



K.4: Word Processing, Mouse Skills

Prerequisite Skills and Knowledge

- ∞ A basic understanding of using the mouse.
- ∞ A basic knowledge of numbers 1-10

Time Required

- ∞ 15 minutes for the lesson - Independent Practice could be sustained for 20 minutes or more. This lesson continues into K.5

Materials

- ∞ Computers with Kidspiration software installed and ready to run. Have Kidspiration icon accessible on desktop or dock.
- ∞ Have the word Numbers written on chart paper or white board so it is easily visible from all of the computers or have a paper at each computer with the words Numbers clearly printed.

Intended Learning

- ∞ Students will create a graphic organizer to plan for a number book so they can write a number book.

District Technology Standards

Uses Technology Effectively

- Basic Vocabulary
 - Uses appropriate vocabulary to identify: headphones, monitor, mouse, keyboard, quit, click, double-click, icon.
- ∞ Mouse Skills
 - Uses correct hand position on mouse.
 - Uses correct mouse position on table (e.g. cord at correct end.)
- Navigation
 - Opens applications and documents.

Produces Quality Work

- Word Processing
 - Publishes work using a word processor.

Big Ideas from Literacy Guide - Unit 2 Reading and Writing

- ∞ Tell, draw and write (as best they can) stories from their families, communities and diverse cultural backgrounds
- ∞ Continue to understand common elements of books across cultures to “make stuff” in Writing Workshop
- ∞ Build oral language and vocabulary

Mini-Lesson

Connection - preparing students’ thinking

Remind students that an author is someone who writes a book, any kind of book. Authors always plan what they are going to write before they write. Today, they are going to be authors planning to write a book.

Teaching - Mini Lesson

Notes

In Unit 2 of the Kindergarten Literacy Guide, (begins at the end of October) students begin to learn about how to create books, about what is in a book and how to author a book. They create number books, ABC books, color books,

With the students gathered in a group meeting space, ask students to remind you (if you did lesson 2 or any other lesson with Kidspiration already) how to open Kidspiration from the desktop. (If you don't get the word icon from the students' description - use the word for them.) Demonstrate that today they will choose the picture section of the splash screen to bring up the kind of document we want to use for planning a book. Be sure to share that this kind of document is called a graphic organizer. A graphic organizer is a way to put on paper what your mind is thinking.

- First we tell that we are the authors of this plan by clicking on the children's faces and typing our name.
- Next we say what our book is about - Numbers - demo how to click into the middle circle and type the word numbers
- Demonstrate how to navigate to the number stickers. Show how to click and drag a number to any part of the page
- Demonstrate how to navigate to the other stickers. Show how to click and drag a picture of something you think you can draw later to the number - click and drag the same amount as the number (i.e. 3 soccer balls to the number 3)
- Demonstrate doing this several times with different numbers - ask the students to not use any numbers bigger than 9. Remind them they are planning the pages of their number book, which they are going to write. They are the authors, so they get to decide what goes in the book.

and lift the flap books. This lesson could be used to create any of those kind of little books. This lesson and the one that follows it supports students' learning about being authors as well as students' proficiency in the technology standards. It does not have to be used during Unit 2. It is a valuable lesson any time in the first semester of Kindergarten.

You may prefer to do this lesson with students in pairs with each pair creating one book. This gives students the chance to work together and help each other learn the steps.

Active Engagement - Guided Practice

As you are doing this demonstration, stop after EACH step and have the students tell a buddy how to do that step. Have them share for each step what number or picture they will use and how they will get the number and/or picture to the page. (Kindergarten students need this self-talk to help them remember how to complete the task. Do not skip this part.)

Link

Now students will use what they have learned to create a plan for their number book. They should work independently on the computers at this point, if possible. They should be encouraged to talk to each other about what they are doing and to help each other.

Independent Practice

Teacher

- ∞ Circulate through the lab, monitoring students' independent work, checking for understanding about the planning of a number book and the use of Kidspiration. Check that the number of pictures matches the number on the page. Check for proper position of the mouse and remind students to watch the monitor as they play with the mouse.
- ∞ Take anecdotal notes or mark on a class list the proficiency of the students at this task.

Students

- ∞ Independently make a plan for a number book. They should be choosing numbers and pictures to represent those numbers. They should click and drag to put the numbers and pictures on the page.

Sharing/Closure

- ∞ As students share their plans on the screen with their neighbors go through the lab and send their plan to the printer for them. (They need the plan in the next lesson to write the book they planned.)

Assessment

- ∞ This lesson can be used for the Body Of Evidence of “Uses Technology Effectively” for the Kdg. Progress Report. Record a “3” if the student is able create a plan with at least 2 different numbers and pictures to represent them.