

Subject/Topic/Activity: Computer Essentials: TechBowl Microsoft Word/Google Docs Review

1. Standards:

2014 New Jersey Core Curriculum Content Standards - Technology

- 8.1.12.D.5: Analyze the capabilities and limitations of current and emerging technology resources and assess their potential to address personal, social, lifelong learning, and career needs.
- 8.1.12.F.1: Evaluate the strengths and limitations of emerging technologies and their impact on educational, career, personal and or social needs.

9.3 – Career & Technical Education (CTE) Content Area: 21st Century Life and Careers

- 9.3.IT.1: Demonstrate effective professional communication skills and practices that enable positive customer relationships.

2. Objectives:

SWBAT collaborate as teams to determine the correct process for completing the following tasks in Word and Docs:

- Changing margins
- Changing the spacing of text
- Formatting text with effects
- Creating a bulleted list
- Inserting a shape and adding text to the shape
- Creating and formatting Word Art
- Inserting an image and adding an effect
- Creating columns
- Inserting a header and a page number
- Inserting and formatting a table

3. Materials:

Microsoft Word

Google Docs

TechBowl Field drawn on Whiteboard

TechBowl Questions to be asked

4. Procedures:

Introduction:

During Monday's class, students were asked to rank themselves on a sticky note 1-4 how proficient they felt in Word and Docs, 1 being JV, 2 being Varsity, 3 being College Team, 4 being Pro, relating to the TechBowl theme for the next class. Based on these rankings, students

will be split into teams to mix up the level of ability within each team. There will be four teams total, with two games of team versus team being played during the lesson.

Body:

The directions of the game will be displayed on the board, as well as read aloud. The class will be split into four groups, with two groups per team. The team on the right side of the room will compete against the team on the left side of the room. Students should collaborate and communicate with their teammates in order to work through the task at hand. Each team will start at their own field goal, and must complete a series of tasks in order to reach the opposing team's field goal and score a touchdown. The team to score a touchdown first will win. Each correct question will move the team 10 yards towards their goal. Each incorrect question will keep the team held in place, until they can correctly fulfill the task. All tasks will be completed in Microsoft Word, as well as Google Docs. To start, a notecard will be handed to each group on the team. They must complete the task displayed on the notecard on their computer and show it to me for approval. When a group completes a task, one student must raise their hand to let me know that they are complete. Once they complete the task their team will advance to the next yard line, and the team will receive the next task to be completed. Once the team reaches the field goal, they must work together in order to complete the final task and score a touchdown for the win.

Questions to be Answered and Tasks to be Completed:

START

10 yard line: Change the margins in Word and Docs to .5 Top, Bottom, Right, and Left.

20 yard line: Type the text posted on the board into Word and Docs. Double space the text.

(Text to be written on board: Computer Essentials is my favorite course because learning how to work in Microsoft Word and Google Docs is very beneficial to my future personal and professional life).

30 yard line: Type the text posted on the board into Word and Docs. Change the font to Arial, size 14pt. Bold and justify the text. Underline the word "favorite"

(Text to be written on board: Computer Essentials is my favorite course because learning how to work in Microsoft Word and Google Docs is very beneficial to my future personal and professional life).

40 yard line: Create a bulleted list in Word and Docs. The list should include four different animals.

50 yard line: Insert the sun shape in Word and Docs. Add text to the shape that says "Stay Cool"

40 yard line: Create Word Art in Word and Docs saying “Hello”. Format the Word Art to be Times New Roman font, and blue.

30 yard line: Insert an image in Word. Add a shadow and an effect. Insert an image in Docs. Recolor the image.

20 yard line: Create two columns in Word and Docs. In the first column, type Column 1. In the second column, type Column 2.

10 yard line: Insert a header in Word and Docs that includes your name and the date. Insert a page number in Word and Docs.

ENDZONE: *Final Activity to Score a Touchdown*

Create a table in Google Docs with 2 Columns and 20 Rows
(more rows will need to be added to complete the table)

Merge the first row of cells.

Type the title: Movies from A-Z

In the second row, type Letter in the left column. Type Movie Title in the right column.

Center and bold the text in the first two rows.

Format the text to include at least two font colors other than black.

Format the border of the first cell to be 1.5pt weight.

Format all cells with a Letter in the right column so that they have a light colored shading.

Enter the letters A-Z in each cell of the left column of the remaining rows.

In the right column of rows, enter movie titles that begin with the letter listed in the right column.

Make sure all text is legible before submitting for the touchdown.

Closing:

Students will discuss areas that they found most difficult while completing the tasks. Students will discuss any areas they feel they improved on from the activity.

Students will rank themselves 1-5 based on how proficient they feel in Microsoft Word and Google Docs after completing the TechBowl, 1 being JV, 2 being Varsity, 3 being College Team, and 4 being Pro.

5. Assessment:

Observing the students completing the tasks during the TechBowl will help me to assess their knowledge and proficiency of completing the skills listed above in Microsoft Word and Google Docs. By having the students rank themselves prior to the TechBowl, as well as after the

TechBowl will allow me to assess their understanding and improvement in Microsoft Word and Google Docs.