

Elementary
Word Processing
and
Editing Practice
#2

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Clip Art from [Scrappin' Doodles](#).
& [Peggy Pechachek](#)

Elementary Word Processing and Editing Practice

Description: Included in this set of lessons are four files to be edited by using a specific set of instructions.



Standards and Objectives	
ISTE	Technology Operations and Concepts Students demonstrate a sound understanding of technology concepts, systems, and operations.
Kid Friendly	Today we will: learn how to edit and correct a word processing file.
Connecting to Common Core	Writing Standards K-5 With some guidance and support from adults use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting.

<p>Prior Knowledge Required: Familiarity with the keyboard and basic computer operation.</p>	<p>Materials Preparation: Make each file to be edited available for all students. Duplicate editing instructions for students.</p>
<p>Presenting Instructional Content:</p> <p>Beginning: Discuss the advantages of using a word processor has over handwriting. You may wish to have the students tell why it is important to have a properly edited paper. Could the reader misunderstand the intent if there are too many mistakes? How does clip art enhance a paper or report? What have they learned about editing as they study the writing process in their Language Arts class?</p> <p>Introduce the lesson’s objective and have students open one of the word processing files. Distribute the corresponding instructions.</p> <p>Middle: An interactive whiteboard, LanSchool, or projector will enhance the delivery of the lesson. Model the first two editing corrections by sharing your thinking—how do I locate the specific words, what do the instructions say and what do they mean? After editing, how do I know if I completed the edits correctly?</p> <p>You may wish to edit the first file as a guided practice activity depending on your students’ experience. During this time, ask students to revoice the lesson objective and have them tell what they find easiest or most difficult. When completed, have the students print the file if possible to share their progress.</p>	

Ending:

End the activity about five minutes before the end of class. Bring the class back together and discuss the lesson's objective.

Some suggested questions are:

- What did we say we were going to do today?
- How do you know if we accomplished or got it done?
- Why it is important to have these skills?
- How could you use these skills in school?"

Academic Feedback:

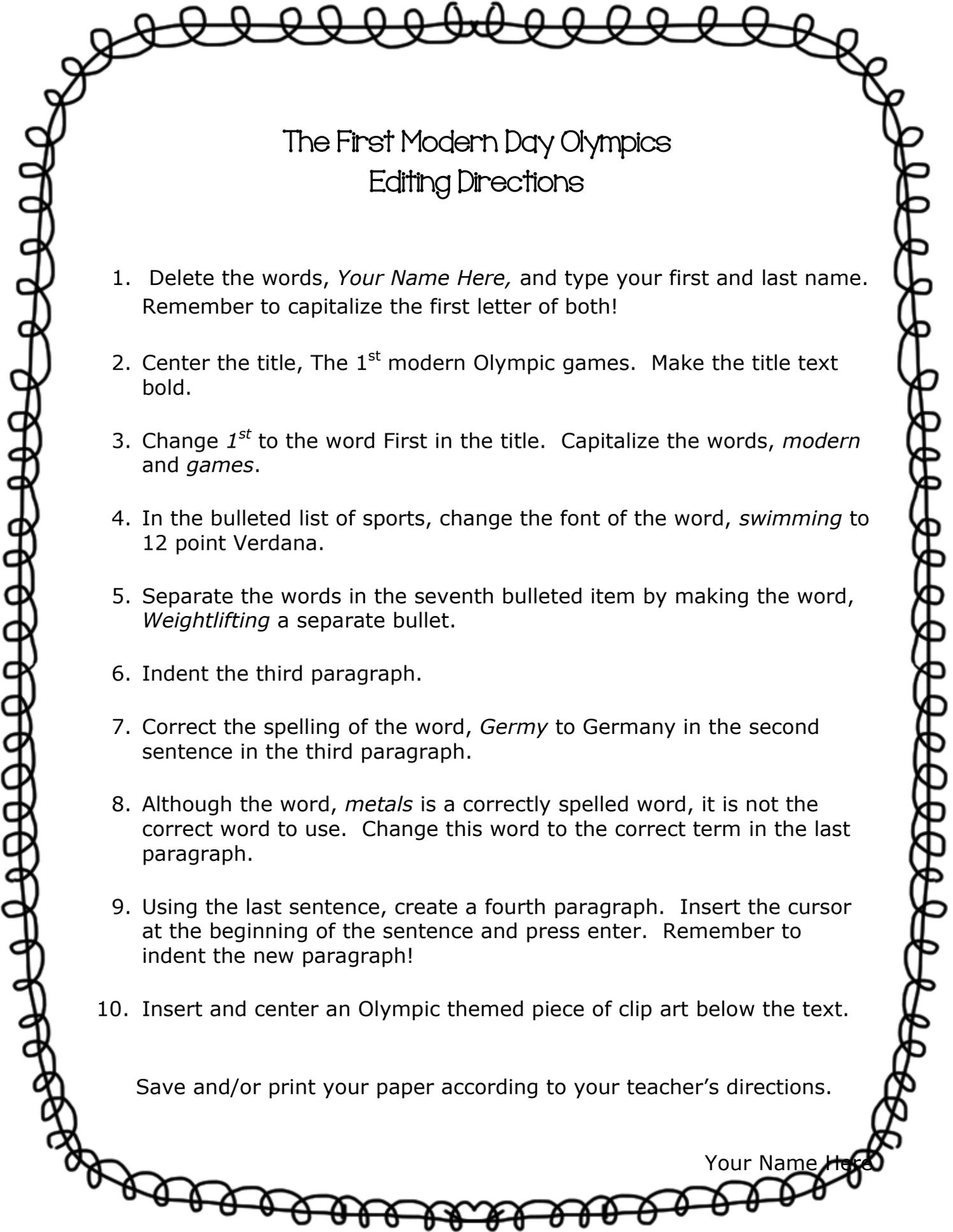
Elaborate on the feedback questions above to individual students and the whole group. Use their responses to adjust the pace of the lesson.

