

Anoka-Hennepin Secondary Curriculum Unit Plan

Department:	BME	Course:	Introduction to Computers	Unit Title:	Word Processing	Grade Level(s):	9-12
Assessed Trimester:		Pacing:		Date Created:	1/16/2014	Last Revision Date:	

Course Understandings: <i>Students will understand that:</i> <ul style="list-style-type: none">How to format a documentHow to properly save a documentHow to open a documentWhen to use a word processing documentHow to create a table
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DESIRED RESULTS (Stage 1) - WHAT WE WANT STUDENT TO KNOW AND BE ABLE TO DO?

Established Goals	
<ul style="list-style-type: none">	
Transfer	
Students will be able to independently use their learning to: (product, high order reasoning) <ul style="list-style-type: none">	
Meaning	
Unit Understanding(s): Students will understand that: <ul style="list-style-type: none">	Essential Question(s): Students will keep considering: <ul style="list-style-type: none">How do I change the margins?How do I access help?How do I insert an image or clip art?How do I change the look of my document?How do I create a table?
Acquisition	
Knowledge - Students will: <ul style="list-style-type: none">TabsAlignmentFont size, typesSaveBulleted listsNumbered listsDouble spacingWord artClip artDrawing toolbarPage setup	Skills - Students will: <ul style="list-style-type: none">

<ul style="list-style-type: none">• Page borders, shading Reasoning - Students will: <ul style="list-style-type: none">•	
Common Misunderstandings <ul style="list-style-type: none">•	Essential new vocabulary <ul style="list-style-type: none">•