JMMS Daily Lesson Plan for Connections

Teacher : **Jackson**	
Course/ Subject: **Introduction to Business Technology**	
Date of Instruction:	

Opening (I Do) An engaging pr ocess for lesson introduction that is specifically planned to encourage equitable and purposeful student participation. Describe the instructional process that will be used to introduce the lesson. **TKES 1, 2, 3,4,5, 8,10**	**Standard/s** **BMA-IBT-3**
	Learning Target: Master word processing software to create, edit, and publish professional-appearing business documents. To review basic concepts and skills related to utilizing Microsoft® Word. This lesson provides students with a review of the concepts and skills covered in all of the Microsoft® Word 2016 Basics units This lesson provides students with a review of basic concepts and skills including the layout of the program GMetrix.
	Success Criteria: I can successfully complete concepts and tasks in the Microsoft Word 2016 Basics series of Unit. 3.1 Create, share and maintain documents. a. Apply different views and templates, protect the document, manage document versions, share and save documents. 3.2 Format document content. a. Apply font and paragraph attributes, navigate and search, create and manipulate tables, and apply bullets.

	3.3 Apply page layout and reusable content to documents. a. 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. 3.4 Insert illustrations and graphics in a document. a. Insert and format pictures, clip art, shapes, WordArt, and SmartArt, and apply and manipulate text boxes. 3.5 Proofread documents to validate content. a. Use spelling and grammar check, configure AutoCorrect settings, and insert and modify comments in a document. 3.6 Apply references and hyperlinks in a document. a. Apply hyperlinks; create endnotes, footnotes, and a table of contents. 3.7 Perform mail merge operations. a. Setup and execute a mail merge.
	Introduction/Connection: Microsoft® Word is one of the most widely used software programs in today's society as it serves as the foundation for completing most communication documents. Students will begin working in Gmetrix to prepare for MOS CERTIFICATIONS. Students will demonstrate methods for opening documents and templates, customizing the program window, techniques for entering text, keyboard shortcuts and methods of saving, closing and distributing documents.
	DIRECT INSTRUCTION: In GMetrix, students will complete the Unit 2 - Format Text, Paragraphs, and Sections: Pre Assessment
Work Period (We Do, You Do) Students learning by doing/demonstrating learning expectations. Describe the instructional process that will be used to engage the students in the work period. Measuring and monitoring progress	**GUIDED PRACTICE:** Students will begin working in GMetrix Exercise Labs for Unit 2 - Format Text, Paragraphs, and Sections Students will complete Lesson 1, 2, 3, and 4 of each exercise lab in Gmetrix Format Text, Paragraphs, and Sections

towards mastery of success criteria through formative assessment. **TKES 1, 2, 3, 4, 5, 7. 8,10**	**INDEPENDENT/COLLABORATIVE PRACTICE/DIFFERENTIATION:** Understanding basic formatting features found in Word 2016 is an important part of producing a professional and attractive document. Text can be formatted to your font, size, color, and effects of choice. Using the Format Painter to copy a format from one block of text to another as well as the Clear All Formatting button to clear any applied formatting are quick methods used to control the formatting of specific blocks of text. For paragraphs, two important formatting aspects are indenting and line spacing. After completing this project, you will know how to do these two formatting functions in addition to applying font, size, color, and effects to text. Students will complete the Student Workbook Assignments for Inserting Text and Paragraphs Formatting Text and Paragraphs
Closing (We Check) Describe the instructional process that will be used to close the lesson and check for student understanding . **TKES : 1,2,3, 4,5,6,7,8**	**SUMMARIZE/FORMATIVE ASSESSMENT:** Students will complete the Student Workbook Projects for Highlights, Styles, and WordArt Students will complete the Format Text, Paragraphs, and Sections: Post Assessment