Assessment:

Have students share their finished products with each other and the class. Compare a few of the edited papers—are they the same or different? A summative assessment could be conducted by giving students an additional file to edit on their own and without teacher assistance.

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The First Modern Day Olympics

Editing Directions

1. Delete the words, *Your Name Here*, and type your first and last name. Remember to capitalize the first letter of both!
2. Center the title, The 1st modern Olympic games. Make the title text bold.
3. Change 1st to the word First in the title. Capitalize the words, *modern* and *games*.
4. In the bulleted list of sports, change the font of the word, *swimming* to 12 point Verdana.
5. Separate the words in the seventh bulleted item by making the word, *Weightlifting* a separate bullet.
6. Indent the third paragraph.
7. Correct the spelling of the word, *Germny* to Germany in the second sentence in the third paragraph.
8. Although the word, *metals* is a correctly spelled word, it is not the correct word to use. Change this word to the correct term in the last paragraph.
9. Using the last sentence, create a fourth paragraph. Insert the cursor at the beginning of the sentence and press enter. Remember to indent the new paragraph!
10. Insert and center an Olympic themed piece of clip art below the text.

Save and/or print your paper according to your teacher's directions.

Your Name Here

The 1st modern Olympic games

The first modern Olympic Games took place in 1896, in Athens, Greece. A total of 14 nations sent athletes, totaling 245 (all men). The Games took place April 6–15. The number of events staged that year was 43, in 9 sports.

The events that year were these:

- Cycling
- Fencing
- Gymnastics
- Shooting
- Swimming
- Tennis
- Track and Field Weightlifting
- Wrestling

Greece dominated the medal standings, winning 10 first place and 47 total. Second was the United States, with 19, followed by Germany with 15. The U.S. actually won more first-place medals than Greece, 11 to 10, but Greece's 19 second-place medals were the totals difference. One interesting fact is that Olympic Winners received silver medals, second-place finishers got bronze medals, and third place finishers received nothing!

Sports Editing Directions

1. Delete the words, *Your Name Here*, and type your first and last name. Remember to capitalize the first letter of both!
2. Highlight the title, *Sports*, and make it bold, 18 point Times New Roman.
3. Indent the first paragraph and insert the words *just about right* after the words *every country* in the first sentence.
4. Right click on the word, *realy* in the third sentence of the second paragraph and correct the spelling.
5. Make the word, *stroke* plural in the last sentence of the second paragraph by adding an *s*.
6. Change the number, 9 to the word *nine* in the third paragraph.
7. In the last paragraph, close up the space between the word *other* and the comma that comes after it.
8. Make a new paragraph by inserting your cursor at the beginning of the third sentence in the third paragraph and pressing enter. Remember to indent the new paragraph. The 3rd paragraph has green squiggle lines after making the changes. Double check it!
9. Type the following sentence so it appears as the last sentence of the report:

Many amateurs who are really good at their sport become professionals.
10. Press enter after the last sentence and insert a piece of clip art that shows your favorite sport.

