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If I Were in Charge of the World

Objectives:

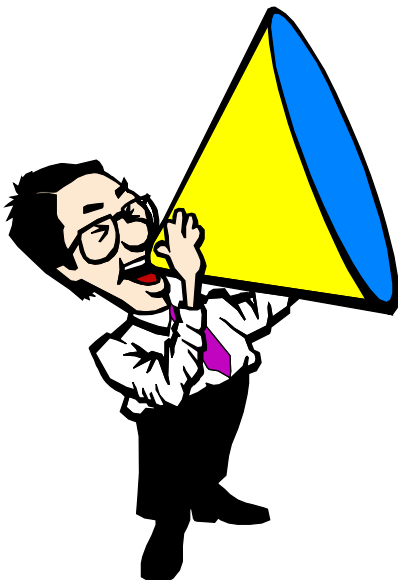
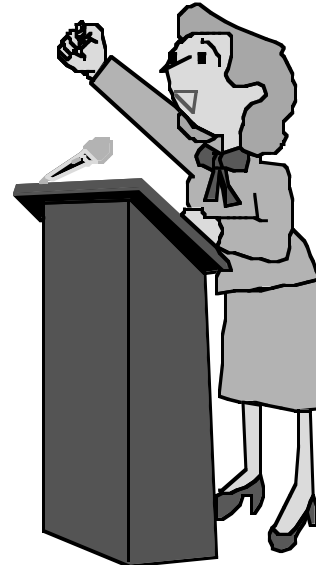
- Using the Tab key
- Typing extemporaneously
- Spell checking document
- Learning how to word process in poetry format

Program Needed:

Use a basic word processing program such as *Microsoft Word* or *AppleWorks*. It would be helpful to have clip art available too.

Instructions:

1. There is a popular poem by Judith Viorst entitled “If I Were In Charge of the World.” Find this poem in your school library and read it to the class. Discuss what it would be like to be in charge of the world. Ask the students about things they would like to do if they were in charge of the world.
2. Students will be writing their own poem entitled “If I Were In Charge of the World.” You may want to have younger students brainstorm on a piece of paper what they would do if they were in charge of the world. Older students should be able to type extemporaneously on the computer.
3. Demonstrate how to put their work in poetry format. Explain to students the meaning of the Tab key and show them how to use it. Stress to students the Tab key should be used instead of the space bar key. Although a document may appear aligned on the monitor, when a person uses the space bar key to indent, often times the document will not print aligned.
4. Once students are finished typing, have them spell check.
5. Finally, proof and print.



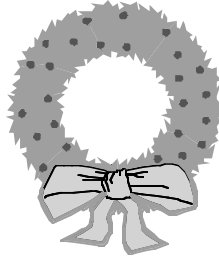
Extension Ideas:

Students are infatuated with the idea of being in charge. A teacher could change the title to ask students what they would do if in charge of the entire school. If you are studying a particular country, such as Argentina, change the title to “If I Were In Charge of Argentina.” There are many other poems that are ideal for a springboard, particularly some of Shel Silverstein’s work.

Our Holiday Memories

Objectives:

- Perfecting typing skills
- Centering text
- Using spell check
- Adding clip art to a word processing document
- Pasting and copying from the clipboard
- Multitasking (using more than one program at the same time)



Program Needed:

Use a word processing program such as *Microsoft Word* or *Microsoft WordPerfect*. You will also need clip art available, preferably from another program so students have the opportunity to use more than one program at the same time.

Instructions:

1. Have students think of a fond memory that relates to the holiday season. Emphasize that the memory should be specific. See the example on the next page.
2. Depending on the students' age and typing ability, you may want them to write a quick rough draft. Otherwise, have them type extemporaneously.
3. Students should center text.
4. After all typing is finished, students should change the font style and size of the text to fill up approximately half a page and spell check the document.
5. Keeping the word processing program open, go into the clip art program, either on the hard drive or on a CD-ROM. If necessary, resize the window in order to launch the second program.
6. Students should locate clip art that would look appropriate on the letter and copy it to the clipboard. (Edit, Copy)
7. Open the word processing document again and paste the picture. (Edit, Paste)
8. Move or resize the picture if necessary.

Extension Ideas:

This lesson is primarily designed to teach multi-tasking. Any topic would work with this lesson, provided you have suitable clip art available. Seasonal projects are always fun to do, and this particular one makes a lovely gift to a parent. Another suggestion would be to use this idea for state reports. Students could write 2–3 paragraphs of information and then paste their states at the bottom. Compile all reports, and make a class book.

