
Unit 4: Weeks 7-8 Introduction to Formatting

Unit Overview

Students are introduced to formatting, including enumerations, outlining, and letters.

Unit 4: Day 1

Objective

To teach students proper formatting for titles and enumerations

Skills Attained

Students will be able to demonstrate their understanding of enumeration formatting.

Topics

- Titles
- Enumerations

Vocabulary

Double spacing – one blank lines left between lines of type (two enters or double spacing engaged). Abbreviated DS.

Enumeration – a list or series of paragraphs that are identified by letters or numbers

Hanging Indented Format – Numbers or letters setting the enumerated paragraphs apart are at the left margins, all lines of the paragraph are indented.

Paragraph Format – Paragraphs are indented along with the numbers or letters by which the paragraphs are listed.

Single spacing – no blank lines between lines of type (one enter or word wrap). Abbreviated SS.

Triple spacing – two blank lines left between lines of type (three enters). Abbreviated TS

Word wrap – word processing feature of automatically wrapping to the next line as the paragraph or sentence continues.

Procedure

1. Students are to set up at computers immediately upon entering the room and begin the posted daily warm-up.
2. After warm-up (and roll has been taken), have students save their warm up as Unit 4: Lesson 1 and then get a new page (FILE-NEW).
3. Introduce titles and enumeration per information located under “Content Background” and “Lecture Support”.
4. Assign Unit 4: Job 1 and allow students time to complete.
5. Students will be given practice lines to complete on their own while teacher observes and helps.

Unit 4 Daily Lesson Plans

6. Teacher may allow free time or extra practice after the completion of the assignment. If a student did not complete the previous day's assignment, they will be instructed to complete it during any free time or extra practice time they may be given.

Materials List

Student Handout

- Student Activity Book Unit 4: Lesson 1
- Overhead handout, "Enumerations"

Audiovisual Material

- Overhead/Computer Setup
- "Enumerations" PowerPoint Presentation

Description

For typing assignments:

- A. Students are introduced to the day's formatting assignment
- B. A proper heading including student name, assignment, and date should be placed at the top of a new page.
- C. Students will type the assigned formatting job from the Student Activity Book.
- D. Students will proofread their assignments and correct any errors prior to turning them in.

Content Background

Enumerations are paragraphs that are either numbered, or begin with letters. They often have titles. They are usually typed in **hanging-indented format**. This means the numbers or letters will stand by themselves in the margins and the carryover lines of the paragraph will line up. Another formatting style is the **paragraph format** where paragraphs are indented and begin with numbers. There is a triple space (three enters) after the title and before the enumerated paragraphs. The spacing for an enumeration is single spacing for the paragraphs with a double space between the paragraphs. Unless specifically stated, the jobs should be done in the hanging-indented format.

Suggested Teaching Strategies

Use an overhead of a completed enumeration and point out the spacing after the title and display the layout of the numbered paragraphs in a completed enumeration. Throughout the rest of the course there will be jobs or assignments involving document formatting. It is suggested that either the teacher maintain files for each of the students in which to keep their completed work, or to require the students to keep their work. The end of the semester they are to compile a reference notebook with samples of all the different formats (enumerations, outlines, letters, reports, tables and so on). Inform the students that this will be the case. Of course, if they have properly saved all their work, if they are missing a piece, they can re-print.

Unit 4 Daily Lesson Plans

Lecture Support

The enumeration begins with a title. The title is centered and typed in all capital letters. You should use the cap lock key to do this. Don't forget to disengage the cap lock key after you have completed the title.

Hit three enters after your title. Make sure that you are now at left alignment (use the left align key in the tool bar). Please note the example of an enumeration as follows:

AN EXAMPLE ENUMERATION

1. This is the way that the enumeration starts. You will see that it is a paragraph that is aligned, with the number left by itself in the margin. Typing the number, then a period does this, and then press the tab key. It is important that you use the tab key and not space after the number.
2. Do not hit enter until the end of the paragraph. At the end of the paragraph, hit enter twice.
3. Type the next number, a period, and a tab. Then type the second paragraph.
4. If the software package is set for a specific indentation, you may find that when you hit enter, the next number automatically comes up.