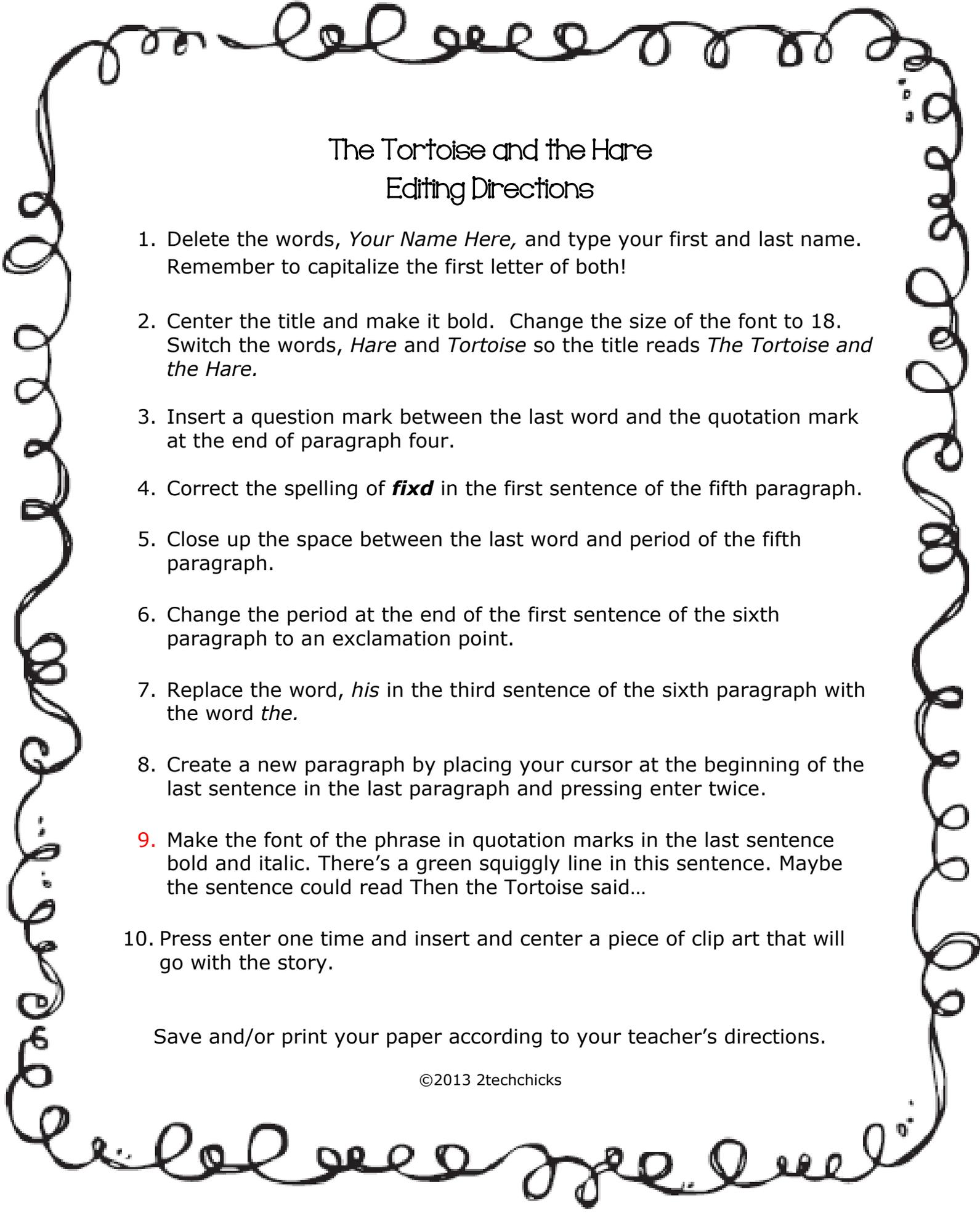
Save and/or print your paper according to your teacher's directions.

Sports

Sports are an important part of just about every society, every country, every part of our planet. In one way or another, everyone is involved in sports or some sort, whether they're playing or watching or just know someone who does either.

