

## 1<sup>st</sup> Quarter – 7<sup>th</sup> Grade (Microsoft Word)

Assignment	Technology Skills	Digital Citizenship & ELA Skills
<b>Topic Selection Source List</b>	<ul style="list-style-type: none"> <li>• Search Engines</li> <li>• Keyword Search</li> <li>• Evaluating Web Resources</li> <li>• Hyperlinks</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluating Web Resources</li> <li>• Citing Sources</li> </ul>
<b>Materials:</b> Evaluating Websites PPT, Topic Handout, MS Teams Activity		
<b>Professional Letter</b>	<ul style="list-style-type: none"> <li>• Page Color &amp; Texture</li> <li>• Indenting</li> <li>• Insert Date &amp; Time</li> <li>• Text Formatting</li> <li>• Margins &amp; Orientation</li> <li>• Line Spacing</li> <li>• Alignment</li> </ul>	<ul style="list-style-type: none"> <li>• Letter Writing               <ul style="list-style-type: none"> <li>○ Audience &amp; Purpose</li> </ul> </li> <li>• Paragraph Formatting</li> <li>• Persuasive Technique</li> <li>• Argumentative Writing               <ul style="list-style-type: none"> <li>○ Argument</li> <li>○ Counterargument</li> <li>○ Rebuttal</li> </ul> </li> <li>• Research Skills</li> <li>• Evaluating Web Resources</li> </ul>
<b>Materials:</b> Professional Letter Packet, MS Teams Activity		
<b>Comic Strip</b>	<ul style="list-style-type: none"> <li>• Margins &amp; Orientation</li> <li>• Text Formatting</li> <li>• Page Color &amp; Gradient</li> <li>• Word Art &amp; Text Effects</li> <li>• Insert/Format Tables               <ul style="list-style-type: none"> <li>○ Merging Cells</li> </ul> </li> <li>• Insert &amp; Format Textboxes               <ul style="list-style-type: none"> <li>○ Fill &amp; Outline</li> <li>○ Sizing &amp; Placement</li> <li>○ Wrap Text</li> <li>○ Layering</li> </ul> </li> <li>• Insert &amp; Format Images               <ul style="list-style-type: none"> <li>○ Sizing &amp; Placement</li> <li>○ Wrap Text</li> <li>○ Layering</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Research Skills</li> <li>• Evaluating Web Resources</li> <li>• Argumentative Writing</li> <li>• Figurative Language</li> <li>• Citing Sources</li> </ul>
<b>Materials:</b> Comic Strip Packet, MS Teams Activity		