

## Unit 4 Word Processing, Desktop Publishing, and Document Formatting

### **Chapter Review Activities**

Note that activities provided at the end of each chapter in this unit will help students:

- Review the concepts they have learned;
- Apply the software skills they have learned;
- Improve their keyboarding skills;
- Learn about business trends and issues;
- Improve math and communication skills;
- Develop career-related skills.

## Chapter 9 Reports and Outlines

### **Chapter Objectives**

Discuss the Chapter 9 objectives with students:

- Enter, edit, and format text using *Microsoft Word*.
- Create reports in MLA format.
- Create report outlines and citations.
- Create reports in a standard format.

### **Web Resources**

Review the activities for Chapter 9 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

- Data Files
- Vocabulary Flash Cards
- Beat the Clock, Reports
- *PowerPoint* Reviews
- More Activities
  - Chapter 9 Supplemental Activity, Research Citing References in an MLA Report
  - Chapter 9 Supplemental Activity, Report in MLA Format

### **Slides**

Preview the *PowerPoint* slides for Chapter 9 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

### **Assessment**

**ExamView** test for Chapter 9

## **Lesson 66 MLA Reports**

### **Lesson Objectives**

Discuss the Lesson 66 objectives with students:

- Learn to select text
- Learn features in the Paragraph group in the Home tab.
- Learn features in the Font group in the Home tab.
- Learn features in the Header & Footer group in the Insert tab.
- Arrange a short report in MLA format.

### **Data Files**

- *DF 66A Report*
- *DF 66A Select*
- *DF 66B Report*
- *DF 66C Font*
- *DF 66D Report*

### **Software Features**

The following software features are introduced in Lesson 66:

- Line Spacing
- Select Text
- Paragraph Alignment
- Fonts
- Headers and Footers

### **Document Formats**

The following document format is introduced in Lesson 66:

- Report in MLA format.

### **Vocabulary Terms**

The vocabulary terms from Lesson 66 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

report	A document that gives facts, ideas, or opinions about one or more topics
format	To place text on a page so it looks good and is easy to read
Line Spacing	<i>Word</i> feature used to change the amount of blank space between lines of text
paragraph	Any amount of text that is keyed before the ENTER key is struck; can be one word or several words or lines
Align Left	Starts all lines of the paragraph at the left margin; is the

	default paragraph alignment
Align Right	Ends all lines at the right margin
Center	Places an equal (or nearly equal) space between the text and each side margin
Justify	Starts all lines at the left margin and ends all full lines at the right margin
header	Contains information that appears at the top of pages in a document
footer	Contains information that appears at the bottom of pages in a document

### Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 66.
2. Discuss the *Line Spacing* and *Select Text* sections with students. Have them complete activity *66A Learn: Line Spacing and Select Text*. Make the data files needed for this activity available to students.
3. Discuss the *Paragraph Alignment* section with students. Have them complete activity *66B Learn: Paragraph Alignment*. Make the data files needed for this activity available to students.
4. Discuss the *Fonts* section with students. Have them complete activity *66C Learn: Change Fonts and Font Formats*. Make the data files needed for this activity available to students.
5. Discuss the *Headers and Footers* section with students. Have them complete activity *66D Learn: Header with Page Number* and activity *66E Learn: Footer*. Make the data files needed for activity 66D available to students.
6. Discuss the *MLA Reports* section with students. Have them complete the activities in this order:  
*66F Learn: Format an MLA Report*  
*66G Apply: Compose an MLA Report*

### Lesson 67 Outlines and MLA Reports with Citations

#### Lesson Objectives

Discuss the Lesson 67 objectives with students:

- Create an outline.
- Create an MLA report with textual citations and a Works Cited page.
- Learn features in the Citations & Bibliography group.
- Learn Bullets and Numbering in the Paragraph group.

## Data Files

- *DF 67B Report*
- *DF 67D Outline*
- *DF 67E Indents*
- *DF 67G Sources*

## Software Features

The following software features are introduced in Lesson 67:

- Bullets and Numbering
- Increase Indent and Decrease Indent
- Numbering or Multilevel List
- Numbered List
- Indents and Spacing; Hanging Indent
- Page Breaks
- Citations and Bibliography

## Document Formats

- Outline for report.
- In-text citations and Works Cited page for MLA style.

## Vocabulary Terms

The vocabulary terms from Lesson 67 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

bullets	Characters or graphics that appear before each item in a list
outline	A document that gives the main points of a subject
hanging indent	Format that begins all lines except the first line away from the left margin
page break	Signals the end of a page
citations	Notes that are placed in the body of an MLA report to mark material taken from other sources

## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 67.
2. Discuss the *Bulleted and Numbered Lists* section with students. Have them complete activity *67A Learn: Bulleted and Numbered Lists* and activity *67B Practice: MLA Report with Bulleted List*. Make the data files needed for activity 67B available to students.