Sports come in many sizes. Golf is an individual sport. Even though golfers play on the same course, they are really competing against one another only with their scores. Unlike tennis, in which one player must beat the other to finish a match, golf features each player against every other player, with the one who takes the fewest stroke to sink the ball into 18 holes declared the winner.

Baseball, basketball, and soccer are team sports. Teams of five, seven, and nine square off against each other, with team members helping each other to win as a team. Sports are played for fun or for money (or sometimes both). Just about every sport has both professionals (those who compete for money) and amateurs (those who compete *not* for money).



The Tortoise and the Hare

Editing Directions

1. Delete the words, *Your Name Here*, and type your first and last name. Remember to capitalize the first letter of both!
2. Center the title and make it bold. Change the size of the font to 18. Switch the words, *Hare* and *Tortoise* so the title reads *The Tortoise and the Hare*.
3. Insert a question mark between the last word and the quotation mark at the end of paragraph four.
4. Correct the spelling of **fixd** in the first sentence of the fifth paragraph.
5. Close up the space between the last word and period of the fifth paragraph.
6. Change the period at the end of the first sentence of the sixth paragraph to an exclamation point.
7. Replace the word, *his* in the third sentence of the sixth paragraph with the word *the*.
8. Create a new paragraph by placing your cursor at the beginning of the last sentence in the last paragraph and pressing enter twice.
9. Make the font of the phrase in quotation marks in the last sentence bold and italic. There's a green squiggly line in this sentence. Maybe the sentence could read Then the Tortoise said...
10. Press enter one time and insert and center a piece of clip art that will go with the story.

Save and/or print your paper according to your teacher's directions.

The Hare and the Tortoise

The Hare was once boasting of his speed before the other animals. "I have never yet been beaten," said he, "when I put forth my full speed. I challenge any one here to race with me."

The Tortoise said quietly, "I accept your challenge."

"That is a good joke," said the Hare; "I could dance round you all the way."

"Keep boasting till you've been beaten," answered the Tortoise. "Shall we race?"

So a course was fixed and a start was made. The Hare darted almost out of sight at once, but soon stopped and, believing that the Tortoise could never catch him, lay down by the wayside to have a nap. The Tortoise never for a moment stopped, but went on with a slow but steady pace straight to the end of the course.

When the Hare awoke from his nap he saw the Tortoise just near the finish line. The Hare ran as fast as he could, but it was too late. He saw the Tortoise had reached his goal. Then said the Tortoise, "Slow and steady wins the race."

Mother Goose Nursery Rhymes

Directions

1. Delete the words, *Your Name Here*, and type your first and last name. Remember to capitalize the first letter of both!
2. Center the title, *Mother Goose Nursery Rhymes*. Change the font to 14 point Bradley Hand ITC font.
3. Select or highlight the first rhyme, *Hey! Diddle Diddle* and center it on the page. Remember to use the center alignment button. Do not space each line over!
4. Right click on the word, **laged** and check the suggested spellings. Choose the corrected spelled word from the list.
5. Change the font of the last word of Rhyme #1 to Verdana.
6. Left align the first line of the second rhyme about a girl and her tuffet.
7. Close up the space between *whay* and the semi-colon.
8. Correct the spelling of the word that should that comes before *Muffet* in the last line.
9. Right align all of Rhyme 3 about *Old King Cole*.
10. Correct the spelling of *bowl* in line five.
11. Select or highlight the last nursery rhyme and change the font to one of your choice. Make sure the size is no larger than 10 point.

★ BONUS—Can you find and insert clip art for each nursery rhyme and keep everything on one page? Ask your teacher for formatting help if needed.

Save and/or print your paper according to your teacher's directions.

Your Name Here

Mother Goose Nursery Rhymes

Rhyme #1

Hey! diddle, diddle,
The cat and the fiddle,
The cow jumped over the moon;
The little dog lagged
To see such sport,
And the dish ran away with the spoon.

Rhyme #2

Little Miss Muffet
Sat on a tuffet,
Eating of curds and whey ;
There came a spider,
And sat down beside her,
And frightened Mss Muffet away.

Rhyme #3

Old King Cole
Was a merry old soul,
And a merry old soul was he;
He called for his pipe,
And he called for his bowle,
And he called for his fiddlers three.
Each fiddler, he had a fiddle,
And a very fine fiddle had he;
Twee-tweedle-dee, tweedle-dee, went the fiddlers,
Oh, there's none so rare,
As can compare
With old King Cole and his fiddlers three!