This is a preview. The number of pages is limited. Some pages are omitted.
TechnoJournal is available for Docs and Word.
https://www.technokids.com/store/elementary-school/technojournal/journaling-activities.aspx

TECHNOJournal

Teacher Guide

Lessons for Elementary Students: Grades 2-4

Technology Project using

Microsoft Word

Journal to express ideas.

In this project, students are introduced to word processing by creating a personal journal. Using Microsoft Word, they write a series of entries. Students describe a recent event, make a note of favorite things, and list personal wishes. The text on each journal page is formatted and pictures are added to produce an appealing, eye-catching booklet.

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TechnoJournal Overview

Purpose: Introduction to word processing. Write journal entries for creative writing.

Objectives: (see Appendix A: Skill Summary)

- express feelings and ideas in journal entries
- reflect on experiences
- organize ideas about a topic
- write simple sentences
- use capital letters appropriately
- punctuate a sentence
- spell words correctly
- use an electronic dictionary to revise text
- edit and revise pieces of writing
- format text and images to enhance writing
- solve design problems
- share a publication by email

Preparation: (see *Prepare to Teach TechnoJournal*)

- Install Microsoft 365
- Install Adobe Acrobat Reader DC or newer
- Share Journal folder with students
- Download Flashcards and Tool Summary from TechnoHub (optional)

Materials: (see *Appendix B*: for a complete list)

- Journal Checklist
- Journal Marking Sheet
- Journal Skill Summary
- Journal Quiz
- Journal folder
  - Workbook Assignment Sheets
  - Sample Journals
- Parent Letter and Certificate
- Flashcards and Tool Summary (optional)

Summary of Activities:

- Review sample journals to gain ideas.
- Explore Microsoft Word to investigate word processing tools.
- Create a front cover for the journal with title and student name. Learn basic text formatting.
- Complete the front cover for the journal by inserting a picture. Learn picture formatting.
- Write a journal entry about a recent event and illustrate the entry.
- Write a journal entry listing three favorite things. Make a bulleted list and set line spacing.
- Write a journal entry listing three wishes. Make a numbered list.
- Proofread journal. Make revisions with the help of a checklist.
- Insert page numbers and then print the journal. Assemble to form a booklet.
- Share journal with a teacher, parent, or a friend.

Extension Activities:

- About the Keyboard: Introduce the function and location of keys.
- Journal Writing Ideas: Write additional journal entries. A list of journal starter ideas is included.

Assessment:

- Self-Evaluation (Journal Checklist – Assignment 8)
- Teacher Evaluation (Journal Quiz, Journal Skill Summary, Journal Marking Sheet)

Notes:

- This project focuses on developing basic word processing skills. It is designed for beginners.
- Students new to keyboarding should complete the *About the Keyboard* extension activity.
- Sentence starters are provided in the assignments. To support writing for emerging writers, create a Word Wall, personal dictionary, or word cards.
- Adjust your expectation on the quantity and quality of writing based on individual abilities.

Technology Integration Ideas

TechnoJournal integrates into curriculum. In this project, students write three journal entries including a description of a recent event, favorite things, and three wishes.

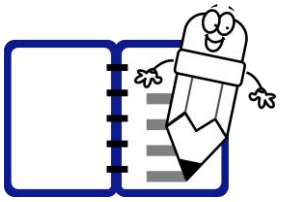
Aside from using the activities for creative writing, your students can also write journal entries on a wide range of topics or for various curriculum areas. Below are some suggestions:

- *Field Trip:* Reflect on a class trip by writing journal entries that share thoughts based on the experience.
    - Description of the trip
    - Favorite things, parts, or activities done
    - Wishes for future field trips
- *School:* Write about the school, including sports, extracurricular activities, special events, or issues.
    - Description of the school, school event, sport, or activity
    - Favorite things about the school
    - Wishes for future changes to the school, playground or sports equipment needed, or suggested new activities offered
- *Special Interest Journal:* Choose a personal area of interest and write journal entries limited to the topic, such as video game, hobby, music, sport.
    - Description of the activity or interest
    - Favorite features of the topic, reasons it is liked
    - Wishes for future goals, improvements, or achievements
- *Novel Study* – Play the role of a character in a novel study and write from the character's point of view.
    - Description of an event from the plot of the story
    - Favorite things the character likes
    - Wishes that the character might have
- *Social Studies* – Write the journal from the viewpoint of a child living in a different time or culture, such as Pioneers, Medieval Times, Ancient Egypt, or Viking era.
    - Description of daily life
    - Favorite things children of the culture liked, did, played, wore, or ate
    - Wishes children of the culture might have
- *Science* – Write the journal restricted to an area of study, such as environmental conservation, plant or animal studies, rocks and minerals, space.
    - Description of a specific part of the subject
    - Favorite things about the subject, favorite new facts learned
    - Wishes for future learning, ideas to improve a problem, or facts about topic

Understand the Big Picture

Not sure where to integrate TechnoJournal? There are three samples provided for this project. The first sample is a typical creative writing journal. The second sample is a historical journal written from the perspective of a pioneer. The third sample is about a field trip. These samples provide ideas on how you can include these activities into your curriculum.

