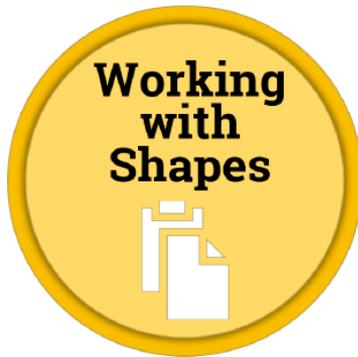


Word Processing

Grade 5



Word Processing Vocabulary

Formatting	The form, design, or arrangement of text.
Orientation	Refers to whether the text and pictures on the document are printed vertically or horizontally.
Alignment	How your text fits between the left and right margins of a page
Cut	To remove information in your document.
Paste	To insert the last information you cut or copied into a document.
Font	A set of characters with a particular design and size.
Line Spacing	The amount of space that appears between the lines of text in a document.
Word Wrap	A feature in most word processors that automatically moves words to the next line as you type.
Margins	The blank space at the top, bottom, left, and right of a document where you cannot type.
Header	Allows you to type above the margin.
Highlight	To change the background color of text.
Select	To choose text, usually by clicking and dragging, for further formatting. Sometimes called highlighting.
Proof Reading	The use of the spell check, grammar check, and context check to look for errors.
Lists	A word processing feature used to arrange items in a list with each item beginning with a bullet or number.
Indent	The paragraph format in which the first line of the paragraph is indented.

Word Processing Rubric

CRITERIA	SCORE
<ul style="list-style-type: none">• Correctly open and use the template.• Correctly format the assigned document.• Followed all of the required steps and completed all tasks.• Correctly turn in the assignment when completed.	4
<ul style="list-style-type: none">• Correctly open and use the template.• Mostly correctly format the assigned document.<ul style="list-style-type: none">• Followed most of the required steps .<ul style="list-style-type: none">• Completed most tasks.• Correctly turn in the assignment when completed.	3
<ul style="list-style-type: none">• Needed help to open and use the template.• Some mistakes in the format of the assigned document.<ul style="list-style-type: none">• Followed some of the required steps.<ul style="list-style-type: none">• Completed some tasks.• Needed help to turn in the assignment when completed.	2
<ul style="list-style-type: none">• Needed help to open and use the template.• Many mistakes in the format of the assigned document.<ul style="list-style-type: none">• Missing most of the required steps<ul style="list-style-type: none">• Missing most tasks.• Needed help to turn in the assignment when completed.	1

Word Processing

Grade 5

Working with Shapes



Accessing the File

The screenshot shows a Microsoft Teams interface. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments' (which is selected). In the top right corner, there are icons for a share link and a refresh button. Below the navigation, there is a 'Back' button on the left and a 'Turn in' button on the right. The main content area is titled 'Working with Shapes'. To the right of the title, there is a 'Due Date' section showing 'Thu May 30, 2019 at 11:59 PM' and a 'Points' section showing '50 points possible'. Below the title, there is an 'Instructions' section with the text 'Use the direction booklet to help you.' and a 'Reference materials' section with the text 'None'. In the 'My work' section, there is a document card for 'Working with Shapes'. A context menu is open over this card, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. There is also an 'Add work' button next to the document card.

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on Working with Shapes
5. Click on next to document in MY WORK
6. Select OPEN IN WORD.

Word Processing Review

Steps

-Read the passage in the packet.

1. Finish typing the document.
2. Your screen should look like the example.
3. Make sure you indent the paragraphs.
4. Bold and underline the necessary words.
5. Each paragraph should have the correct punctuation.

Do not turn in the file.

Welcome back! It's your pal Buddy again!

I hope you're having fun so far. Let's keep going! Today we are going to talk about online advertisements. I want you to think about your favorite TV show. What is it? Now, think about all of the commercials you watch during that show!

Well, **sponsored content** is just like advertisements you see on TV, except online! Usually, sponsored content is used to promote a **brand**, product, or service. For example, a company might post a video about the cool, new toy they've created.

Why would they do this? They do this because they are trying to sell their cool, new toy to kids like you searching the Internet! Now how can we **identify** sponsored content compared to regular content? Come with me, I'll show you the way!

When searching online, look closely. You may see writing that says sponsored or even **paid post**. These are just fancy words for advertisements! Wow, you are doing an awesome job! You are on your way to becoming a great online researcher!

