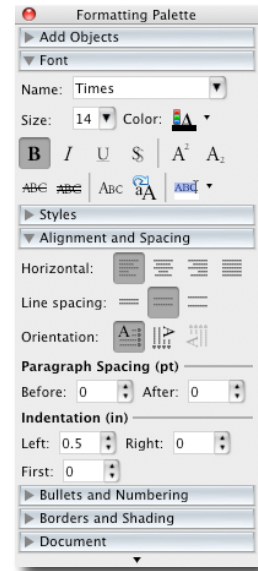


## Grade 2 - Lesson 1

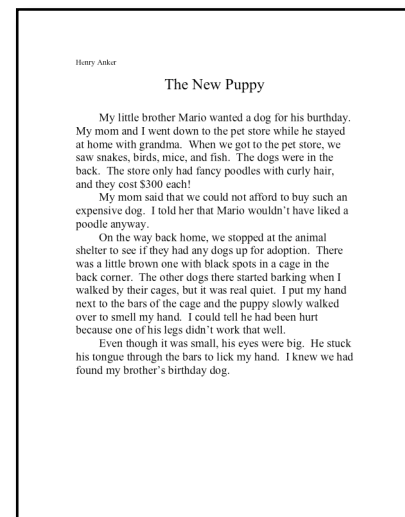
**Word Process a paragraph with proper capitals, punctuation, indentation, and centering of title**

By the end of this lesson, students should know how to bring out the **Formatting Palette**, and how to change the **Size** of text, as well as **Alignment and Spacing** independently.

\* Fundamental word processing skills of setting up text size, spacing, typing own name in Header were covered in First Grade lessons (please review as necessary).



1. Have students place their draft in a location where they can easily see it, without having to move their eyes far from the keyboard. On eMacs and newer iMacs, the page should be placed between the keyboard and monitor, folded if necessary.
2. Have students spend a few minutes reading over their draft so that they can better type without looking. Tell students that they will be publishing this work, but that we want to improve our typing speed over last year.
3. Describe, model, and practice the method of chunking the text. Rather than typing word by word, students will type 4 or 5 words without having to look back at their draft. Model this process using the projected example.
4. Remind students of the pattern of *one space after each word, one space after a comma, two spaces after a period, question mark, or exclamation point, but ensure that students do not put spaces before punctuation.*



5. Review for students how a new document is set up, again using the projected computer, and ask clarifying questions along the way. This includes using the **Formatting Palette** to set up text and alignment. Once students are confident with what they are expected to do, allow them to begin working. Use proximity to ensure that all students are on task, stopping students along the way if you see difficulties.
6. If the students' drafts contain multiple paragraphs, also show students how to **press the return key, then tab**, in order to begin a new paragraph. If students' documents are likely to contain multiple pages, you can show them how to use the Header and enter the page numbering. **View → Headers & Footers →** (scroll page down to see footer space) **→ using the palette, click on icon with # sign → click on close button.**
7. Save to a designated folder, print (if applicable), and clean up using established procedure (all discussed in earlier K-1 lessons).