

5th Grade Microsoft Word

Assignment	Technology Skills	Digital Citizenship Topic
Review	<ul style="list-style-type: none"> ● Typing a Paragraph ● Font Selection <ul style="list-style-type: none"> ○ Font Style ○ Font Color ○ Font Alignment ○ Font Size ● Alignment 	<ul style="list-style-type: none"> ● Online Advertisements
Working with Shapes	<ul style="list-style-type: none"> ● Inserting Shapes <ul style="list-style-type: none"> ○ Resizing & Positioning Shapes. ● Layering Shapes ● Shape Fill ● Inserting Text Boxes 	<ul style="list-style-type: none"> ● Online Advertisements and Logos.
Working with Tables	<ul style="list-style-type: none"> ● Inserting a Table <ul style="list-style-type: none"> ○ Positioning of the table ● Organizing Information in the table. <ul style="list-style-type: none"> ○ Font ○ Alignment 	<ul style="list-style-type: none"> ● Website content
Working with Editing	<ul style="list-style-type: none"> ● Typing several paragraphs <ul style="list-style-type: none"> ○ Font ○ Alignment ○ Indent ● Correct spelling errors ● Correct grammar errors 	<ul style="list-style-type: none"> ● Valid Websites
Working with Find and Styles	<ul style="list-style-type: none"> ● Find and Replace Feature ● Styles <ul style="list-style-type: none"> ○ Title Style ○ Paragraph Style 	<ul style="list-style-type: none"> ● Copyright

Materials: Student Packet and Templates
Extension Activity: Create a Fish Tank using Shapes