Below is an example of one way to use EasyTech to equip 4th grade students with the technology skills needed to use word processing software to complete a project.

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| --- | --- | --- |
| **Title:** Preparing students for word processing | **Tool:**Computer | **Grade Range:** 3-4 |
| **Summary:**In this lesson, students will learn the technology skills needed to use word processing software to type a story or complete a project.  |
| **Standards: (optional)**OR.3.W: Production and Distribution of Writing* [3.W.5] With guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, and editing. (Editing for conventions should demonstrate command of Language standards 1-3 up to and including grade 3.)
* [3.W.6] With guidance and support from adults, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.
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## **General Teacher Tips:**

* Create and practice a process for students to access and return devices; this will streamline movement in your classroom and save valuable instructional minutes.
* Consider various implementation models such as: whole group, small group, station, independent, and family activity.
* Assign Adaptive Keyboarding to grades 3-8 and encourage students to practice their typing for homework or during free time.

**Preparation:** Assign the below EasyTech curriculum items to your Learning.com class:

[Keyboarding lessons](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=2A1357DD-DAB2-48AF-ACFE-64992EB65C4C%7CEN&stepname=CurriculumItemDetails) appropriate for your students and [Adaptive Keyboarding](https://platform.learning.com/Interface/TeacherSky/#Id=56b6bf94-7838-4a70-a980-97a0d2a2531a%7CEN&stepname=CurriculumItemDetails): Great Keyboarding Adventure

[Word Processing: Editing and Proofreading Your Work](https://platform.learning.com/interface/TeacherSky/Default.aspx%22%20%5Cl%20%22Id%3D07C072C4-CBAF-4C68-B516-97C1D8CB05CD%7CEN%26stepname%3DCurriculumItemDetails)

[Word Processing: Page Layout](https://platform.learning.com/interface/TeacherSky/Default.aspx%22%20%5Cl%20%22Id%3DA5001724-F1C4-4AE6-A000-D9EDABD00E46%7CEN%26stepname%3DCurriculumItemDetails)

[Word Processing: Introduction to Desktop Publishing](https://platform.learning.com/Interface/TeacherSky/%22%20%5Cl%20%22Id%3Dd94b3099-5683-427a-b910-a19935e4b80f%7CEN%26stepname%3DCurriculumItemDetails)

[Word Processing: Creating and Organizing Content](https://platform.learning.com/interface/TeacherSky/Default.aspx%22%20%5Cl%20%22Id%3D55790799-1800-4F05-A92C-C27B0763F31E%7CEN%26stepname%3DCurriculumItemDetails)

[Word Processing: Revising and Formatting](https://platform.learning.com/Interface/TeacherSky/%22%20%5Cl%20%22Id%3Da0ae8097-c48b-4bf6-81af-7d1835df1bc6%7CEN%26stepname%3DCurriculumItemDetails)

## **Day 1:**

###  Warm-up:

Spend 5-10 minutes on a [Keyboarding lesson](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=2A1357DD-DAB2-48AF-ACFE-64992EB65C4C%7CEN&stepname=CurriculumItemDetails) or in [Adaptive Keyboarding](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=56B6BF94-7838-4A70-A980-97A0D2A2531A%7CEN&stepname=CurriculumItemDetails) to kick-off the beginning of class and relate the skill of typing to word processing.

###  Activity:

Complete the discussion [Audience and Media](https://platform.learning.com/Interface/TeacherSky/#Id=a89ce892-56ba-4e99-aead-4049b27692da%7CEN&stepname=CurriculumItemDetails) (30 min) as a group.

###  Wrap-up:

Use the [Audience and Media reflection](https://platform.learning.com/Interface/TeacherSky/#Id=c5922ccb-a9b6-4a9c-be06-3647d5dd3163%7CEN&stepname=CurriculumItemDetails) as the Day 1 exit ticket.

## **Day 2:**

Warm-up:

Spend 5-10 minutes on a [Keyboarding lesson](https://platform.learning.com/Interface/TeacherSky/#Id=2a9ef4b6-6fe4-4df5-9609-35cccbb8a84c%7CEN&stepname=CurriculumItemDetails) or in [Adaptive Keyboarding](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=56B6BF94-7838-4A70-A980-97A0D2A2531A%7CEN&stepname=CurriculumItemDetails).

* Review the different design elements from the [Audience and Media discussion](https://platform.learning.com/Interface/TeacherSky/#Id=a89ce892-56ba-4e99-aead-4049b27692da%7CEN&stepname=CurriculumItemDetails) from Day 1. Show examples from books, workbooks, or any print documents you have on hand to make connections.