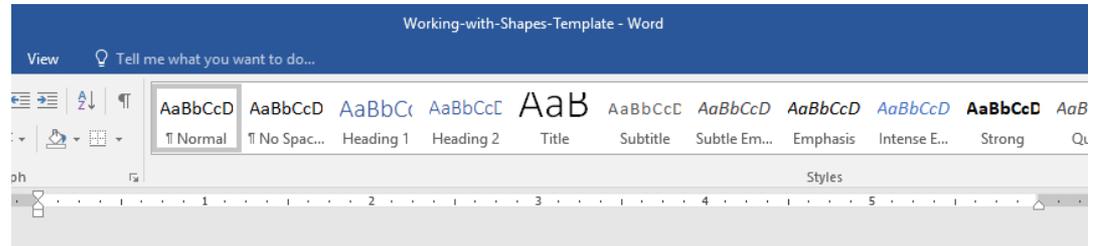
Working with Shapes

Directions

-You must be done typing your document to move onto these steps.

-You will be creating a logo for a new Robot toy called WeatherBot. Create a logo using shapes.

1. The logo needs to include at least 2 shapes.
2. The logo needs to include at least 2 different colors.
3. The logo needs to include the toy's name.
4. The logo needs to be placed below the text of the story.



Welcome back! It's your pal Buddy again!

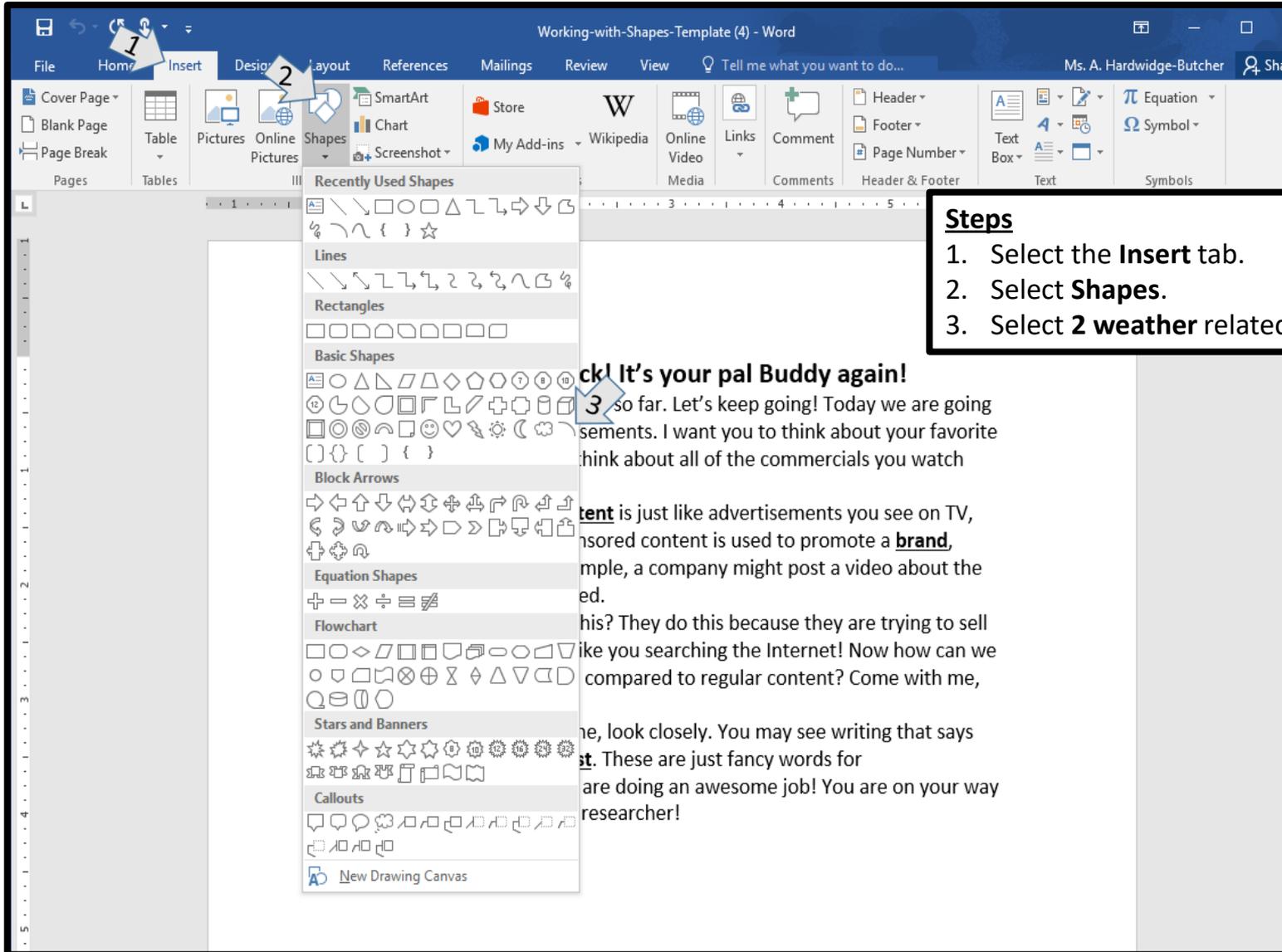
I hope you're having fun so far. Let's keep going! Today we are going to talk about online advertisements. I want you to think about your favorite TV show. What is it? Now, think about all of the commercials you watch during that show!