3. Discuss the *Outlines* section with students. Have them complete activity *67C Learn: Outline Using Numbered List Feature* and activity *67D Practice: Outline Using Numbered List Feature*. Make the data files needed for activity 67D available to students.
4. Discuss the *Paragraph Indents* section with students. Have them complete activity *67E Learn: Paragraph Indents*. Make the data files needed for this activity available to students.
5. Discuss the *Manual Page Breaks* section with students. Have them complete activity *67F Learn: Manual Page Breaks*.
6. Discuss the *Works Cited* section with students. Have them complete activity *67G Practice: Indents and Manual Page Breaks* and activity *67H Apply: MLA Report with Works Cited*. Make the data files needed for activity 67G available to students. Students will need Internet access to complete activity 67H.

## **Lesson 68 Reports in Standard, Unbound Format**

### **Lesson Objectives**

Discuss the Lesson 68 objectives with students:

- Learn the Spelling and Grammar feature.
- Learn different page numbering positions and the Different First Page feature.
- Learn the Styles feature.
- Arrange unbound reports using a standard format.

### **Data Files**

- *DF 68A Report*
- *DF 68D Report*

### **Software Features**

The following software features are introduced in Lesson 68:

- Spelling & Grammar
- Page Number and Different First Page
- Styles

### **Document Formats**

The following document formats are introduced in Lesson 68:

- Report in standard format

### **Vocabulary Terms**

The vocabulary terms from Lesson 68 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

style	A collection of format settings for font, font size, color,
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	paragraph spacing, alignment, and so on
unbound report	A short report prepared without a cover or binder
standard format	The typical format used for an unbound report

## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 68.
2. Discuss the *Spelling & Grammar* section with students. Have students complete activity *68A Learn: Spelling & Grammar Feature*. Make the data files needed for this activity available to students.
3. Discuss the *Page Numbers and Different First Page* section with students. Have students complete activity *68B Learn: Page Numbering Positions and Different First Page Feature*.
4. Discuss the *Styles* section with students. Have them complete activity *68C Learn: Styles*.
5. Discuss the *Standard, Unbound Reports* section with students. Have them complete the activities in this order:  
*68D Learn: Standard, Unbound Report*  
*68E Apply: Standard, Unbound Report with References*  
Make the data files needed for activity 68D available to students. Students will need Internet access to complete activity 68E.

## Lesson 69 Reports

### Lesson Objectives

Discuss the Lesson 69 objectives with students:

- Learn and use proofreaders' marks.
- Format standard, unbound reports and MLA-style reports.

### Data File

- *DF 69B Report*

### Software Features

The following software features are introduced in Lesson 69:

- Citations and Bibliography

### Document Formats

No document formats are taught in this lesson.

## Vocabulary Terms

The vocabulary term from Lesson 69 and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections of the lesson.

proofreaders' marks	Letters and symbols used to show errors in a document
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## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 69.
2. Discuss the *Proofreaders' Marks* section with students. Have students complete the activities in this order:

*69A Learn: Proofreaders' Marks*

*69B Apply: MLA Report with Proofreaders' Marks*

*69C Apply: Unbound Report with Proofreaders' Marks*

Make the data files needed for activity 69B available to students.

## Chapter Review

### Data Files

- *DF C09 Report1*
- *DF C09 Report2*
- *DF C09 Report3*
- *DF C09 Numbers*
- *DF C09 Table*
- *DF C09 Business*
- *DF C09 Science*
- *DF C09 Science and Math*

## Vocabulary Terms

The vocabulary terms from the *Across the Curriculum* activities and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections.

fixed costs	Expenses that remain the same regardless of the amount of services or goods that are produced or sold
variable costs	Expenses that change depending on the amount of services or goods that are produced or sold
marginal cost	The amount that total cost changes as the amount of goods or services produced changes

## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students complete the *Reviewing What You Have Learned* questions.
2. Have students complete the activity *Report in Standard, Unbound Format*. Make the data file needed for this activity available to students.
3. Have students complete the activity *Report in MLA Format*. Make the data file needed for this activity available to students.
4. Have students complete the second *Report in Standard, Unbound Format* activity. Make the data file needed for this activity available to students.
5. Have students complete the activity *Outline for Report*.
6. Have students complete the activities in *Keyboarding Skillbuilding*.
7. Discuss the *Academic Connections, Communications: Number Usage* and *Reading: Read a Table* sections with students. Have students follow the steps provided to complete the activities. Make the data files needed for these activities available to students.
8. Discuss the *About Business, Fixed and Variable Costs* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for these activities available to students.
9. Discuss the *Life Success Builder, Science and Math vs. Your Career* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for these activities available to students.
10. Discuss the *Career Exploration Portfolio* activity with students. Have students follow the steps provided to complete the activity. Students need access to the Internet to complete this activity. Students will work with a classmate to complete this activity.