Assignment 1 Journal Writing



In this project, you are going to write a journal. Read about what a journal is and why people write them. Look at a sample journal. Then you will be ready to write your own!

What Is a Journal?

A journal is a piece of writing done by a person about their own life. Sometimes people write in a journal every day. They write about what they did, where they went, and how they felt. The act of writing in a journal is called *journaling*.

Why Keep a Journal?

There are many reasons to write in a journal:

- It helps you to remember an event.
- It allows you to understand what is happening around you.
- It lets you express your feelings.
- It can be a way to share ideas with others.

Answer Questions about a Journal

▷ Open the *My Journal* sample.

▷ Scroll down to read each page and then answer the questions.

1. What is the picture on the cover page?

   A boy sitting on books.

2. Read the journal entry *Yesterday*.
   What game did the author play yesterday?

   Soccer

3. Read the journal entry *My Favorite Things*.
   List one of the author's favorite things.

   spaghetti, cat, snow, bike riding, guitars

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4. Read the journal entry *My Wishes*.
How many wishes did the author have?

3

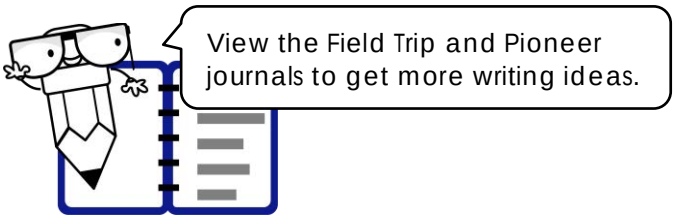
5. Why do you think pictures were included in the journal?

Pictures can help to describe the things that the author writes about.

Pictures make the journal look great.

6. Think about the fun things you did in the past few days or weeks.
Which ones do you want to write about in a journal, so you don't forget what happened?

-
-
-



Assignment 6 Things I Like

Think about things that you like and activities that make you happy.

This journal entry will be a list of your favorite things, events, or people. You will add bullets to make the list look great. Bullets are small symbols that begin each item in a list.

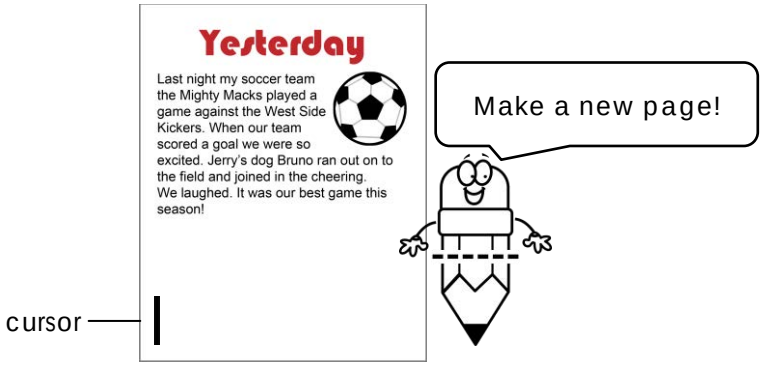
Open the Journal in Microsoft Word

View Page Two

▷ Drag the scroll box DOWN to view PAGE 2.

Insert a Page Break to Make a New Page

▷ Place the cursor at the END of the *Yesterday* journal entry.



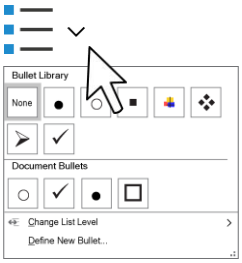
▷ Click the *Insert* tab.
Click *Page Break*.

Add a Title to the New Page

- Type My Favorite Things.
  Press ENTER twice.
- Use your skills to format the font Calibri (Body), size 11, and style **B** *I* U.
- Format the font color. A
- Set alignment.

Make a Bulleted List of Favorite Things

- Place the cursor below the title.
- Type This is a list of the things I like.
  Press ENTER.
- Click the *Bullets* arrow.
  Pick a bullet style.