Well, **sponsored content** is just like advertisements you see on TV, except online! Usually, sponsored content is used to promote a **brand**, product, or service. For example, a company might post a video about the cool, new toy they've created.

Why would they do this? They do this because they are trying to sell their cool, new toy to kids like you searching the Internet! Now how can we **identify** sponsored content compared to regular content? Come with me, I'll show you the way!

When searching online, look closely. You may see writing that says sponsored or even **paid post**. These are just fancy words for advertisements! Wow, you are doing an awesome job! You are on your way to becoming a great online researcher!

Working with Shapes



- Steps**
1. Select the **Insert** tab.
 2. Select **Shapes**.
 3. Select **2 weather** related shapes.

Working with Shapes

Steps

1. Drag the shapes below the last paragraph.
2. Change the color of the shapes by right mouse clicking on the picture.
3. Then select **fill** to change the color.

Working-with-Shapes-Template (4) - Word

File Home Insert Design Layout References Mailings Review View Format Tell me what you want to do... Ms. A. Hardwidge-Butcher Share

Cover Page Blank Page Page Break Table Pictures Online Pictures SmartArt Chart Screenshot Store My Add-ins Wikipedia Online Video Links Comment Header Footer Page Number Text Box Equation Symbol

Pages Tables Illustrations Add-ins Media Comments Header & Footer Text Symbols

1 2 3 4 5 6 7

Welcome back! It's your pal Buddy again!

I hope you're having fun so far. Let's keep going! Today we are going to talk about online advertisements. Think about your favorite TV show. What is it? Now, think about the commercials you watch during that show!

Well, **sponsored content** is not just for TV, but also for advertisements you see on TV, except online! Usually, sponsored content is used to promote a **brand**, product, or service. For example, a company might post a video about the cool, new toy they've created.

Why would they do this? Well, they are trying to sell their cool, new toy to kids like you. You can help them by posting a video about the **identify** sponsored content on the internet! Now how can we identify sponsored content? Well, you can look for content? Come with me, I'll show you the way!

