

Unit 2: Editing and Review Tools

Unit Objectives

Lesson 1 – Cut, Copy, and Paste Tools

- Understand clipboard
- Use editing tools to copy and paste text
- Use editing tools to cut and paste text

Lesson 2 – Review Tools

- Use spell checker and grammar checker
- Define and use a thesaurus
- View readability statistics
- Identify word count for the document

Lesson 3 – Find and Replace Tools

- Use the Find features in the Navigation pane
- Find and replace using the dialog box

Student Prerequisites

- Getting Started with Microsoft Office module
- Word 1: Essentials, Unit 1

Teacher Preparation

- Students will be using Microsoft Applications and working with files. At the beginning and end of many lessons, students are instructed to save these files to a location indicated by the teacher. Make sure students know where the files are to be stored prior to starting the lessons.
- Students will be creating many documents. The total number of documents for the class can be large because each student typically creates one document per lesson. You need to decide how to assess these documents. There are many options such as giving a checkmark for completion, grading only one of the documents, or not assessing any of the documents and just relying on the quizzes and/or module test for the unit grade. When you have decided on an option make sure to communicate it to the students.

Unit 2: Editing and Review Tools**Teacher Materials**

The items below are available for this unit:

Teacher PowerPoints

- L1 - Cut, Copy, and Paste Tools PPT
- L2 - Review Tools PPT
- L3 - Find and Replace Tools PPT

Other Resource Documents

- Lesson Transcripts
- Student Worksheet

Sample Answers

- Student Worksheet sample answer
- Lesson 1: Questionnaire-Sample.docx
- Lesson 2: Choosing a Family Dog-Sample.docx
- Lesson 3: Choosing a Family Dog-Sample.docx

Student Materials: Attachments

The items below are downloaded from within the lesson, by the student, for use in this unit:

- Lesson 2: *Choosing a Family Dog.docx*