- Make a list of favorite things:

Think about all the things you like.
What are your favorites? Here are some ideas:

✓ food	✓ animals	✓ games
✓ sports	✓ movies	✓ pizza toppings
✓ holidays	✓ books	✓ places
✓ super heroes	✓ candy	✓ gifts

  - Type something you like. Press ENTER.
  - Use your skills to type more things you like.

My Favorite Things

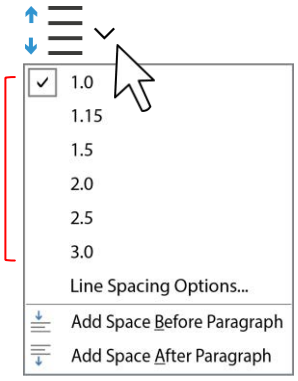
This is a list of the things I like.
- item 1
- item 2
- item 3

You might want to explain why you like each one.

- To turn the bullets OFF, click *Bullets*.

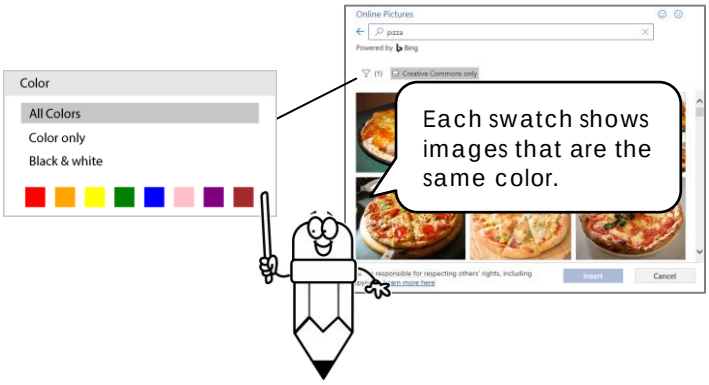
Select the List and Change the Line Spacing

- Select the words in the journal entry.
- Click *Line and Paragraph Spacing*. Pick an option.



Insert Pictures to Illustrate the List

- Place the cursor beside a list item.
- Click the Insert tab.
  Click *Insert Pictures* and pick *Online Pictures.*
- In the search box, type a search word. Press ENTER.
- Click *Filter* . Pick a color.

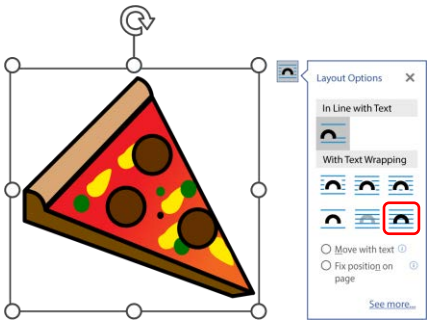


- Click on a picture you like. Click *Insert.*
- Use your skills to make the picture look great:
  - Resize the picture.
  - Set the style.

Change the Text Wrap of a Picture

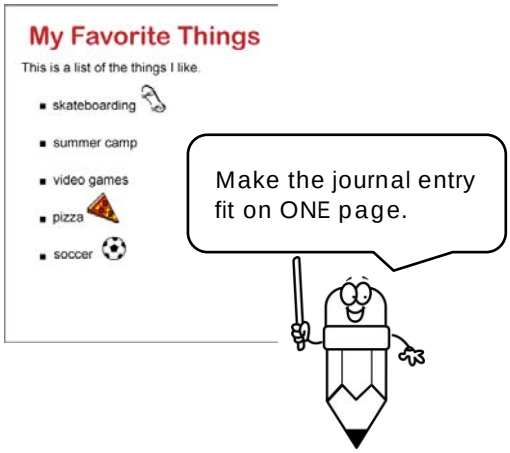
- Select the picture.
- Click *Layout Options*.

  Pick *In Front of Text*.



- Drag the picture anywhere on the page.

Make the Page Look Great



- Use your skills to:
  - add more space between lines using the ENTER key
  - format the font Calibri (Body), size 11, and style **B** *I* U
  - format the font color A
  - set alignment
  - adjust line spacing
  - change the bullets
  - insert pictures and adjust the text wrap
  - apply a picture style

Save and Exit Word

Extension Activity 2: Journal Writing Ideas

Would you like to write more entries for your journal?
Check this list for some ideas.