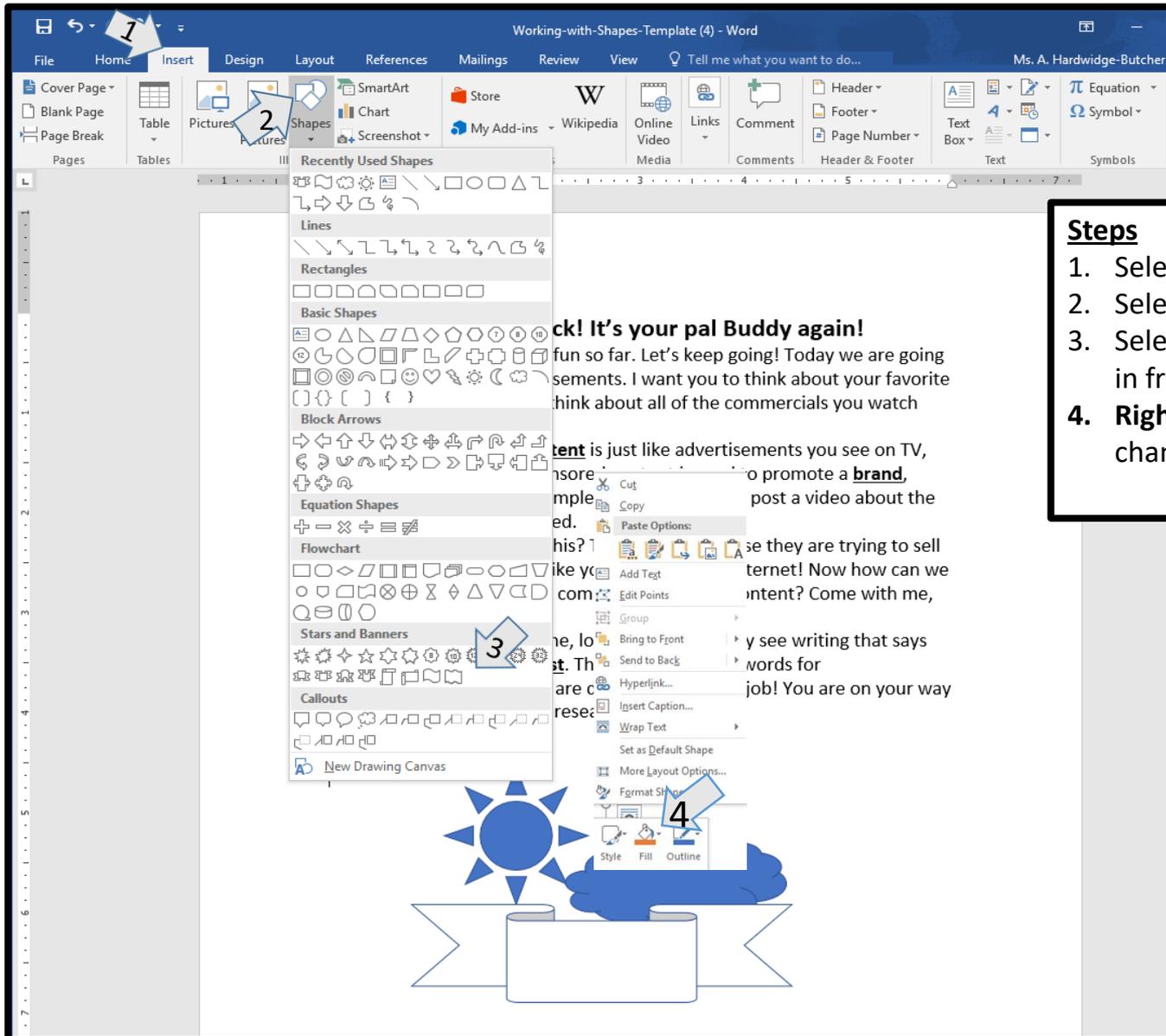
When searching online, you might see writing that says sponsored or even **paid post**. This is a sign of advertisements for products or services. You are on your way to becoming a great online researcher!

1 2 3

Style Fill Outline

9

Working with Shapes

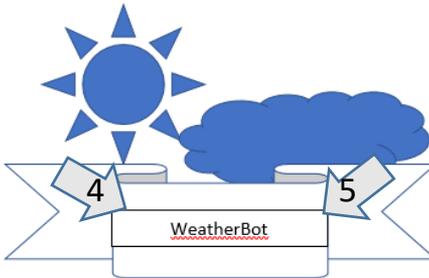


- Steps**
1. Select the **Insert tab**.
 2. Select **shapes**.
 3. Select a **banner**. Drag the banner in front of the shapes.
 4. **Right click** on the **banner** to change the fill to **white**.

Working with Shapes

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Text Box' gallery is open, displaying various text box styles. A 'WeatherBot' banner is positioned at the bottom of the page, featuring a sun, a cloud, and the text 'WeatherBot' on a ribbon. Numbered callouts (1-5) indicate the steps for inserting and formatting a text box.

- Steps**
1. Select the **Insert** tab.
 2. Select **text box**.
 3. Select **simple text box**.
 4. **Drag** the text box in front of banner.
 5. Inside the textbox type **WeatherBot**. You can select the **color and font** of the letters.



