

Kindergarten Technology Skills

Lesson A-K-10

Inserting digital images and clipart

Note #1: Students should have finished typing All About Me document and saved it to H: drive.

Note #2: Digital pictures of students have been saved on Public drive or on their individual H: drives.

If preferred, clipart could be used instead of digital pictures. Students could insert pictures of their favorite toys or chose occupations.

Classroom Introduction

1. Review opening a document from the H: drive.
2. Demonstrate inserting a picture from a public drive.
3. If choose to use clipart instead, demonstrate how to insert clipart.
4. Review how to save.

Computer/Mobile Lab

1. Instruct students to log in and locate their All About Me documents.
2. Lead students through steps to insert their pictures/clipart.
3. Instruct students to save documents.
4. Optional: Print documents.
5. Instruct students to close Word and logout.

Classroom Station(s)

1. Direct students to rotate through computer station(s) completing this activity. The student will need to log in using his/her own username and password.
2. Optional: Print documents.