- ✓ If I could be an animal, I would be…
- ✓ A singer I really like is…
- ✓ I am very good at…
- ✓ I wish I could be invisible for a day. I would…
- ✓ When I grow up, I would like to be…
- ✓ My favorite book is…
- ✓ If I could be anyone else in the world, I would be…
- ✓ Children should be allowed to…
- ✓ If I could turn into a cartoon character, I would be…
- ✓ My favorite toy is…
- ✓ One day I couldn't stop laughing because…
- ✓ A movie character I would like to meet and play with is…
- ✓ If I were an astronaut, the planet I would visit is…
- ✓ If I had a million dollars, I would…
- ✓ All the things that scare me are…
- ✓ If I could travel back or forward in time, I would…
- ✓ A gadget that I would like to invent is…
- ✓ A question I've always wondered about is…
- ✓ If there were no televisions, video games, or Internet I would…

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- ✓ If I was a giant for a day…
- ✓ If I was tiny for a day…
- ✓ A wild animal that I would like as a pet is…
- ✓ If I could live in a jungle, desert, beach, mountain, or city I would choose…
- ✓ I would like to live in the time of dinosaurs because…
- ✓ The superpower I would like to have is…
- ✓ A crazy kind of sandwich I would like to make would be…
- ✓ A toy I would like to talk to is…
- ✓ After school each day, my favorite thing to do is…
- ✓ My favorite funny joke is…
- ✓ If I lived in the ocean, I would be a…
- ✓ All the foods I don't like are…
- ✓ A dream I had one night was…
- ✓ If a genie gave me three wishes, I would…
- ✓ When I see a rainbow, I…
- ✓ If I got stuck in a grocery store overnight, I would…
- ✓ My favorite restaurant is…
- ✓ When my friends have a sleepover, we like to…

Appendix A: Assessment Tools

Journal Quiz

Draw a line to match the tool to what it does.

1.

2.

3.

4.

5.

6.

7.

8.

Insert a new page

Insert a picture

Make a list with symbols

Make the letters darker so they stand out

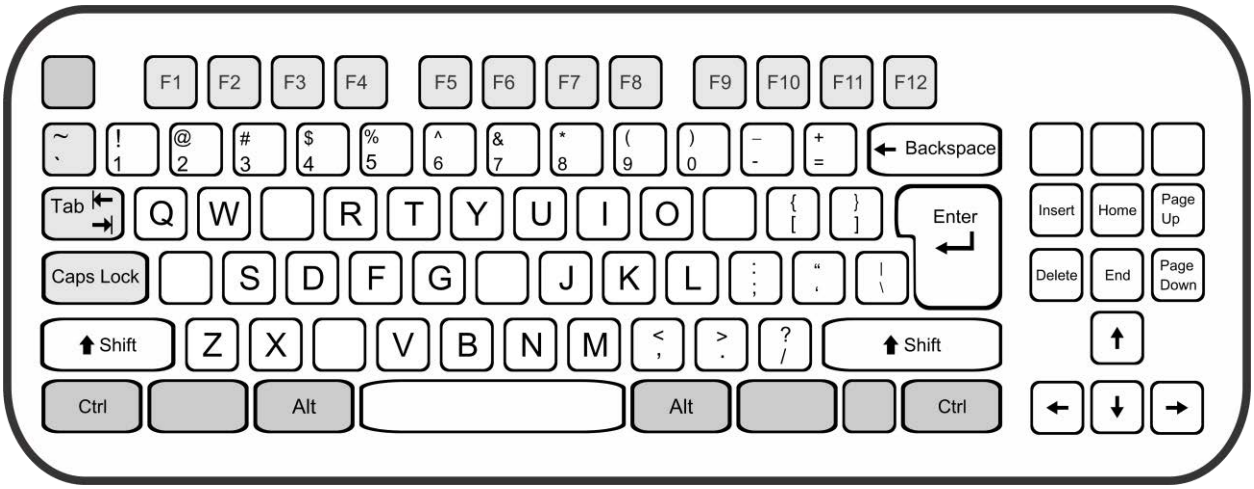
Center words or pictures on the page

Color the words

Change the style set of the words

Make a list with numbers

/8



9. These keys are missing from the picture of the keyboard.

A C E H P

- Study your keyboard. Add the missing keys to the picture.

/5

10. Find the keys:

- Color the spacebar orange.
- Color the key that makes capital letters blue. There are two.
- Color the key used at the end of every sentence red.
- Color the key that moves the cursor to the next line green.
- Color the keys that remove letters or spaces brown. There are two.

/7

TOTAL /20

Journal Marking Sheet

Name:	1 Getting Started	2 Making Progress	3 Good Work	4 Excellent!
Content • journal has a title page • journal includes three journal entries				
Ideas • writing is easy to understand • ideas are creative				
Illustrations • pictures are about topic • pictures make each page look great				
Design • each entry fits on one page • text is easy to read • some ideas are in a list				
Spelling and Grammar • words are spelled correctly • sentences are punctuated • titles, names, and beginning of sentences are capitalized				
Comments				