

# TECHNOStories

## Teacher Guide

Lessons for Elementary Students: Grades 1-3



Technology Project using

# Microsoft Word

Write, edit, and illustrate stories.

In this project, students create storybooks using Microsoft Word. They develop basic word processing skills to illustrate, write, edit, and publish stories. Upon completion, authors share their work during story time. Optional activities challenge students with keyboarding tasks, advanced word processing techniques, and the creation of a flipbook.

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# TechnoStories Overview

<p><i>Purpose:</i> Introduce word processing to beginners. Use simple templates to illustrate, write, edit, and publish storybooks.</p>	<p><i>Preparation:</i> (see <i>Prepare to Teach</i>)</p> <ul style="list-style-type: none"> <li>• Install Microsoft 365</li> <li>• Install Adobe Acrobat Reader</li> <li>• Share <i>Stories</i> folder with students</li> <li>• Download and print flashcards and tool summary from <a href="#">TechnoHub</a> (optional)</li> </ul>
<p><i>Objectives:</i> (see <i>Appendix A: Skill Summary</i>)</p> <ul style="list-style-type: none"> <li>• communicate ideas through writing</li> <li>• use capital letters appropriately</li> <li>• punctuate a sentence</li> <li>• accurately type using the keyboard</li> <li>• organize story ideas</li> <li>• write and illustrate an original story</li> <li>• edit and revise pieces of writing</li> <li>• format text and images to enhance writing</li> <li>• solve design problems</li> <li>• share a publication with others</li> <li>• reflect on the writing experiences</li> </ul>	<p><i>Materials:</i> (see <i>Appendix B:</i> for a complete list)</p> <ul style="list-style-type: none"> <li>• My Story Checklist</li> <li>• My Story Reflection</li> <li>• TechnoStories Marking Sheet</li> <li>• TechnoStories Skill Summary</li> <li>• Stories folder <ul style="list-style-type: none"> <li>◦ Workbook Assignment Sheets</li> <li>◦ Templates: My Puppy, My Day, About Me, My Story</li> </ul> </li> <li>• Sample stories: My Puppy, My Day, About Me, My Pet Dinosaur</li> <li>• Parent Letter and Certificate (optional)</li> <li>• Download Flashcards and Tool Summary from <a href="#">TechnoHub</a> (optional)</li> </ul>
<p><i>Summary of Activities:</i></p> <ul style="list-style-type: none"> <li>• Format the text in the story <i>My Puppy</i>.</li> <li>• Illustrate the story <i>My Day</i>.</li> <li>• Complete the story starter <i>About Me</i>.</li> <li>• Organize story ideas.</li> <li>• Write a story using a template.</li> <li>• Illustrate story.</li> <li>• Share a story with others during story time.</li> </ul>	
<p><i>Extension Activities:</i></p> <ul style="list-style-type: none"> <li>• About the Keyboard: Introduce the location of keys.</li> <li>• Be a Keyboard Detective: Complete simple keyboarding activities to learn the function of keys.</li> <li>• Insert a Saved Photo: Insert a photo into the About Me story.</li> <li>• Story Writing Ideas: Browse a list of suggested titles to get inspiration for a story.</li> <li>• Make a Flip Book: Use a free service to make a flipbook from a saved PDF file.</li> </ul>	
<p><i>Assessment:</i></p> <ul style="list-style-type: none"> <li>• Self-Evaluation Checklists (Story Checklist – Assignment 6, My Story Reflection)</li> <li>• Teacher Evaluation (TechnoStories Skill Summary, TechnoStories Marking Sheet)</li> </ul>	
<p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>• This project focuses on developing basic word processing skills. It is designed for beginners.</li> <li>• Students new to keyboarding should complete the <i>About the Keyboard</i> and <i>Be a Keyboard Detective</i> extension activity prior to starting the writing activities.</li> <li>• Adjust your expectation on the quantity and quality of writing based on individual abilities.</li> </ul>	

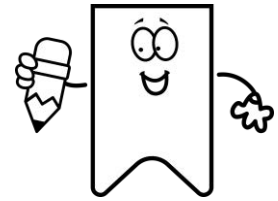
# Technology Integration Ideas

The TechnoStories project can be used as a meaningful way to develop basic keyboarding and word processing skills. The activities gradually build in difficulty. To start, a simple skill is introduced and then students are given an opportunity to practice it repeatedly to gain confidence. Each assignment builds on the skill previously taught. By the end of the project, students will be able to create an original storybook.

