6th Computer Lesson Plan 5

Objective:	We will…use search tools to locate information on the internet. I will…develop a *list of history related topics of teachers choice* using Word Art and picture wrapping tools.
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 PICTURES AND WORD ART TO DISPLAY INFORMATION** Explain assignment- Today, we are going to use Word Art and online pictures to display information about the chosen history topic that will allow them **to compare two things**. Turn and talk to your neighbor to discuss something related to the topic of choice. Ask a couple discussion questions based on the topic. Your goal today will be to create a poster for the history topic of teachers choice. We're going to create a document like this (OPEN sample document for Week 5) in which you insert Word Art for the title, and then insert pictures from the web to show what you know about the chosen History topic. 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. 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 name to help. 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. To be able to work with Word Art…we are going to have to "Edit in Word". Students will click on EDIT IN WORD towards the top of their online view, and then click Open Office 2016. 5. When the document opens, explain that opening in Word has the same and even more features that they have become accustomed to working with, but one of the features we are working with today, Word Art, is only available in the Desktop version, not the online version. 6. Show students the Sync Save icon located at the very top left of their screen. Now, to save their work, students will need to click this button. It's a good habit to save every once in a while to be sure not to lose your work. When they close this, their work will be saved in the Online cloud version. 7. Students will need to insert the cursor at the top of the page under the title. Create a two column table with 5 rows. Students then need to insert word art to make a header for their conductor and their insulator column. a. Place your cursor in the top cell in the right column Click the **Insert** Tab. Then click **Word Art**. Click a style you like. Insert an image for the first topic that you selected to compare. (Show students how to move this

	around on the page, change the font color, size, etc.) Repeat this process to create a list header in the column on the right.
	8. Once students have their titles ready…show them how to search images that are labeled for noncommercial reuse. Discuss citing sources and giving credit for sure for the ones that are not labeled for reuse, but it's a good idea for all.
	a. Show students how I could just copy the URL and paste to show who I got the picture from. (And how that then works just like word art and pictures to move around the page.)
	9. Show an example of how to copy a picture, and then paste it to a word document.
	a. Go to Google Chrome.
	b. Search for the image with a keyword in the google search.
	c. Click on Images.
	d. Click on Tools.
	e. Click on Usage rights.
	f. Click on Labeled for Noncommerical reuse.
	g. Click on the picture.
	h. Right click. Select Copy Image.
	i. Go back to your Word Document.
	j. Right Click. Click the first clipboard under paste. Or click CTRL V (if in online version.)
	k. Right click on the picture that was inserted. Click on Wrap Text. Select In Front of Text. (Explain that depending what you have on your page already, there are reasons to use the other wrap text features as well.)
	l. Move the picture to where you want it.
	m. Repeat this process for the other 5 pictures you need.
Exit Activity:	1. Cover the source link for your pictures if time allows.
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.