1. Ask students if they know what a biography is? What is an autobiography?

2. Hand out worksheets (on next page) and explain the assignment. Students will transcribe sentences in

the handout and fill in the blanks to create their 1st- 2nd grade biography.

3. Open Microsoft Word.

4. Click Paragraph dialog box launcher and change line spacing to double.

5. Set the **font** to **Palatino**.

6. Set the **font size** to **18**.

7. Discuss file naming and show students where the filename appears on the Word screen.

8. From the **Microsoft Office button**, click **Save As**. A dialog box appears.

9. In the gray text area of the dialog box, teach students to "overtype" instead of using the [DELETE] key

and name the file **Grade 2 Bio**, then click OK.

10. Verify that the filename changed on all screens.

11. Verbally review the [SHIFT] key for initial caps versus [CAPS LOCK] for all caps.

12. Review using the [ENTER] key at the end of each sentence in the biography.

13. Review using [SPACE BAR] one time between letters and after punctuation.

14. Review using the [DELETE] key. Click the mouse or use arrows to place the cursor behind a letter or

word, then delete.

15. Talk about saving frequently during the typing process using either **Office button🡪Save**.

16. Collect worksheets at the end of class. Distribute worksheets each week until the project ends.

17. In second and third classes, begin by opening the **Grade 2 Bio.**

18. When finished, save (**Office button🡪Save** and print (**Office button🡪Print.** Make sure to save before printing.

19. Close Word and logout (**Special>>Logout**.

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is my teacher.

Over summer vacation I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

I like to wear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

My favorite food is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is one food I do not like to eat.

I like to play \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is my favorite animal.

I might like to be a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when I

grow up.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a good movie.

The best thing I ever did was\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

I wish I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This year in school I hope to learn \_\_\_\_\_\_\_\_\_\_ .