

1st Quarter – 8th Grade (Microsoft Word)

Assignment	Technology Skills	Digital Citizenship & ELA Skills
Topic Selection Source List	<ul style="list-style-type: none"> • Search Engines • Keyword Search • Evaluating Web Resources • Hyperlinks 	<ul style="list-style-type: none"> • Finding Valid & Reliable Web Resources • Citing Sources
Materials: Evaluating Websites PPT, Topic Handout, MS Teams Activity		
Persuasive Letter	<ul style="list-style-type: none"> • Page Color & Texture • Indenting • Insert Date & Time • 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 • Research Skills • Valid & Reliable Web Resources
Materials: Persuasive Letter Packet, MS Teams Activity		
Newspaper Page	<ul style="list-style-type: none"> • Margins & Orientation • Text Formatting • Page Color & Gradient • Insert/Format Tables <ul style="list-style-type: none"> ○ Merging/Splitting Cells • 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 • Valid & Reliable Web Resources • Argumentative Writing <ul style="list-style-type: none"> ○ Argument ○ Counterargument ○ Rebuttal • Citing Sources
Materials: Newspaper Page Packet, MS Teams Activity		