

## Lesson Plan 6 | Form 1 | Independently Finding MS Word Features

### Objective

---

Students will independently learn how to do basic formatting operations in Microsoft Word.

### Warm-up

---

None.

### Presentation

---

None.

### Guided Practice

---

None.

### Independent Practice (requires central file server)

---

On the whiteboard, write the following list:

1. bold text
2. italicized text
3. underlined text
4. centered text
5. big text
6. small text
7. list of text
8. change color of text
9. change font style of text
10. zoom in/out of page

Leave enough room for students to come up and draw the button in MS Word that accomplishes the corresponding formatting task. Optionally, tell students to write their name next to the items they answer in order to give them extra credit.

Allow students to independently experiment with the application and find out features on their own, encouraging different students to come up and provide answers to the features they find.

**Towards the end of class, have students save their documents in their shared directory on the central file server.**

### Closing

---

Remind students they could be asked on a test to do or describe any of the formatting operations placed on the board.

## **In Hindsight**

---

01/27/2017: Most students seemed to enjoy the independence ascribed to them during this lesson, and a good variety of students found out how to accomplish different features. At the end, most students were able to save to the central file server, but a permissions issue on a few of the laptops prevented others from doing so (fixed prior to doing this lesson for the second stream).

01/28/2017: Students in the second stream also did well with this, and were able to save their documents to their shared directory.