The activities in TechnoStories integrate into language arts curriculum. The publication of the storybook follows the stages of the writing process:





1. *Organize Ideas*: Students write a story with a beginning, middle, and end. A planning sheet allows students to sketch their ideas. Book titles are included as a source of inspiration.
2. *Draft Writing*: Students use a book template with a title page, and 3 story pages to write and illustrate their story. Word processing skills such as how to format text and images are applied from the previous assignments. Sentence starters support writing.
3. *Edit Writing*: Students use electronic editing tools to correct errors. A checklist is provided to help proofread the publication.
4. *Publish Writing*: Students share their storybook by print, or by sending an attachment by email to their teacher, friend, or parent. Optional instructions are provided to print or transform the document into an animated flipbook using an Online service.
5. *Reflection*: Students identify their strengths as writers by rating their word processing ability, quality of story writing, and effort.

# Assignment 1 Edit My Puppy Story




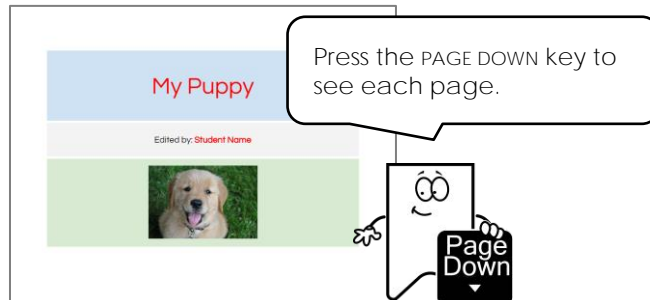
Read the story *My Puppy*.

Format the **red** words to make them look like their meaning.


 <p>My puppy likes to <b>play</b>.</p>	 <p>My puppy digs in the <b>mud</b>.</p>	 <p>My puppy <b>loves</b> to eat.</p>	 <p>My puppy is <b>funny</b>.</p>
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Open the My Puppy Template

- ▷ Ask your teacher how to open the *My Puppy* template.
- ▷ Click the *View* tab.
- ▷ Choose *One Page* from the Zoom group. 
- ▷ Read the story.

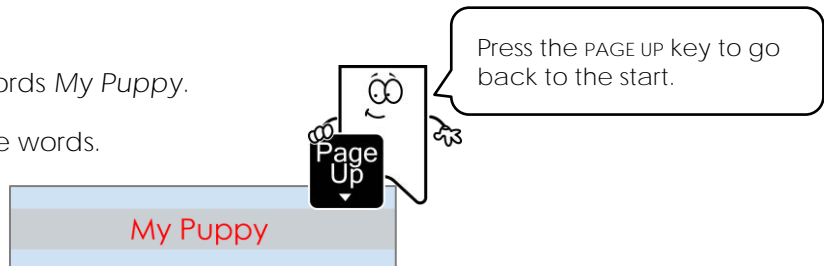


Press the PAGE DOWN key to see each page.




Triple Click to Select the Title

- ▷ View page one.
- ▷ Place the cursor in the words *My Puppy*.
- ▷ Triple click to select all the words.




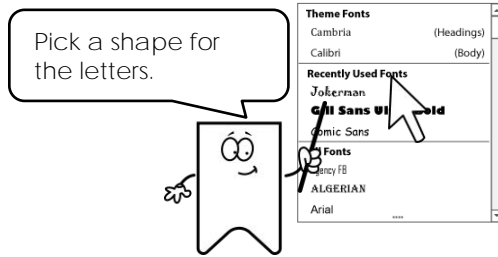
Press the PAGE UP key to go back to the start.




**My Puppy**

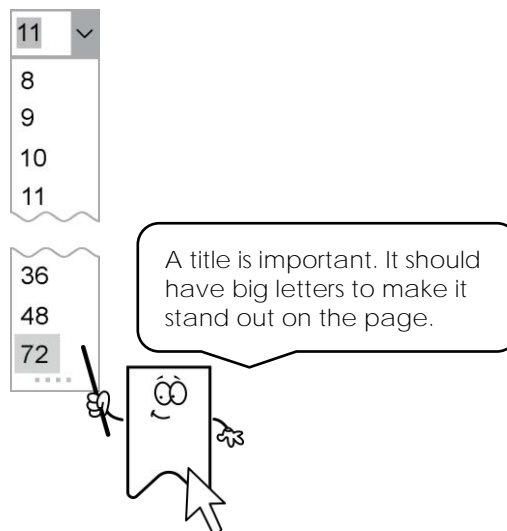
## Format the Font for the Title

- ▶ Click the *Font* arrow. 
- ▶ Pick a font from the list.




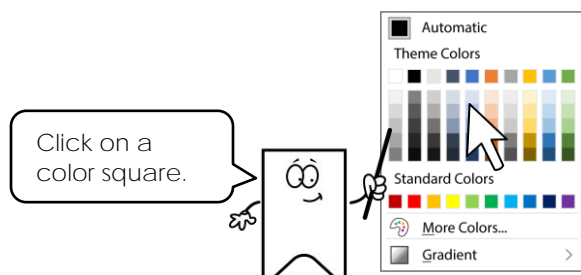
## Format the Font Size for the Title

- ▶ Select the title.
- ▶ Click the *Font Size* arrow. 
- ▶ Pick a font size.



