



3.4 Adding Clipart in Word (cont. from 3.3)

Prerequisite Skills and Knowledge

- ∞ Students should have basic mouse
- ∞ Lesson 3.2 Beginning Editing Skills and 3.3 Formatting

Time Required

- ∞ Mini-lesson and guided practice: 10 minutes for mini-lesson; 20-30 minutes for guided practice

Materials

- ∞ Computer lab, Microsoft Word, LCD projector
- ∞ Color in our World Poem students saved from last 2 lessons

Intended Learning

- ∞ Students will add clipart to a poem so they will be able to add images to their documents. Students will publish their poems so they can share their work with others.

District Technology Standards Uses Technology Effectively

- ∞ Word Processing Skills
 - Insert images from clipart
- ∞ Vocabulary
 - Clipart
 - Images

Produces Quality Work

- ∞ Word: communicate information by using a form of technology

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.

Mini-Lesson

Connection - preparing students' thinking

Why is it important to include images (pictures) in your work? How do images help you understand what you're reading?

Teaching - Mini Lesson

With students seated in front, explain that today they will be learning how to insert clipart into their saved "Colors in our World" poems.

Notes

Model for students where to locate the saved poem and open it. Next, show students how to insert clipart and use the clipart gallery. For today, they will be looking for images in the “photographs” category in the clipart gallery.

Make sure they understand the clipart will be added where ever the cursor is set in the document.

Active Engagement - Guided Practice

Seated at computers, students will open the saved color poem. They will insert clipart for each sentence in the poem.

Link

Students should work independently and use the clipart gallery to complete the assignment. They should complete the poem, print and then save.

Independent Practice

Teacher

- ∞ Circulate and answer individual questions, progress check for daily participation on class spreadsheet. Collect poems to assess them for “Produces Quality Work.”

Students

- ∞ Work independently, insert clipart, save finished work, print and ask for help when necessary.

Sharing/Closure

- ∞ Ask students to share their poem with a partner. Have 2 or 3 share how they their poems.
- ∞ Ask for any difficulties they encountered. What was easy? What was difficult?

Assessment

- ∞ Progress/Monitor for daily participation using a checksheet as you walk around and observe students. Using a rubric with a score of 1-4, a “3” is given for successfully inserting clipart and following the given directions.
- ∞ Teacher will assess the printed poems. A “3” indicates the sentences include the usage of formatting and each sentence includes clipart. A “4” indicates the formatting enhances readability and presentation.