**Content Area: Technology Applications**  
  
**Grade Level: 2-4**  
  
**Materials/Resources (Including Software):** *Microsoft Word*  
  
**Technology Focus:**

**Content Objective NETS:**

**Technology Operations: Word Processing practicing home row keys with a holiday picture.**

**Language Objective: pumpkin, jack-o-lantern,**

Skills Included in Lesson

**Timeline:** **30 minutes**  
  
**Objective:**  **Students will use correct keyboarding skills to create a jack-o-lantern picture**  
**Procedures:**

1. Open *Microsoft Word*
2. Go to **File>Page SetUp** and change all margins to **1 inch**
3. Type your name on the first line
4. Go to **Tools>AutoCorrect Options** and be sure to **uncheck** box that says "Capitalize first letter of sentences"
5. On line 2 type kkk jjj
6. On line 3 type jjj kkk
7. On line 4 type jjj fff jjj fff jjj fff
8. On line 5 type kkk lll  ddd sss kkk lll
9. On line 6 type ddd ddd ddd ddd ddd ddd ddd
10. On line 7 type lll sss sss (9 spaces) sss sss (9 spaces) sss sss lll
11. On line 8 type lll jjj kkk (7 spaces) fff fff (9 spaces) ddd sss lll
12. On line 9 type jjj fff ddd (6 spaces) jjj ddd (8 spaces) kkk jjj fff lll
13. On line 10 type ddd fff kkk jjj ddd kkk lll ddd kkk ddd lll
14. On line 11 type jjj lll jjj lll fff sss fff sss kkk ddd jjj fff jjj lll lll
15. One line 12 type lll fff kkk ddd (8 spaces) kkk ddd (11 spaces) kkk ddd kkk lll
16. One line 13 type lll sss jjj kkk (35 spaces) sss jjj kkk lll
17. On line 14 type ddd jjj fff jjj fff (30 spaces) jjj fff jjj fff jjj
18. On line 15 type jjj fff kkk ddd lll sss jjj fff kkk ddd lll sss lll jjj
19. On line 16 type kkk jjj ddd fff kkk jjj ddd fff kkk jjj ddd fff
20. On line 17 type fff jjj lll sss lll sss jjj fff jjj fff jjj fff
21. Highlight the first 3 rows
22. Go to **Format>Font**
23. Click the arrow beside the word color and choose GREEN
24. Highlight row 4 through the bottom of the picture
25. Go to **Format>Font**
26. Click the arrow beside the word color and choose ORANGE
27. Go to **Edit>Select All** to highlight the entire project
28. Go to **Format>Font**
29. Choose size 22
30. Choose BOLD
31. With the picture still highlighted, go to**Format>Paragraph**
32. Under General Alignment, click the arrow and choose CENTERED
33. Click on a blank portion of the page to reveal a jack-o-lantern

**Assessment:**Teacher observation of the completed picture