Does your screen look like this?

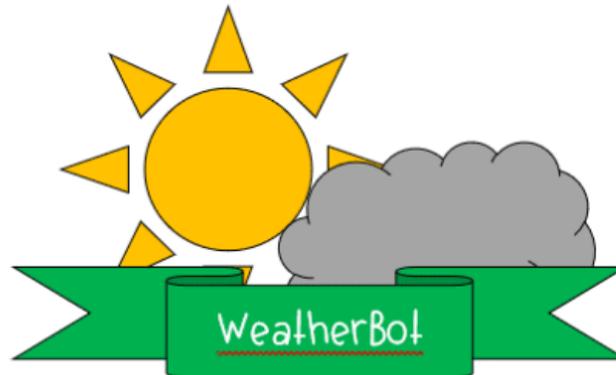
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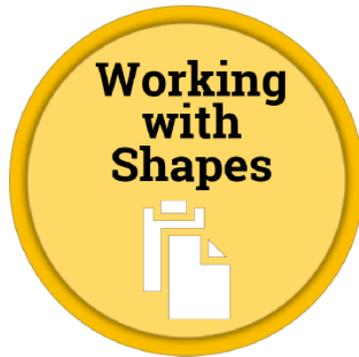
Sample Screen

Turn In your assignment

Word Processing

Grade 5

Working with Tables

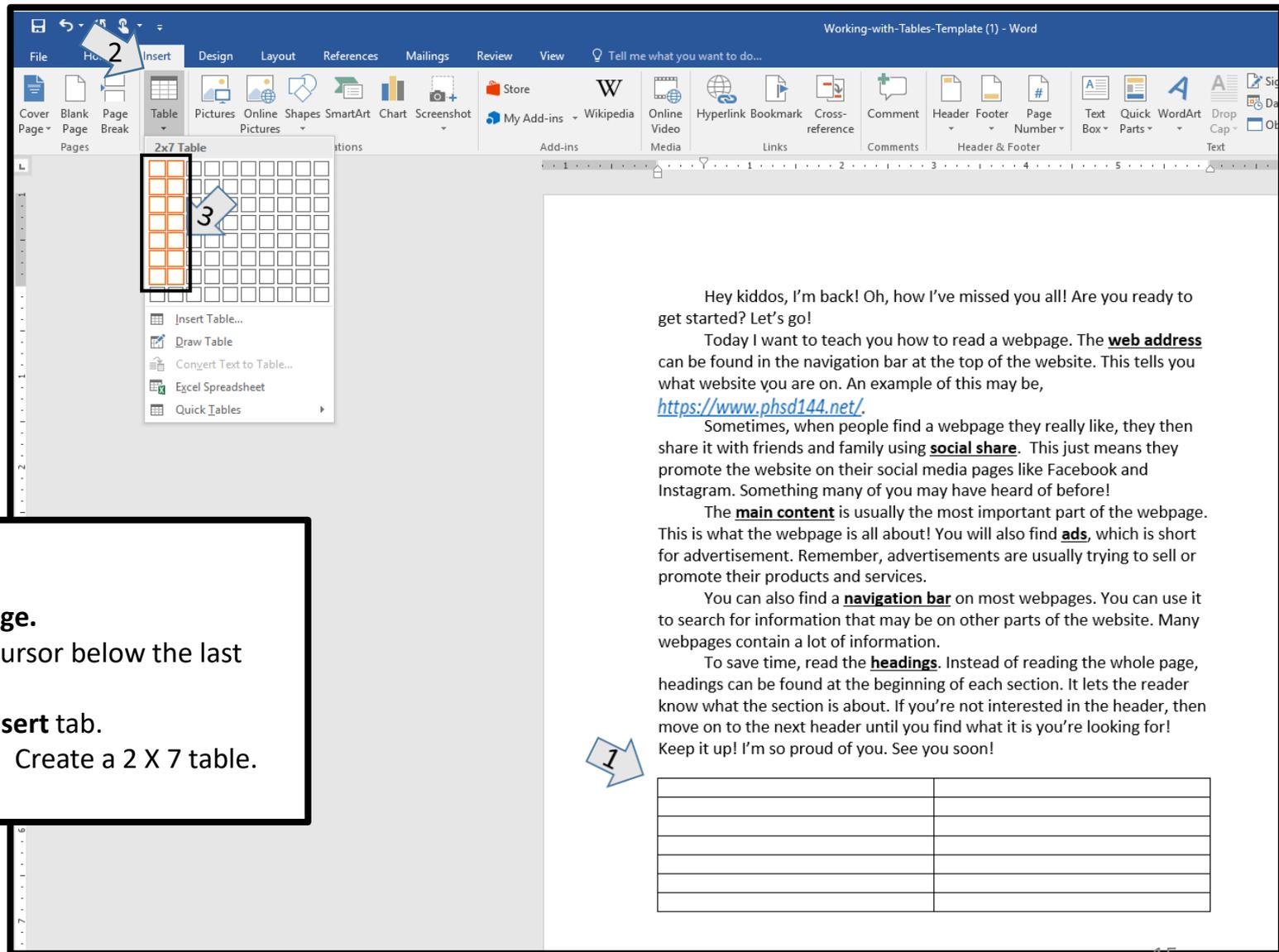


Accessing the File

The screenshot shows a Microsoft Teams assignment page. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. The 'Assignments' tab is selected. Below the navigation, there is a 'Back' button on the left and a 'Turn in' button on the right. The main content area is titled 'Working with Tables'. To the right of the title, there is a 'Due Date' section showing 'Thu May 30, 2019 at 11:59 PM' and a 'Points' section showing '50 points possible'. Below the title, there are sections for 'Instructions' (Use the direction booklet to help you.), 'Reference materials' (None), and 'My work'. Under 'My work', there is a document titled 'Working with Tables' with a Word icon. A context menu is open over this document, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. There is also an 'Add work' button next to the document.

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on Working with Tables
5. Click on next to document in MY WORK
6. Select OPEN IN WORD.

Working with Tables



Working-with-Tables-Template (1) - Word

File Home **Insert** Design Layout References Mailings Review View Tell me what you want to do...

Cover Page Page Break Pages Table Pictures Online Pictures Shapes SmartArt Chart Screenshot Store My Add-ins Wikipedia Online Video Hyperlink Bookmark Cross-reference Comment Header Footer Page Number Text Quick WordArt Drop Cap Text

2x7 Table

1

Hey kiddos, I'm back! Oh, how I've missed you all! Are you ready to get started? Let's go!

Today I want to teach you how to read a webpage. The **web address** can be found in the navigation bar at the top of the website. This tells you what website you are on. An example of this may be, <https://www.phsd144.net/>.

