

# **Concept:**

Lab rules, concepts to be learned  
Seating Chart, Folders, Score Card

# **Lesson Essential**

# **Question:**

What are the computer lab rules and procedures?

R6.A.1.6.1; R6.A.2.1.2

# **Vocabulary:**

Score card

Shared drive (S: drive)

U: drive

8<sup>th</sup> Grade

# Concept:

Word processing rules and tools

MS Word, Fonts & Alignment

# Lesson Essential

# Question:

Which version of MS Word is used in this lab?

R6.A.1.6.1; R6.A.2.1.2

# Vocabulary:

Word processing rules

Spelling/grammar check

Show/hide ¶ Double space

Word count Undo Line Spacing

8<sup>th</sup> Grade

# **Concept:**

Desktop publishing concepts

MS Publisher, Venom graphics

# **Lesson Essential**

# **Question:**

What 4 objects are used to make posters, cards, and business cards?

R6.A.1.6.1; R6.A.2.1.2

# **Vocabulary:**

Picture frame/clipart

Word Art

Text Box

Border/Rectangle

Insert page

8<sup>th</sup> Grade

# Concept:

Desktop publishing concepts

MS Publisher, Venom graphics

# Lesson Essential

# Question:

What 4 objects are used to make posters, cards, and business cards?

R6.A.1.6.1; R6.A.2.1.2

# Vocabulary:

Picture frame/clipart

Word Art

Text Box

Border/Rectangle

Insert page

8<sup>th</sup> Grade

# Concept:

Creating and using tables

MS Word, Schedule

# Lesson Essential

# Question:

What are the 3 parts that make up a table?

R6.A.1.6.1; R6.A.2.1.2

# Vocabulary:

Table

Cells

Columns

Rows

8<sup>th</sup> Grade

# Concept:

Using formulas in a spreadsheet

MS Excel, Cost of Smoking

# Lesson Essential

# Question:

What must you first type to use formulas in a spreadsheet program?

R7.A.1.6.1; R7.A.2.1.2:

M6.B.2.1.1; M7.E.4.1.1; M7.E.3.1.3

# Vocabulary:

Spreadsheet   Excel   Cells

Equal Sign   Rows

Formulas   Fill right handle

Formula Bar

8<sup>th</sup> Grade

# Concept:

Setting alignments and tabs

MS Word, Menu

# Lesson Essential

# Question:

In which 2 groups do you find the commands to change fonts, sizes, styles, and text alignment?

R6.A.1.6.1; R6.A.2.1.2

# Vocabulary:

Left tab

Center tab

Decimal tab

Text alignment

Font

Paragraph

8<sup>th</sup> Grade

# **Concept:**

Online Safety

MS PowerPoint

# **Lesson Essential**

# **Question:**

What is one way to be safe while on the Internet?

R6.A.1.6.1; R6.A.2.1.2

# **Vocabulary:**

Online Safety

Cyber Bullying

Predator

8<sup>th</sup> Grade



# Concept:

Word processing rules and tools

MS Word, Business Description

# Lesson Essential

# Question:

What are three Word Processing Rules?

R6.A.1.6.1; R6.A.2.1.2

# Vocabulary:

Word processing rules Undo

Show/hide ¶ Double space

Spelling/grammar check

5 Paragraph Essay Word count

8<sup>th</sup> Grade

# **Concept:**

Objects in a WP program

MS Word, Business Description

# **Lesson Essential**

# **Question:**

-What must you click to move and resize objects in a WP program?

R6.A.1.6.1; R6.A.2.1.2

# **Vocabulary:**

-Format, Text Wrapping, In front of text  
-Word art      -Grouping

8<sup>th</sup> Grade

# Concept:

Word processing rules and tools

MS Word, House Description

# Lesson Essential

# Question:

What are three Word Processing tools?

R6.A.1.6.1; R6.A.2.1.2

# Vocabulary:

Word processing rules Undo

Show/hide ¶ Double space

Spelling/grammar check

5 Paragraph Essay Word count

8<sup>th</sup> Grade

# Concept:

Using shapes

MS Word, Floor Plan

# Lesson Essential

# Question:

What is the tab, group, and command where you get shapes?

R6.A.1.6.1; R6.A.2.1.2

# Vocabulary:

Drawing tool bar	Shapes
Group/ungroup	Lines
Texture/patterns	Freeform

8<sup>th</sup> Grade

# Concept:

Using shapes

MS Word, Floor Plan

# Lesson Essential

# Question:

Which line allows you to draw your own straight-edged shapes?

R6.A.1.6.1; R6.A.2.1.2

# Vocabulary:

Drawing tool bar

Shapes

Group/ungroup

Lines

Texture/patterns

Freeform

8<sup>th</sup> Grade

# **Concept:**

Correct/complete assignments

MS Word, MS Publisher, MS Excel

# **Lesson Essential**

# **Question:**

-What assignments do I need to complete/correct?

R6.A.1.6.1; R6.A.2.1.2

# **Vocabulary:**

8<sup>th</sup> Grade

# Concept:

Creating/using Formulas  
MS Excel, Get a Life

# Lesson Essential

# Question:

What is the part of the spreadsheet that shows formulas?

R7.A.1.6.1; R7.A.2.1.2:

M6.B.2.1.1; M7.E.4.1.1; M7.E.3.1.3

# Vocabulary:

Cells	Fill right handle
Equal Sign	Rows
Formulas	Formula Bar

8<sup>th</sup> Grade

# Concept:

Creating a slide show  
MS PowerPoint, History of  
Computers

# Lesson Essential

# Question:

What is the part of the  
spreadsheet that shows formulas?

R7.A.1.6.1; R7.A.2.1.2:

M6.B.2.1.1; M7.E.4.1.1; M7.E.3.1.3

# Vocabulary:

Slides

Transitions

Animations

Backgrounds

8<sup>th</sup> Grade



