Microsoft Word – Page Layout

# 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 customize the page orientation, paper size, and page margins in Microsoft Word

## Objective:

Students will edit a document to modify page margins, page orientation, and paper size using Microsoft Word.

## Guided Practice

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

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

## Independent Practice

## Open the [practice document](https://media.gcflearnfree.org/content/5c09497777c0500354728565_12_06_2018/word_pagelayout_practice.docx)

## Select the Layout tab.

1. Click the Orientation command in the Page Setup group and change the orientation to portrait.
2. Select the Layout tab, then click the Size command.
3. Set the size to Legal 8.5 X 14
4. Select the Layout tab, then click the Margins command
5. A drop-down menu will appear. Click the predefinedmargin size Narrow
6. Scroll to the bottom of the page. How might we get rid of some of the blank space on our page?
7. This document is made up of several tables. Click anywhere below applicant and notice your “table tools” have opened.
8. Go to the table tools design tab and select any of the grid table styles you would like.
9. Fill out this application to the best of your ability. This is fairly representative of a real job application. If you needed to, could you fill this out on the spot. What information do you think you need to find out for future applications?
10. Click anywhere below previous employment and convert the table to text. Make sure you separate by tabs when given the option.
11. Now look at the bottom of your page. How can we get rid of some of this blank space?

Video Tutorial with Closed captioning can be found at