Sometimes, when people find a webpage they really like, they then share it with friends and family using **social share**. This just means they promote the website on their social media pages like Facebook and Instagram. Something many of you may have heard of before!

The **main content** is usually the most important part of the webpage. This is what the webpage is all about! You will also find **ads**, which is short for advertisement. Remember, advertisements are usually trying to sell or promote their products and services.

You can also find a **navigation bar** on most webpages. You can use it to search for information that may be on other parts of the website. Many webpages contain a lot of information.

To save time, read the **headings**. Instead of reading the whole page, headings can be found at the beginning of each section. It lets the reader know what the section is about. If you're not interested in the header, then move on to the next header until you find what it is you're looking for! Keep it up! I'm so proud of you. See you soon!

Steps

-Read the passage.

1. Move your cursor below the last paragraph.
2. Select the **Insert** tab.
3. Select Table. Create a 2 X 7 table.

Working with Tables

Terms	Definition
Web Address	The URL of the web page
Social Share	Posting on social media platform about a web page you want to share
Main Content	The most important information on the page
Ads	Like commercials, they try to sell something
Navigation Bar	Search bar to find information
Headings	Beginning text for each section

Steps

1. Select **Font** type **Calibri 14pt**.
2. Type “**Terms**” and “**Definitions**” at the top of the columns. The terms should be **centered** and **bold**.
3. Then fill in your table with the correct information.
4. Terms and definitions will begin with capital letters.
5. Font size should be **Calibri 14pt** for all words.

Does your screen look like this?

Hey kiddos, I'm back! Oh, how I've missed you all! Are you ready to get started? Let's go!

