



|  |
| --- |
| **4. Suite Tools QM1 Formatting Tools and Word for Microsoft**  **Office**  |
| [***Thing 4 Suite Tools***](https://www.remc.org/21Things4Students/21/4-suite-tools/) | [***QM1 Formatting***](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm1-word-formatting-tools/) |
| **Overview of this thing:** Life is sweet! It is especially sweet when you have all of the suite tools right at your fingertips to complete a project thus making you more productive! Learn to use word processing tools (Google docs or Microsoft Word). Students will learn to use formatting tools, use shortcuts, do file management, add and edit graphics, share their files, use tables, headers, and footers, and much much more.**This Quest:** In this Quest, you will create a new document and copy and paste in the content (or alternative poem document) provided in Part One. Your challenge is to learn to use formatting features in your document.[***Learning Objectives***](https://docs.google.com/presentation/d/1feMj1g8fqIRoI0wG851_a17hw_cjIQ6ez63Smt0Auss/edit?usp=sharing)***:***1. understand how to use a word processing application [Empowered Learner]
2. know how to use advanced word processing features [Creative Communicator]
 |
| **Quizlet and link to pre-check:** [*Quizlet Formatting Quiz*](https://quizlet.com/142069616/match/)**Vocabulary:*** **Format:** When you are working in a word processing document you are able to change the shape, size, and organization of text and other elements on a page. On the toolbar menu, you can locate Format and all of the options.
* **Insert:** Insert is a menu used to access special features such as pictures, page numbers, drawings, tables, charts, and page numbers, tables, headers, and footers.
* **Layout:** From this menu, you can set Margins, the Orientation, Page size, Indent paragraphs, and change the spacing.
* **Microsoft OneDrive**: This is part of the Microsoft 365 Suite of applications. It is file space provided to the user to store your files online in the "cloud".
* **Review:** This menu gives you a word count, do translations, add comments, and track changes. This is where the options for Spelling and Grammar check settings are located on the Editor.
 |
| **Pre-Planning*** Review the steps

**Your DECISION**It may be helpful for students to:* have a printed copy of the step-by-step directions for each Quest (provided near the top of each Quest) - or perhaps one copy for two students sitting beside each other
* or to use two browser windows (one with the Google document they are working on, and the other open to the step-by-step directions), good practice with a desktop or laptop
* have you show the video, pausing at each step
 |
| ***Tools/Apps/Videos to be pre-checked for access by the student****:* All of the videos are embedded on the page and are linked to from the REMC Mistreamnet/eduvision server. |
| ***21t4s tutorial videos for this Quest*****Websites*** [GCF Learn Free.org Word](https://edu.gcfglobal.org/en/word/) tutorials
* [Microsoft Word Help and Learning Support Center](https://support.office.com/en-us/word)

**21t4s Videos*** [Top Introduction video](https://eduvision.tv/l?LReDtm)
* [Part One: Formatting video](https://eduvision.tv/l?LReete)
* [Part Two: Tools video](https://eduvision.tv/l?LReOgg)

**21t4s Documents & Quizzes*** [Vocabulary Quizlet](https://quizlet.com/142069616/match/)

**Nothing Gold Can Stay,** Poem by Robert Frost is used**Listen to Robert Frost read this poem** *(*[*YouTube video*](https://youtu.be/hha8E2whFkk)*)* |
| **4.QM1 Student Checklist as a** [**Google doc**](https://docs.google.com/document/d/1q4OU_BWqNec-CrIJ1eiaDttJB0CJJtqW9aDJkgLlqIU/edit?usp=sharing) **Student Checklist to download** [**as a docx file**](https://www.remc.org/downloads/21t4s_suite_tools/21t4s_4.qm1_student_checklist_1.docx) |

|  |  |
| --- | --- |
| ***Assessment Options:*** *Ideas for assessing student work for this Quest? Link to a rubric you create for this Quest, a quiz, and or a worksheet you create. See* [*Rubric*](https://www.tripleeframework.com/triple-e-printable-rubric-for-lesson-evaluation.html) *by Liz Kolb.* | *A formatted “Nothing Gold Can Stay” poem document by the student demonstrating:*1. *See the sample below showing: the title is centered, is the Title Style, has a line space before the poem, has the text of the 3 color words colored (green, gold, gold) and not highlighted, has leaf’s and dawn highlighted, the word Eden in bold, the author’s line right-aligned, and 3 lines below ‘Edited by…’ in Heading 3 Style, the entire document 14 font size and Ariel.*
2. *Checked with you about sharing with you*
	* *Optional: To share the document: Click the Share lock icon, leave it set to private and click on "Advanced" and in the "Invite people: box" enter the email address your teacher provides.*
	* *Change the Sharing setting from Can edit, to Can Comment.*
	* *Make sure the checkbox is checked for Notify people via email*
	* *Click on "Add message"*
	* *Add a short message 'I'm sharing my Google Docs formatting assignment with you'. and click on Send*

[*Formatted per directions*](https://docs.google.com/document/d/1_7uzILuC4btPXiK1iAz9RI84ExX2FTEV1MMjA2Gohhw/edit?usp=sharing)*“Nothing Gold Can Stay” poem document after formatting* |