

## 4<sup>th</sup> Grade Microsoft Word Skills List

Assignment	Technology Skills	Digital Citizenship Topic
<b>Review</b>	<ul style="list-style-type: none"> <li>● Font Selection               <ul style="list-style-type: none"> <li>○ Font Style</li> <li>○ Font Color</li> <li>○ Font Alignment</li> <li>○ Font Size</li> </ul> </li> <li>● Alignment</li> </ul>	<ul style="list-style-type: none"> <li>● Screen time</li> </ul>
<b>Working with Links and Lists</b>	<ul style="list-style-type: none"> <li>● Hyperlinks               <ul style="list-style-type: none"> <li>○ Using Hyperlinks within a document.</li> <li>○ Creating &amp; Editing Hyperlinks.</li> </ul> </li> <li>● Numbered lists               <ul style="list-style-type: none"> <li>○ Increase Indent of List</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Keeping personal information private.</li> </ul>
<b>Working with Headers and Layout</b>	<ul style="list-style-type: none"> <li>● Page Orientation               <ul style="list-style-type: none"> <li>○ Landscape &amp; Portrait</li> </ul> </li> <li>● Page Margins</li> <li>● Paper Size</li> <li>● Creating a Header               <ul style="list-style-type: none"> <li>○ Types of Headers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Cyberbullying</li> </ul>
<b>Working with Columns</b>	<ul style="list-style-type: none"> <li>● Page Setup               <ul style="list-style-type: none"> <li>○ 2 Columns</li> </ul> </li> <li>● Spacing before columns</li> <li>● Page Breaks</li> </ul>	<ul style="list-style-type: none"> <li>● Valid Websites</li> </ul>
<b>Working with Layers</b>	<ul style="list-style-type: none"> <li>● Images               <ul style="list-style-type: none"> <li>○ Copy &amp; Paste</li> <li>○ Resize an Image</li> </ul> </li> <li>● Layout Options               <ul style="list-style-type: none"> <li>○ Square Text Wrapping</li> <li>○ Behind Text Layout</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Copyright</li> </ul>

**Materials: Student Packet and Templates**  
**Extension Activity: Create a Train using Shapes**