Performance Assessment

See Performance Assessment under Unit 1: Day 16

Criteria for Typing Jobs

See Criteria for Typing Jobs under Unit 1: Day 16

Teacher Notes on Criteria

See Teacher Notes on Criteria under Unit 1: Day 16

Unit 4: Day 2

Objective

To strengthen student skills in typing enumerations using proper techniques while continuing to offer practice in previously learned skills.

Skills Attained

Students will be able to strengthen their abilities to type enumerations using proper techniques.

Unit 4 Daily Lesson Plans

Topics

- Review Titles
- Review Enumerations
- Review Spacing Rules

Procedure

1. Students are to set up at computers immediately upon entering the room and begin the posted daily warm-up.
2. After warm-up (and roll has been taken), have students save their warm up as Unit 4 Lesson 2 and then get a new page (FILE-NEW).
3. Introduce titles and enumeration per information located under “Content Background” and “Lecture Support”.
4. Assign Unit 4: Job 2 and allow students time to complete.
5. Students will be given practice lines to complete on their own while teacher observes and helps.
6. Teacher may allow free time or extra practice after the completion of the assignment. If a student did not complete the previous day’s assignment, they will be instructed to complete it during any free time or extra practice time they may be given.

Materials List

Student Handout

Student Activity Book Unit 4: Lesson 2

Description

For typing assignments:

- A. Students are introduced to the day’s formatting assignment
- B. A proper heading including student name, assignment, and date should be placed at the top of a new page.
- C. Students will type the assigned formatting job from the Student Activity Book.
- D. Students will proofread their assignments and correct any errors prior to turning them in.

Content Background

Enumerations include several phrases, sentences or paragraphs set apart by either numbers or letters. The title is centered and typed all in caps. There are three enters (two blank lines) after the title. The numeric or alphabetic indicators usually are at the left margin, standing alone. This is called **hanging-indented style**. In **paragraph-style** enumerations, the paragraph is indented and begun with a letter or number. There is a triple space (three enters) after the title and before the enumerated paragraphs. The spacing for an enumeration is single spacing for the paragraphs with a double space between the paragraphs. Unless specifically stated, the jobs should be done in the hanging-indented format.

Suggested Teaching Strategies

You may wish to have the students type the enumeration in one style, then save and print. Then have students change the enumeration to the other style and save it as a slightly different name (such as Unit 4 Job 2b). This way they can see both styles, but do not have to retype the entire job.

You may wish to have the students vertically center the enumeration. Since they will not know the exact number of lines, tell students to type it first, and then use the print preview feature on the word processing software to see if it is centered. Likely it will not be. If they are using Microsoft Word as their word processing software, tell them to choose the print preview option, and then disengage the magnifier key to be able to get a regular cursor in print preview mode. They can then insert enough enters at the top of the document to move it down into a vertically centered position. They will not be able to read the document in print preview mode, but they will be able to see how it lays out on the page.

Lecture Support

The enumeration begins with a title. The title is centered and typed in all capital letters. You should use the cap lock key to do this. Don't forget to disengage the cap lock key after you have completed the title.

Hit three enters after your title. Make sure that you are now at left alignment (use the left align key in the tool bar). Please refer to the enumeration in Unit 4: Job 1 for an example of how the enumeration should look.

Performance Assessment

See Performance Assessment under Unit 1: Day 16

Criteria for Typing Jobs

See Criteria for Typing Jobs under Unit 1: Day 16

Teacher Notes on Criteria

See Teacher Notes on Criteria under Unit 1: Day 16

Unit 4: Day 3

Objective

To strengthen student skills in typing enumerations using proper techniques while continuing to offer practice in previously learned skills and to introduce the students to proofreading.

Skills Attained

Students will be able to strengthen their abilities to type enumerations using proper techniques and to demonstrate their knowledge and understanding of proofreader's marks.