Microsoft Word - Lists

# Lesson Standards

# 10th Grade ESE Students – IEP Accommodations

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| ***YA*** *(LI)* **–**  *oral presentation of all test items; extra time for tests and assignments; extra response and processing time* |
| **BD** (SLD) – extra time for tests and assignments; oral presentation of directions/instructions/test items (as requested) |
| **ME** (OHI, LI, EBD) **– BEHAVIOR INTERVENTION PLAN; provide** printed copy of notes, extra time to complete assignments and tests, extra response and processing time, shortened assignments (that do not alter curriculum), test in small group setting |
| **CF** (SLD) *–* oral presentation of all test items; extended time for tests and assignments; preferential seating |
| **MF** (SLD) – extended time for tests and assignments; extra response and processing time; calculator for math and science; oral presentation of all test items |
| **BG** (SLD) ***–*** extended time for tests and assignments; preferential seating; oral presentation of test items |
| **\* DR** (ASD, OHI, LI) **–**  copy of board notes and/or teacher notes (as requested by student); oral presentation for all test items and writing prompts; test in a small group setting; preferential seating; keyboarding extended responses; extended time for tests and assignments; seated close to teacher; keyboarding for extended responses; keyboarding for written classroom & homework assignments |
| **LS** (SLD**) –** extra response and processing time; preferential seating; extended time for tests and assignments; oral presentation of directions and test items |
| **\*SW** (SLD, LI) – opportunity for student to paraphrase or repeat directions; repeated/summarized/clarified test directions; extra time to complete assignments; preferential seating; calculator for math; text to speech technology; test in a small group setting |

## Learning Goal:

Students will be able to use lists in Microsoft Word

## Objective:

Students will edit a document to include numbered lists, bullets, multilevel lists, and symbols using Microsoft Word.

## Guided Practice

Teacher will introduce the lesson with a preview of the lesson located at <https://youtu.be/tyXahko-tX8>

I will use Netops to display my screen on all student screens.

## Independent Practice

1. Download the [**practice document**](https://media.gcflearnfree.org/content/5c09491177c0500354728561_12_06_2018/word_lists_practice.docx)
2. On Page 1, select the text under “Agenda”
3. On the Home tab, click the drop-down arrow next to the Bullets command. A menu of bullet styles will appear. Choose the square bullet.
4. By dragging the indent markers on the Ruler, you can customize the indenting of your list and the distance between the text and the bullet or number. Select the text started with “New Members Introduction” and ending with “New TTI Facebook Page” and use the left indent marker to indent the text to the .75” mark on the ruler.
5. Select the text under “Farewell dinner preparation”
6. On the Home tab, click the drop-down arrow next to the Numbering command. A menu of numbering styles will appear.
7. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the 1) 2) 3) numbering style.
8. Place your cursor at the end of “Send invitations” and press enter to give yourself a new line.
9. Type “Day of Dinner”
10. Use the format painter to copy the format from the “Farewell dinner preparation” text to the “Day of Dinner” text.
11. Right click in front of the text “Approve location set up” and restart the numbering at 1.
12. Scroll back up to page 1 and select the text “Call to Order”
13. On the Home tab, click the drop-down arrow next to the Bullets command. Select Define New Bullet from the drop-down menu.
14. The Define New Bullet dialog box will appear. Click the Symbol button.
15. Click the Font drop-down box and select a font. The Wingdings and Symbol fonts are good choices because they have many useful symbols. Choose the TM symbol.
16. Scroll to page 3.
17. Select the text under New Members starting with Carolyn and ending with Co-Treasurer, and format it as a bulleted list.
18. With the text still selected, use the Define New Bullet dialog box to change the bullets to a green star. Hint: You can find a star in the Wingdings font.
19. Increase the indent level by 1 for the lines Social Media Marketing, Fundraising, and Co-Treasurer.
20. Increase the indent level by 2 for the line Primarily Europe.
21. In the Treasurer's Report list, decrease the indent level by 1 for the line Amount available this month.
22. In the Communications Report list, restart the numbering at 1.

Remediation/Accommodations

Video Tutorial with Closed captioning can be found at

<https://youtu.be/2jn4DXv5xHQ>