

First Grade Technology Course

Lesson A-1-5

Copy, cut, paste, editing, and page layout

Computer/Mobile Lab

Copy, Paste, Cut

1. Explain that sometimes information in a document needs to appear in more than one place. The information doesn't need to be typed more than once. It can be copied and pasted.
 - Demonstrate how to copy and paste using Copy, Cut, and Paste Activities file on the Student Technology Courses webpage on the Mayfield website.
 - Direct students to Student Technology Courses webpage.
 - Click on Students in top green bar.
 - In black drop-down box, click on Student links.
 - Click on Technology Courses.
 - Click on Copy, Cut and Paste Activities under First Grade Files.
 - Direct students to open file and complete copy and paste activity.
2. Explain that sometimes information needs to be moved in a document. Instead of deleting and re-typing, it can be cut and pasted.
 - Demonstrate how to cut and paste using the same file.
 - Direct students to complete cut and paste activity.
3. Optional activity: Use the Snowman Rebus Story as an additional cut and paste activity. It's also on the Student Technology Courses webpage.

Ideas for alternative cut/copy/paste activities

2014 Social Studies Standards

History 3: The way basic human needs are met has changed over time.

Insert pictures of food, clothing, shelter, and transportation from past and present into a document. Insert a table into the document with two columns labeled past and present. Save as a template on a shared drive or post to teacher website. Students open document and copy/paste or cut/paste pictures into appropriate columns. Upon completion, discuss results.

Geography 5: Places are distinctive because of their physical characteristics (landforms and bodies of water) and human characteristics (structures built by people).

Insert pictures of physical and human characteristics into a document. Insert a table into the document with two columns labeled physical and human. Save as a template on a shared drive or post to teacher website. Students open document and copy/paste or cut/paste pictures into appropriate columns. Upon completion, discuss results.

Government 10: Rules exist in different settings. The principles of fairness should guide rules and the consequences for breaking rules.

Create a document with a list of rules that apply to at least two locations in the school (gym, cafeteria, classroom, playground, etc.). Insert a table into the document with two or more columns labeled with the school locations. Save as a template on a shared drive or post to teacher website. Students open document and copy/paste rules into appropriate columns. Some rules will apply to more than one column. Upon completion, discuss results.

Editing, page layout

1. Explain that Word identifies misspellings, punctuation, and grammar errors. These errors are underlined. Someone can edit or correct his document by moving his cursor to the underlined words and phrases.
 - Demonstrate how to edit a document using the Story to Edit document on The Student Technology Courses webpage.
 - Direct students to this webpage.
 - Direct students to open the file.
 - Work together to edit the document.
Note: Don't use Spelling & Grammar check. Move cursor to underlined words or phrases and correct.
 - If time, continue on to step 2. Otherwise, direct students to save the document to their H: drives.
2. Explain that the layout or the appearance of a document can be changed. To change the layout, the Page Layout tab must be clicked.
 - If the document is not open from previous activity, direct students to open it from their H: drives.
 - Define orientation – position on a page. Explain that portrait (vertical) has the long sides of the paper going “up and down.” Landscape (horizontal) has the short sides of the paper going “up and down.”
 - Demonstrate how to change orientation.
 - Direct students to click on the Page Layout tab, then click the Orientation icon. Direct them to change the orientation from portrait to landscape then back to portrait. Then allow them to choose which orientation they want.
 - Define margins – the blank space around the words. Explain there are four margins: top, bottom, left, and right. They can be all the same size or different sizes.
 - Direct students to click on the Margins icon. Explain that the margins are currently on the Normal setting. Direct them to change to Narrow then to Wide and finally back to Normal. Then allow them to choose which margins setting they want.
 - If time remaining, use step one in lesson A-1-6 to show how to insert an image (clipart).
 - Demonstrate how to save changes using either save command or disk icon.
 - Direct students to save changes.
 - Instruct students to close Word and log off.

Classroom Station(s)

Copy, cut and paste

1. Explain that sometimes information in a document needs to appear in more than one place. The information doesn't need to be typed more than once. It can be copied and pasted.
2. Use file named Copy, Cut, and Paste Activity on the Student Technology Courses webpage. It has two activities. Show the students how to access it.
3. Demonstrate the planned activity for the day.
4. Demonstrate how to save to H: drive.
5. Direct students to rotate through computer station(s) completing this activity. Student should use his own login.

Editing

1. Explain that Word identifies misspellings, punctuation, and grammar errors. These errors are underlined. Someone can edit or correct his document by moving his cursor to the underlined words and phrases.
2. Use file named Story to Edit on the Student Technology Courses webpage. Show students how to access it.
3. Demonstrate how to edit the document.
4. Demonstrate how to save to H: drive.
5. Direct students to rotate through computer station(s) completing this activity. Student should use his own login.

Page layout

1. Explain that the layout or the appearance of a document can be changed. To change the layout, the Page Layout tab must be clicked.
2. Demonstrate how to locate and open editing document on H: drive.
3. Define orientation and demonstrate how to change.
4. Define margin and demonstrate how to change.
5. Demonstrate how to save.
6. Direct students to rotate through computer station(s) completing this activity. Student should use his own login.