

Anoka-Hennepin Secondary Curriculum Unit Plan

Department:	BME	Course:	Computer Applications	Unit 1Title:	Creating and Editing a Word Document	Grade Level(s):	
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">• Start and quit Word• Describe the Word window• Enter text in a document• Check spelling as they type• Save a document• Format text, paragraphs, and document elements• Undo and redo commands or actions• Insert a picture and format it• Print a document• Change document properties• Open a document• Correct errors in a document• Use Word’s help
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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">•
Acquisition	
Knowledge - Students will: <ul style="list-style-type: none">• Reasoning - Students will: <ul style="list-style-type: none">•	Skills - 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">
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