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| **Special Formatting In Microsoft Word**20-30 minutes |
| **Materials and Equipment:** | Microsoft Word  |
| **Technology Resources Needed:** | None |
| **Background/Preparation:** | This lesson works well when teaching adjectives.  |
| **Procedures/Activities:** | 1. Write the following sentence on the board: I lost my ball.
2. Then have the students add adjectives to the sentence to create a more descriptive sentence. An example of this would be: I lost my big red ball under the green fence.
3. Have the students identify the adjectives and ask the students what we could do to make the adjectives stand out if you wanted to type them on the computer. Some students will suggest changing the font size and color.
4. Using the first adjective big, tell the students to right click at the beginning of the word and highlight only the word big. Then have the students find the font size menu and instruct the students how to change the number to make the word larger or smaller. In this case, you would want the word to be larger to represent big. Instruct the students on changing the other words as follows:
	* red-change the font to the color red
	* under- change to subscript
	* green- change the font to the color green
	* **Finished Sentence:** I lost my **BIG** red ball under the green fence.
5. After students have successfully changed all of their adjectives, allow the students to create their own descriptive sentences. Assist the students in changing the font to represent the word. Also let the students know that there are other ways to change the font by clicking the bold, italics, and underlined buttons.
6. When all students have had the chance to create two or three sentences, have a share time for students who learned new ways to change the font.
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| **Attachments:** | See the examples on this webpage: http://www.fi.edu/qa99/me6/me6.html  |
| **Assessment Strategies:** | Students can print one page of sentences for the teacher to check accuracy in adjective identification and usage. Teacher can also check for student ability to change font color and size. |
| **Extension:** |  Have students experiment with changing the font style.  |