Activity:

Have students complete the following lessons on their own:

* EasyTech 15-minute lesson: [Word Processing: Editing and Proofreading Your Work](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=07C072C4-CBAF-4C68-B516-97C1D8CB05CD%7CEN&stepname=CurriculumItemDetails)
* EasyTech 10-minute lesson: [Word Processing: Page Layout](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=A5001724-F1C4-4AE6-A000-D9EDABD00E46%7CEN&stepname=CurriculumItemDetails)

Wrap-up:

Facilitate a student-led discussion: Choose a student to share what they learned from the lesson and have others contribute what they learned.

## **Day 3:**

Warm-up:

Spend 5-10 minutes on a [Keyboarding lesson](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=347E4372-9A24-4342-9DDC-38822A728D3A%7CEN&stepname=CurriculumItemDetails) or in [Adaptive Keyboarding](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=56B6BF94-7838-4A70-A980-97A0D2A2531A%7CEN&stepname=CurriculumItemDetails).

* Review the proofreading and editing topics learned on Day 2: editing and proofreading the text, checking for spelling and grammar mistakes, and improving writing by using a thesaurus and word count tools.

Activity:

 Complete the below lessons as a whole group and have students come up to the interactive white board to “click” and answer questions.

* EasyTech 12-minute lesson: Word Processing: Introduction to Desktop Publishing
* EasyTech 11-minute lesson: [Word Processing: Creating and Organizing Content](https://platform.learning.com/interface/TeacherSky/Default.aspx%22%20%5Cl%20%22Id%3D55790799-1800-4F05-A92C-C27B0763F31E%7CEN%26stepname%3DCurriculumItemDetails)

Wrap-up:

Use a [vocabulary game](https://support.learning.com/easycode-foundations/easycode-vocabulary-activities/) from our support site, an activity from our ‘Integration and Differentiation’ resource, or a favorite class activity of your own!

## **Day 4:**

###  Warm-up:

Spend 5-10 minutes on a [Keyboarding lesson](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=347E4372-9A24-4342-9DDC-38822A728D3A%7CEN&stepname=CurriculumItemDetails) or in [Adaptive Keyboarding](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=56B6BF94-7838-4A70-A980-97A0D2A2531A%7CEN&stepname=CurriculumItemDetails).

* Review the topics from Day 3: how to organize information, create lists, and insert pictures to better engage the audience.

### Activity:

EasyTech 10-minute lesson: [Word Processing: Revising and Formatting](https://platform.learning.com/interface/TeacherSky/Default.aspx%22%20%5Cl%20%22Id%3DA0AE8097-C48B-4BF6-81AF-7D1835DF1BC6%7CEN%26stepname%3DCurriculumItemDetails)

Wrap-up:

Use a [vocabulary game](https://support.learning.com/easycode-foundations/easycode-vocabulary-activities/) from our support site, an activity from our ‘Integration and Differentiation’ resource, or a favorite class activity of your own!

**Day 5:**

## Warm-up:

Spend 5-10 minutes on a [Keyboarding lesson](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=347E4372-9A24-4342-9DDC-38822A728D3A%7CEN&stepname=CurriculumItemDetails) or in [Adaptive Keyboarding](https://platform.learning.com/interface/TeacherSky/Default.aspx#Id=56B6BF94-7838-4A70-A980-97A0D2A2531A%7CEN&stepname=CurriculumItemDetails).

* Review topics from Day 4: how to use font style, color, and size; paragraph alignment; spacing; page breaks; symbols; and moving text and images to enhance a document
* Review story elements with students by discussing a story that you previously read in class or read a short story together prior to the discussion. It’s important that all students know the story and can participate in a discussion about the setting, characters, conflict or resolution examples, and the ending. If time allows, discuss more than one story and create a visual map containing the information discussed. See the EasyTech [Cumulative Story](https://platform.learning.com/Interface/TeacherSky/#Id=ec834707-b684-4fd6-bc14-7aca02fb1c54%7CEN&stepname=CurriculumItemDetails) lesson plan for more details.

### Activity:

Complete the EasyTech Cumulative Story application exercise in small groups – or use another writing activity that blends with classroom instruction.

Wrap-up:

Share stories aloud or use vocabulary games and discussion reflections (both teacher and student-led) to assess student understanding and close your lessons.

## **Extension Ideas: Take a deeper dive into understanding**

* Choose an application exercise as a mini project for early finishers.
* Assign coding as enrichment for all learners.
* Assign EasyTech for at-home learning with family.
* Assign EasyTech lessons to “flip” your classroom.