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Terms	Definition
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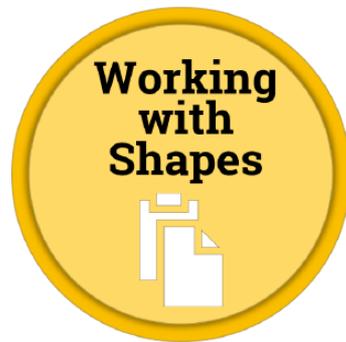


Turn In your
assignment

Word Processing

Grade 5

Working with Editing



Accessing the File

The screenshot shows a Microsoft Teams interface. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments' (which is selected). In the top right corner, there are icons for share and refresh. Below the navigation, there is a 'Back' button on the left and a 'Turn in' button on the right. The main content area is titled 'Working with Editing'. To the right of the title, there is a 'Due Date' section showing 'Thu May 30, 2019 at 11:59 PM' and a 'Points' section showing '50 points possible'. Below the title, there are sections for 'Instructions' (with the text 'Use the direction booklet to help you.'), 'Reference materials' (with the text 'None'), and 'My work'. Under 'My work', there is a document card for 'Working with Editing'. A context menu is open over this card, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. There is also an 'Add work' button to the left of the document card.

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on Working with Editing
5. Click on next to document in MY WORK
6. Select OPEN IN WORD.

Working with Editing

It's so nice to see you again! Are you ready to have some fun? Me too! Let's discuss how to judge information we see online.

How do we know if something online is good or bad? How do we know if it's real or fake? Your good friend Buddy is going to teach you how to **evaluate** online content.

First off, is **information** on the website **relevant** to you? For example, let's say you want to research facts about dogs. Would a website selling dog toys be relevant or important to you? No way!

Secondly, is the website telling you the **truth**? What is the website's purpose? Who else is looking at the website and what are they using it for? Is the website trying to convince you to buy or do something? Pay attention to the author's **tone**. Why does it sound like the author is writing this webpage? Does the website focus on facts or opinions? Take time to research the author of this webpage. Have they written other articles or books before? Remember, check to see when the website was written. You don't want to rely on information if it is outdated or old!

Before trusting a website, you should be asking yourself all of these questions and more. You're right on track! We have lots more to learn, so come along for the ride!

Directions

1. Open the template.
2. Read the passage.
3. Finish typing the document. Find all the mistakes and correct the mistakes.

Any words that are **underlined in red** are spelled incorrectly. Click on the words using your **right mouse button**. Options for the correct spelling will appear.

Words or sentences **underlined in blue** have grammar errors. Click on the word(s) using your **right mouse button**. Options for the correct grammar will appear.

Does your screen look like this?

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Before trusting a website, you should be asking yourself all of these questions and more. You're right on track! We have lots more to learn, so come along for the ride!

Turn In your
assignment

Word Processing

Grade 5

Working with Find and Styles



Accessing the File

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1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on Working with Find and Styles
5. Click on next to document in MY WORK
6. Select OPEN IN WORD.

Working with Styles

Steps

1. Select the title.
2. Select the **Title** Style.
3. Center your title
4. Select the paragraph.
5. Change the paragraph to a style that you like. (You do not need to change the font.)

Turn In your assignment

1 What is Copyright?

2 What's up boys and girls! I want to tell you a little bit about copyrighting. What does copyright mean? It simply means that someone's work is protected. For example, an artist who writes a book or a musician who writes a song will have their creations copyrighted so nobody else can take credit for them. **Intellectual property** means the original creator owns their work. Nobody else can use or sell their work, especially to make money! If you do want to use or change someone else's work, you have to first get permission. This type of agreement is called a **license**. Now, some creators are okay with other people using their work. If so, they publish their work on a **public** domain so others can access it. Some creators actually place their work on **creative commons**, which means they create a special set of rules for people who wish to use their work. Sadly, some people still try to steal others work. This is called **plagiarism**. Let me share an example. If Sally wrote a story and Billy stole it to share and say he wrote it, Billy is now breaking copyright **protections** and plagiarizing. Awesome job today kids! See you in our next lesson!

3

4

5

Styles

- Clear All
- Normal
- No Spacing
- Heading 1
- Heading 2
- Title
- Subtitle
- Subtitle Emphasis
- Emphasis
- Intense Emphasis
- Strong
- Quote
- Intense Quote
- Subtitle Reference
- Intense Reference
- Book Title
- List Paragraph

Show Preview
Disable Linked Styles
Options...