Kindergarten Technology Skills
Lesson P-K-9
Creating and Saving a Document

2014 Social Studies Standards
SS History 2: Personal history can be shared through stories and pictures.
SS Geography 8: Individuals are unique but share common characteristics of multiple groups.

When students have completed their All about Me documents, allow them to share the information (personal history). Discuss it in terms of past, present, and future. After sharing, discuss similarities and differences among the group. Help the children notice that they are members of different groups (five-year olds, blondes, girls, etc.)

Home

Students complete the All about Me (fill-in-the-blanks) document.

Classroom Introduction

1. Use the A Computer is Like a Filing Cabinet PowerPoint presentation to explain drives, folders and files. It's in the Technology Course Resources section on the Mayfield website.
2. Demonstrate how to save to an H: drive.

Computer/Mobile Lab

Note: Typing document will take a minimum of 2 days.

 Day 1

1. Instruct students to log in and open Word.
2. Review text formatting.
3. Instruct the students to begin typing the sentences from their All about Me (fill-in-the-blanks) paper.
   Optional: Instead of typing entire document, students can add the information to the All about Me Template. The template is available in the Kindergarten Files section of the Student Technology Courses on the Mayfield website.
4. For those who might finish typing, instruct them to think of additional information they want to share and type the sentences.
5. When ten minutes remain, lead the students through saving their documents to their H: drives.
6. Instruct students to close Word and log off.

Day 2

1. Instruct students to log in.
2. Lead students through opening their saved documents from their H: drive.
3. Review text formatting with students.
4. Instruct the students to finish typing their stories before formatting.
5. Assist students with correcting spelling and punctuation errors. The reports do not have to be perfect!
7. If everyone finishes and time is remaining, demonstrate how to insert clipart/digital images. Otherwise, it can be done during lesson 10.
8. Remind students to save.
9. Instruct students to close Word and log off.

Classroom Station(s)

Note: In the classroom, it would be best to use the All about Me Template. Students will not be required to type entire sentences. They will add their personal information as well as the periods at the ends of the sentences. The template is available in the Kindergarten Files section of the Student Technology Courses on the Mayfield website.

Part 1

1. Demonstrate how to locate and open the template.
2. Demonstrate how to add personal information to the template.
3. Demonstrate how to save to on H: drive.
4. Review how to close Word and log out.
5. 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.

Part 2

1. Demonstrate how to find document on H: drive.
2. Demonstrate how to format.
3. Demonstrate how to save.
4. Review how to close Word and log out.
5. 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.