## Format the Font Color for the Title

- ▶ Select the title.
- ▶ Click the *Font Color* arrow. 
- ▶ Click on a color you like.

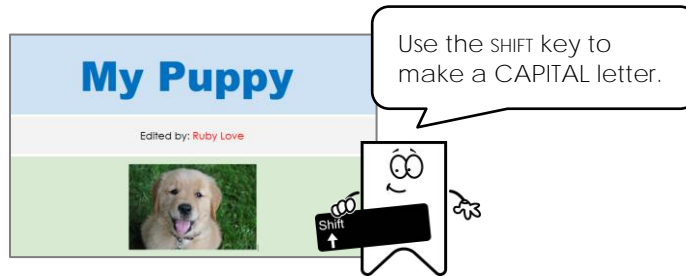


Click and Drag to Select Student Name

- ▶ Place the cursor in front of the "S" in *Student Name*. Edited by: **Student Name**
- ▶ Click and drag to the right to select the words. Edited by: **Student Name**

Replace Text with Your Name

- ▶ Type your **Name**.



Change the Font for Your Name

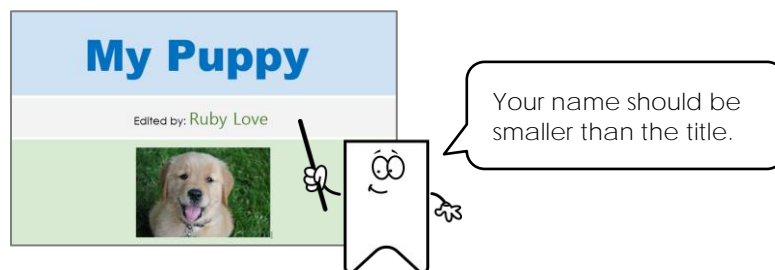
- ▶ Select your name.
- ▶ Click the *Font* arrow. **Calibri (Body)** ▾



- ▶ Click on a font you like.

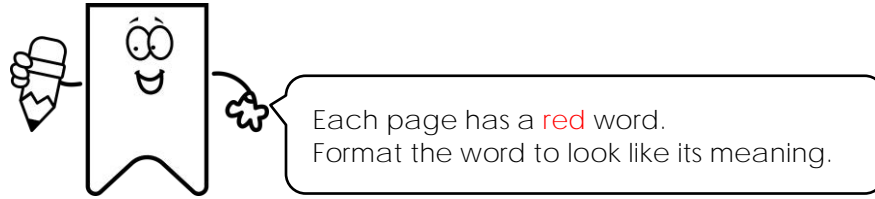
Format the Font Size and Color for Your Name

- ▶ Select your name.
- ▶ Click the *Font Size* arrow. **11** ▾  
Pick a font size.
- ▶ Click the *Font Color* arrow. **A** ▾  
Pick a color.









## Format the Words on Each Page




For example:

 My puppy likes to <b>play</b> .	 My puppy digs in the <b>mud</b> .	 My puppy <b>loves</b> to eat.	 My puppy is <b>funny</b> .
play	mud	loves	funny

▷ Make the words look great!

- Format the font.
- Set the size.
- Change the color.


## Save the My Puppy Story

- ▷ Click **Save** on the Quick Access Toolbar. 
- ▷ Go to the place where you will save your work.
- ▷ Click after My Puppy and add your **Name** to the file name.

File name:	<input type="text" value="My Puppy student name "/>
Save as type:	<input type="text" value="Word Document"/>

- ▷ Click **Save**.

## Close Microsoft Word

- ▷ Click the **Close** button at the top of the window. 

# Assignment 4 Plan Your Story

You are going to write a story. You will share it with your friends and family.

It will have a title page and 3 story pages.

