

Unit 1 – 6th Grade (Microsoft Word)

Assignment	Technology Skills	Digital Citizenship & ELA Skills
Internet Safety Quiz	<ul style="list-style-type: none"> • Digital Citizenship – Internet Safety 	<ul style="list-style-type: none"> • Internet Safety
Materials: Internet Safety PPT, Quiz		
Topic Selection Source List	<ul style="list-style-type: none"> • Keyword Search • Evaluating Web Resources • Hyperlinks 	<ul style="list-style-type: none"> • Evaluating Web Resources
Materials: Evaluating Websites PPT, Quiz		
Field Trip Permission Slip	<ul style="list-style-type: none"> • Insert Date & Time • Insert & Format Lines <ul style="list-style-type: none"> ○ Color, Weight, & Type ○ Sizing & Placement • Insert & Format Shapes <ul style="list-style-type: none"> ○ Outline & Fill ○ Sizing & Placement • Text Formatting • Margins & Orientation • Line Spacing • Alignment 	<ul style="list-style-type: none"> • Letter Writing <ul style="list-style-type: none"> ○ Audience & Purpose • Paragraph Formatting • Persuasive Technique • Persuasive Writing • Research Skills
Materials: Field Trip Permission Slip Packet, MS Teams Activity		
Newsletter	<ul style="list-style-type: none"> • Margins & Orientation • Text Formatting • Page Color & Gradient • Page Border • Insert & Format Shapes <ul style="list-style-type: none"> ○ Outline & Fill ○ Sizing & Placement • Insert & Format Word Art • Insert & Format Textboxes <ul style="list-style-type: none"> ○ Fill & Outline ○ Sizing & Placement ○ Wrap Text ○ Layering • Insert & Format Images <ul style="list-style-type: none"> ○ Sizing & Placement ○ Wrap Text ○ Layering 	<ul style="list-style-type: none"> • Research Skills • Evaluating Web Resources • Persuasive Writing
Materials: Newsletter Packet, MS Teams Activity		