6th Computer Lesson Plan 4

Objective:	We will…use search tools to locate information on the internet. I will…develop a numbered list of *history topic of your choice* examples using previously learned skills.
Computer Log In (Immediately as students come in the room. Sit at assigned computer station.)	1. Sign out of the computers if prior student has not signed out. (Windows button, then three bars, then name, then sign out) 2. Log back in as yourself.
Typing Warm Up: (Students go to immediately after log in, time students for 5 minutes)	Typing.com- 1. Proceed directly to Typing.com to pick up where you left off last week
Core Lesson:	**USING INFORMATION FROM THE INTERNET TO DEVELOP A NUMBERED LIST** Explain assignment- Today, we are going to develop a numbered list in Word with examples of a relevant history topic. Turn and talk to your neighbor to discuss a topic that will be used for this lesson. Ask "Can anyone give us a couple examples of history items for todays list?" (Brief discussion to follow about their history topic and the student given examples.) Your goal today will be to create a numbered list based on your selected topic by searching internet images for examples. You won't add pictures to your list today, but you will take the idea to place in your word document. After you search and create your list, you will highlight your favorite list item, underline your least favorite, and then change any font or text you desire. But before we do that, let's get logged in to Office 365 so our document is ready. 1. Have students log in to Office 365 and go to their One Drive. Have then open their files to find the document they created last week. 2. Click in the folder called Computer Lab Files if they are not already in there, and have them create a new word document in this folder. (Explain that by opening the folder before we create a document, it is automatically saved in there.) 3. Have students name their new word document *suggest a common name*. They do this by clicking on the word "Document" at the top of their document and typing right away. WARN STUDENTS NOT TO USE BACKSPACE!!! Just highlight and rename. 4. Students then need to create a title at the top of their document called "*History Topic List*" (or whatever makes sense for your items). Have students increase the font to 20 Font, change the Style, and Bold their title. Show students how to center their title with the centering buttons. Also talk to students about the difference between the file name and the document title. 5. Model for students how to add numbering to their documents. Click under the title, click the Numbering button (labeled 123 with lines), then begin typing. Press enter to move to the next number. 6. Model for students how to find images about your topic by searching in GOOGLE CHROME! 7. Direct students to begin their search and creation of 5 examples in a numbered list in their word document.

Exit Activity:	1. Have students look at their list of 5 items. 2. Then, have them highlight their favorite. (Click and drag to highlight in grey, then click the highlight button.) 3. Finally, ask them to underline their least favorite.
Procedures Reminder:	• Verify students have named their WORD document and it says "saved". • Exit all programs. (Work is saved since we did this on Office online.) • Sign off computers using the Windows button and Name section. • Fix the equipment and chairs in the lab.