



3.2 Beginning Editing Skills: Drag, Drop, and Color

Prerequisite Skills and Knowledge

- ∞ Students should have basic mouse skills

Time Required

- ∞ Mini-lesson and guided practice: 10-15 minutes for mini-lesson; 20-25 minutes for guided practice

Materials

- ∞ Computer lab, Microsoft Word, LCD projector
- ∞ “Color in our World” Poem Template copied onto student computer desktops. **NOTE: Read this poem template before using this lesson. Students will insert clipart into this poem in a future lesson. Please make sure that the Clipart Gallery you are using has these photographs. If it does not, change the sentences before using.**

Intended Learning

- ∞ Students will select, drag, and drop text and change the color of words so they can create a poem. They will save this poem, and it will be used with the next two lessons.

District Technology Standards Uses Technology Effectively

- ∞ Word Processing Skills
 - Highlight/select, drag, and drop text
 - Change color
- ∞ Vocabulary
 - Selecting, highlight/select, drag, drop, formatting toolbar/formatting palette, “undo typing”

Big Ideas from Literacy Guide - Unit 1 - 6, Writing

- ∞ Take an idea through writing cycle to a published piece of writing.
- ∞ Use classroom rituals and routines to work independently and with others.
- ∞ • Apply spelling, grammar, and punctuation strategies daily to their writing.

Mini-Lesson

Connection - preparing students' thinking
When we read different texts, why isn't it handwritten?

Teaching - Mini Lesson

With students seated in front, explain that today they will be learning how to move text to create a poem by selecting/highlighting, dragging, and dropping text. They will also be changing the color of color words.

Model for students where to open the poem template. Next, show students

Notes

how to locate the formatting toolbar (view>toolbars>formatting) or the formatting palette.

Next, show them how to select the beginning text and then drag and drop it in front of the appropriate ending text.

Emphasize vocabulary: select/highlight, drag, drop.

Review how to correct mistakes by using “edit>undo typing.”

Model for students how to select/highlight the color words and change the color.

Students will save the poem when they are finished.

Active Engagement - Guided Practice

Seated at computers, students will open the “Colors in our World” poem. They will move the text to create the poem. Next they will change the color of the color words.

Link

Students should work independently selecting/highlighting, dragging, and dropping text, and use the formatting toolbar/formatting palette to change the color of text. They should complete the assignment, and then save.

Independent Practice

Teacher

- ∞ Circulate and answer individual questions, progress check for daily participation on class spreadsheet.

Students

- ∞ Work independently, create the poem, change the color of color words, save finished work, and ask for help when necessary.

Sharing/Closure

- ∞ Ask for any difficulties they encountered. What was easy? What was difficult?

Assessment

- ∞ Progress/Monitor for daily participation using a checklist as you walk around and observe students. Using a rubric with a score of 1-4, a “3” is given for a complete assignment, following the directions given.