

# Word Fun

## Our Goals:

- To define key vocabulary words related to a word processing program
- To use text and graphic arts tools
- To create a document that includes text and pictures

### Technological Skills

Students will:

- Identify the tools on the toolbar
- Understand the purpose of different tools
- Develop vocabulary and word identification
- Demonstrate creativity
- Write a newspaper article or story
- Type sentences
- Follow written and/or oral directions
- Demonstrate knowledge of vocabulary words
- Fulfill a list of specific expectations
- Create a word processing document
- Add pictures to a document that relate thematically

### Educational Skills

Students will:

- Open a word processing program
- Open a saved document
- Type text
- Observe word wrapping
- Use & observe screen tips
- Use double-click and click & drag techniques to select text
- Change font, font color, size, and style
- Change line spacing
- Insert and resize a picture
- Use undo tool
- Use color and text effects tools
- Use text alignment tools
- Change page orientation
- Copy, cut, and paste text
- Use spell check tool
- Use graphic arts tools
- Edit a previously inserted picture
- Use text-to-read feature
- Save
- Use Save As
- Print

