Basic Word Processing Skills Project

ISTE Standard:
6: Creative Communicator (6a) - Students choose the appropriate platforms and tools to effectively create and communicate ideas.

Lesson:
Create a professional document using Microsoft Word by applying basic word processing skills, including formatting text, inserting images, and editing.

Objective:
Students will demonstrate their ability to use Microsoft Word by creating a formatted document about a topic of their choice, incorporating text, images, and proper formatting.

Materials:

- Computers with Microsoft Word installed
- Sample template or example document (optional)
- Internet access for finding images (optional)
- USB drive or cloud storage (if students need to save their work externally)

Safety Precautions:
Students should practice good posture while working on computers to avoid strain and take short breaks to prevent fatigue. Food and drinks should not be brought near the computers to prevent damage. Additionally, students should ensure they only use copyright-free or appropriate images if accessing online resources.

Procedures:

1. **Introduction (10 minutes):**
   - Briefly review Microsoft Word basics, including how to format text and insert images.
   - Show an example of a completed professional-looking document for inspiration.
2. **Project Instructions (30 minutes):**
   - Students will create a 1-page document about their favorite hobby, school subject, or personal interest.
   - The document must include:

- A title formatted with a different font, size, and color.
- At least one paragraph of text (5–7 sentences) explaining the topic.
- One image inserted and appropriately positioned (e.g., aligned with text).
- At least three different text formatting features (e.g., bold, italics, bulleted list).

3. **Editing and Reviewing (20 minutes):**
    - Students should use spell-check and grammar tools to ensure their document is error-free.
    - Have students peer-review each other's documents for feedback on formatting and clarity.

4. **Submission (10 minutes):**
    - Save the document with an appropriate file name (e.g., "Hobby_Project_Student Name").
    - Submit the file via email, a learning platform, or USB drive.

Note: Clean-up

Before finishing, students should save all work properly and close Microsoft Word. Computers should be shut down or logged off as required. Workstations should be tidied, ensuring all materials (e.g., USB drives) are collected, and chairs are pushed in to maintain an organized classroom.