

Exercise 5: Using Word Processing Skills

You will have an opportunity to learn and use word processing skills as you complete one required activity and at least one elective activity from the following list:

- **Required Activity:** Assessment Handout
- **Elective Activity:** Weekly Lesson Planner
- **Elective Activity:** Newsletter
- **Elective Activity:** Diagram
- **Elective Activity:** Certificate

Now you will learn about the required word processing activity, Assessment Handout. You will develop word processing skills to create a product that may improve your productivity, and you will gain direct experience with 21st century teaching and learning skills and approaches. Turn to the next page to see the Assessment Handout activity, and wait for further direction.

As you complete each activity, save your files to the appropriate folder—Word Processing, Multimedia, Spreadsheets, or Action Plan.