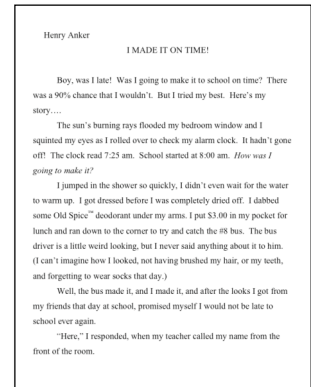


Grade 2 - Lesson 7

**Know how to type symbols (i.e. ‘#’, ‘\$’, ‘%’);
differentiate between Shift key and Caps Lock**

1. Provide each student a draft of the document,
Symbols – I MADE IT ON TIME. Have
students read through the document silently,
then chorally, pointing out the various symbols
used in the document.



2. Explain to students that all symbols have names, and that many are like abbreviations for terms.
3. Tell students that our goal for today's lesson is for students to know where the symbols are on the keyboard, and how to make them. (Only the ™ symbol uses a key other than the shift key; *the option key*.)
4. Have students open a new Word™ document, change the text size to 18, and the spacing to double, using the **Formatting Palette**.
5. Students should write their name in the upper left corner of the page.
6. Have the students press the **return key** twice, then change the alignment to center.
7. Students should now press the **CAPS LOCK** key. Remind students that it should be used because all the letters in the title are capitalized.
8. Once the title is completed, students should press the caps lock key again to turn the Caps Lock feature off. Help students realize that the green indicator light tells when the **caps lock** key is activated.
9. Have the students press the **return key** twice, then change the alignment to left.
10. Direct students to press the **tab key** to indent. Ask students to assist one another if they cannot find the symbol they are looking for.
11. Remind students to proofread their work as they go.