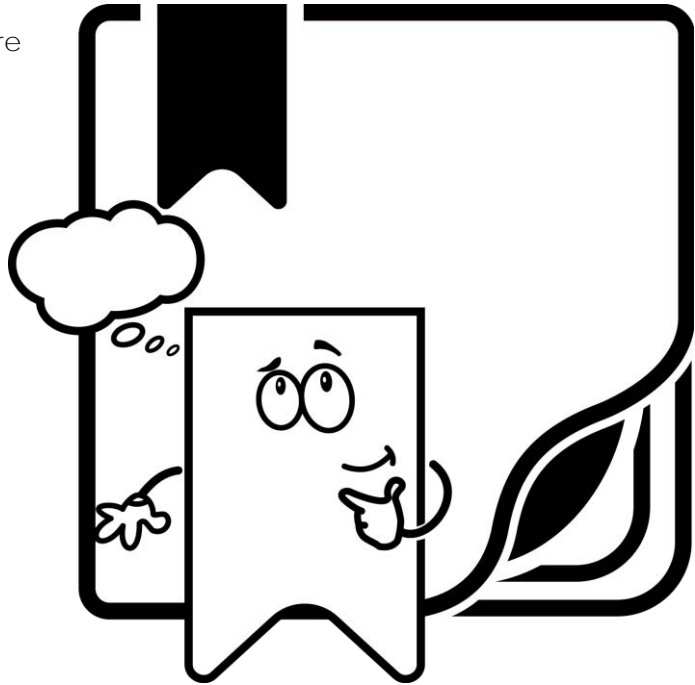
It will have a beginning, middle, and end.

Use the planner to sketch out your ideas.

What will your story be about?

Pick a book title or think of your own idea.

- My Birthday
- The Best Day Ever
- The Sad Princess
- My Pet Dinosaur
- A Big Surprise
- A Trip to the Zoo
- Rainy Day Fun
- The Magic Hat



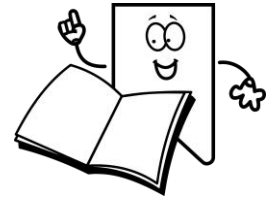
## Organize Your Writing Ideas

Book Title

BEGINNING	MIDDLE	END
What happens first?	What happens next?	What happens last?

# Assignment 6 Complete Your Storybook

Edit your work to get it ready to share with your teacher, parents, or friends.



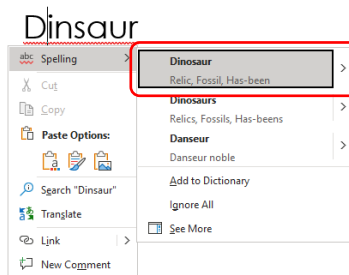
Open Your Story in Microsoft Word

Correct Spelling Errors

- ▶ Right click on a word with a wavy red line.

## My Pet Dinsaur

- ▶ From the menu that appears, pick the correct spelling.



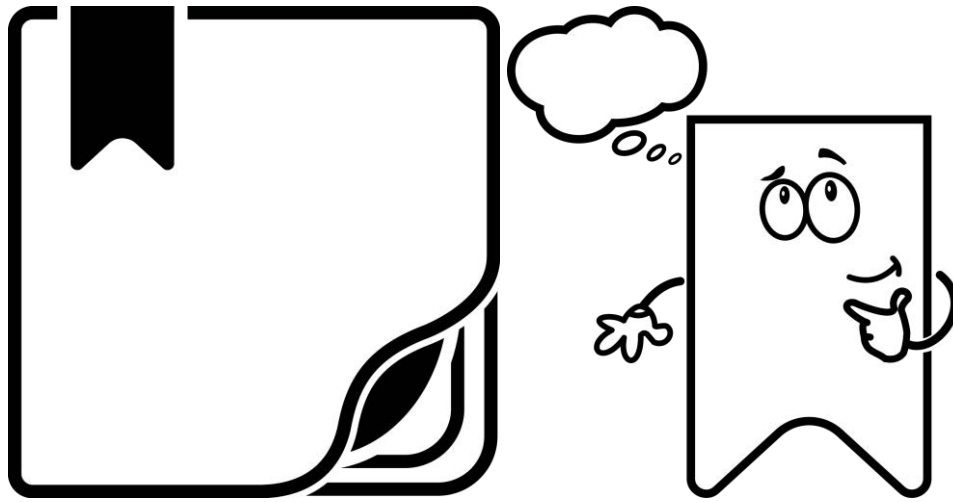
Not all words are in the dictionary. If you know the word is correct, just click *Ignore All*.

My Story Checklist

Titles, names, and sentences begin with a CAPITAL.		
A period is at the end of each sentence.		
A space is between words.		
Words and pictures fit on the same page.		
The story is easy to understand.		
The words are spelled correctly.		

Save and Close Microsoft Word





## Extension Activity 4: Story Writing Ideas










Do you need a story writing idea?  
Pick from even more book titles!

- The Secret Cave
- A Pirate Adventure
- Lost in Space
- A Visit to Dragon Town
- The Littlest Pony
- I Love My Family
- When Pigs Fly
- What Pet is the Best?
- Frog Finds a Friend
- The Lost Puppy

# My Story Reflection

Word Processing Skills	
I understand and can teach it!	
I can do it with some help.	
I do not understand.	

Quality	
I love my story and want to share it with others.	
I like my story.	
My story needs more work.	

Effort	
I worked hard. I did my best.	
I know I could try harder.	
I did not finish. I did not really try.	