Word 2016 Basics - Unit 10 Applying Text Wrapping Worksheet Microsoft® Word 2016 Basics - Unit 10 Inserting & Formatting Captions Worksheet
CLOSING (We Check)	**CLOSING** **We Check** Formative assessments should be completed for each segment of the modules. Microsoft® Word 2016 Basics – Unit 10 Assessment Long-Term Project (In-Person Class) :Students begin the Business Partnership Plan Project as an entire class with teacher direction. The Business Partnership Plan Project sheet contains directions for the Project as well as screenshots of the completed Project and Project rubric. **FORMATIVE/SUMMATIVE ASSESSMENT(S)** Formative Assessment: Microsoft Office WORD Microsoft® Word 2016 Basics – Unit 10 Assessment **DIFFERENTIATION STRATEGIES:** Interactive Activities may be completed at the pace of the learner. Opportunities to review and rest are available.

Microsoft® Word 2016 Basics - Unit 10 - CC

View Lesson Plan   Student Grades Report

Select Playlist   Microsoft® Word 2016 Basics - Unit 10   ☑ Video/PowerPoint Visible to Students

| Microsoft® Word 2016 Basics - Unit 10 |
| 1. Inserting & Formatting Tables |
| 2. Inserting & Formatting Text Boxes, Shapes & WordArt |
| 3. Inserting & Formatting Pictures & Screenshots |
| 4. Inserting & Formatting SmartArt |
| 5. Inserting & Formatting Charts |
| 6. Applying Text Wrapping |
| 7. Inserting & Formatting Captions |

Marking Tools   Outline

Microsoft® Word
2016 Basics

Tables, Text Boxes & Graphics

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Share Video/PowerPoint with Classroom