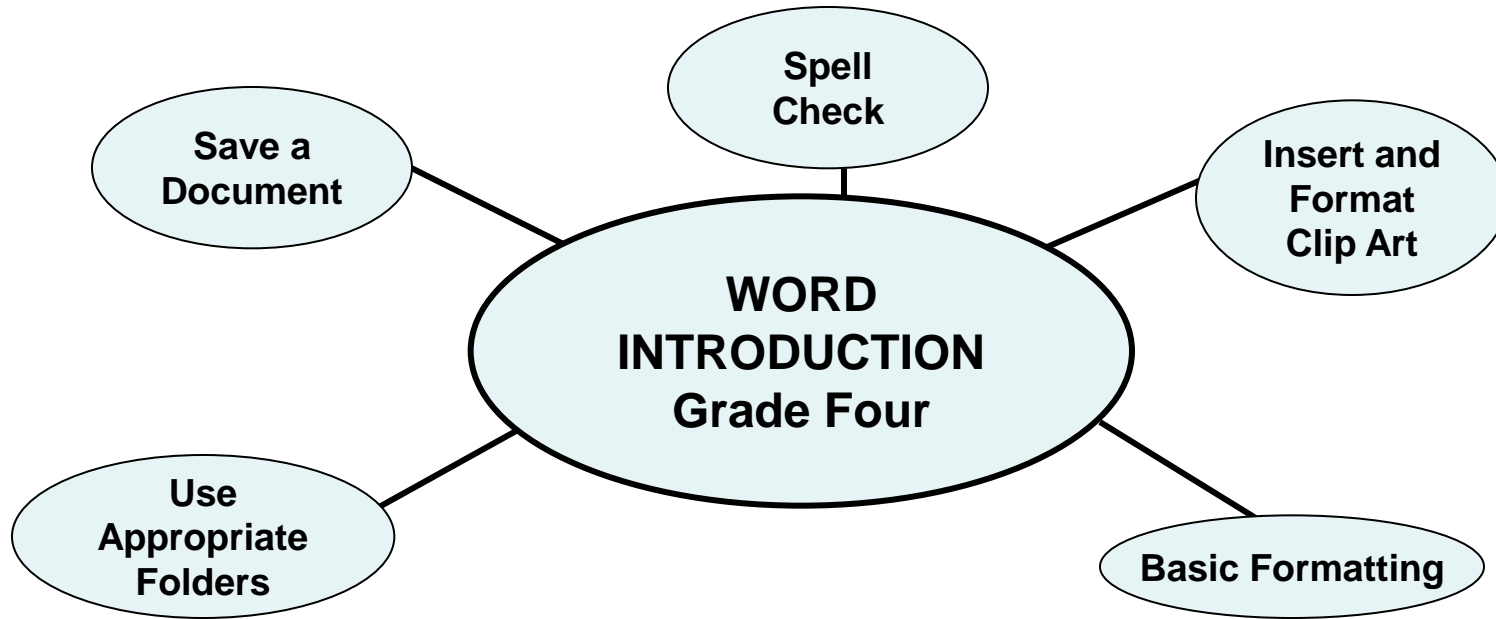


# COMPUTER

## Grade Four—Word Introduction



### Essential Understandings/Learning Goals:

Students will:

- Open saved document
- Format Text (bold, underline, italic, font, size, centering, font color, etc.)
- Insert clip art and format (resize, wrap, border)
- Save
- Spell Check

**TEC.5-8.5.1.4a** – use appropriate word processing and desktop publishing software

**TEC.5-8.5.1.4b** – more advanced features of word processing and publishing software

**TEC.K-4.5.1.1b** – see above standards

**TEC.K-4.5.1.2a** – Microsoft Word menus to format, save, and print curriculum integrated assignments

**TEC.K-4.5.1.3a** – Use of mouse

### Content Vocabulary:

Desktop  
Highlight  
Click out  
X-out  
Toolbar  
Save  
save as  
Illustrations  
Photographs  
Media  
Icon  
wrap text  
Hovering  
Buttons  
Menu