Microsoft® Word 2016 Advanced - Unit 2
Advanced Documents

Goal: To provide a foundation for working in Microsoft® Word

Media Type: Hybrid *(Microsoft® PowerPoint® Presentation and Video Segment)*
Duration: 34 slides/8 minutes

Description: Microsoft® Word is one of the most widely used software programs in today's society as it serves as the foundation for completing most communication documents.

This lesson provides students with methods of creating mail merges, templates and forms in Microsoft® Word.

Objectives:
1. To examine methods of creating mail merges.
2. To identify procedures for developing and utilizing templates.
3. To determine techniques for developing forms.

Horizontal Alignment

Core-Subject Area	Foundation Concept	Basic Understanding
Math	*Logical Skills*	reasoning; real-life applications
	Mathematical Figures and Concepts	addition; computation
Language Arts	*Application of Writing Skills*	descriptive and informative writing; vocabulary enhancement; organizing logical arguments; brainstorming
	Analysis of Text, Literature and Information	drawing inferences and generalizations; correlating information with personal experiences; critical thinking; creating visual representations
Social Studies	*Impact of History and Government*	describe cause/effect relationships
Science	*Scientific Thinking and Investigating*	analytical skills; evaluating conclusions; real-world applications; field investigations; organizational skills; compare/contrast findings

Microsoft® Word 2016 Advanced - Unit 2
Advanced Documents

Teacher Lesson Plan

	Day 1
Step 1:	Hand out or have students access the *Action Plan*. • The *Action Plan* provides a list of tasks for students to perform to complete the lesson.
Step 2:	Pass out or have students access the *Student Notes, Worksheet* and *Vocabulary Handout* using their student license. • *Student Notes* are fill-in-the-blank. Students should follow along with the PowerPoint® segments to fill in the blanks. The *Teacher Notes* can be used as an *Answer Key*. • The *Worksheet* is fill-in-the-blank and requires students to follow along with the video segments to complete the *Worksheet*. An *Answer Key* is provided. • The *Vocabulary Handout* is a comprehensive list of terms used throughout the *Microsoft® Word 2016 Advanced* units to aid in student vocabulary retention.
Step 3:	Show or have students view the *Microsoft® Word 2016 Advanced - Mail Merges* segment. • This segment is 10 slides long. • Students should complete their *Student Notes* for this segment.
Step 4:	Show or have students begin viewing the *Microsoft® Word 2016 Advanced - Creating a Mail Merge* segment. • This segment is three minutes long. • Students should complete their *Worksheet* for this segment.
Step 5:	Have students complete the *Mail Merge Project*. • Students will need to utilize the *Mail Merge Student File* and the *Mail Merge Contacts Student File* to complete the *Project*. The *Student Files* are located beneath the Printable Resources heading on the lesson page. • The *Mail Merge Project* sheet contains directions for the *Project* as well as screenshots of the completed *Project* and rubric for your use in grading the *Project*.
	Day 2
Step 6:	Show or have students view the *Microsoft® Word 2016 Advanced - Templates* segment. • This segment is five slides long. • Students should complete their *Student Notes* for this segment.
Step 7:	Show or have students begin viewing the *Microsoft® Word 2016 Advanced - Creating Your Own Template* segment. • This segment is one minute long. • Students should complete their *Worksheet* for this segment.
Step 8:	Show or have students view the *Microsoft® Word 2016 Advanced - Forms* segment. • This segment is eight slides long. • Students should complete their *Student Notes* for this segment.
Step 9:	Show or have students begin viewing the *Microsoft® Word 2016 Advanced - Creating Forms* segment. • This segment is three minutes long. • Students should complete their *Worksheet* for this segment.
Step 10:	Have students complete the *Business Interest Report Supporting Items Project*. • Students will need to utilize the *Business Interest Report Supporting Items Template Student File* to complete the *Project*. • The *Business Interest Report Supporting Items Project* sheet contains directions for the *Project* as well as screenshots of the completed *Project* and rubric for your use in grading the *Project*.

Microsoft® Word 2016 Advanced - Unit 2
Advanced Documents

Teacher Lesson Plan

Day 3

Step 11:	Review concepts covered in *Microsoft® Word 2016 Advanced - Unit 2 Advanced Documents.*
Step 12:	Administer the *Assessment.* • The *Assessment* can be found beneath the Printable Resources heading on the lesson page or can be done interactively, if you have student licenses, by using the *Assessment* beneath the Interactive Activities heading on the lesson page. • The *Assessment* will serve as a review of concepts covered in the unit. An *Answer Key* is provided for grading purposes.

Projects

Mail Merge
Directions:
Students will create a mail merge based on the instructions specified in the *Project* sheet.

Business Interest Report Supporting Items
Directions:
Students will edit and format the *Business Interest Report Supporting Items Template Student File* based on the instructions specified in the *Project* sheet.

Lesson Links

Microsoft® Office
• http://www.office.microsoft.com/en-us/word/

Career & Technical Student Organizations

FBLA
• Business Communication
• Computer Applications
• Introduction to Business Communication
BPA
• Fundamental Word Processing Skills
• Basic Office Systems & Procedures

CEV