

Kindergarten Technology Skills

Lesson A-K-8

Formatting text

Classroom Introduction

1. Review how to open Word.
2. Demonstrate formatting text – setting before typing.
 - Size
 - Font
 - Color
3. Demonstrate formatting text – selecting after typing.
 - Size
 - Font
 - Color

Computer/Mobile Lab

1. Instruct students to log in and open Word.
2. Use either Formatting Practice 1 or Formatting Practice 2 document to provide activities in which students practice setting the formatting before typing and double-clicking/selecting to format after typing. Documents are in the Technology Course Resources section on the Mayfield website.
Note: Can use star words, science or social studies vocabulary instead.
3. Allow students free-time to explore formatting.

Classroom Station(s)

1. In order to save time, log into computer(s) with generic classroom login.
2. Remind students how to open Word.
3. Demonstrate formatting text – setting before typing and selecting after typing.
4. The Formatting Practice 2 document has four activities which require the student to change the font size, color, and style, both before and after typing.
Note: The last activity is better suited as a whole group activity in a computer/mobile lab setting.
5. Demonstrate the formatting activity planned for the day/week.
6. Provide a copy of the activity for the students to follow while sitting at the computer.
7. Direct students to rotate through computer station(s) completing this activity. Student should open Word to begin and close Word when finished.
8. Optional: Create your own activities to practice formatting.