



SUPPLEMENTARY SUPPORT PLANS

Subject: Technology and Computing **Course:** 5th bilingual **School term:** 2nd

Year: 2019

RECOMMENDATIONS

Every school term, the teacher formulates a problematizing question or problematizing situation related to the learning goals, which helps the student to be prepared to support his or her knowledges and skills levels in each area. This process is scheduled from Monday, May 20th to Friday, May 24th. The student must consult the bibliographic references recommended by the teacher within each subject and submit the three products worked in the school term by means of written papers using basic format rules to prove the acquired skills.

- **Problematizing question:**

How does the use of Office applications facilitate the production and presentation of academic works?

- **Learning goals:**

At the end of the school term, the student will be able to:

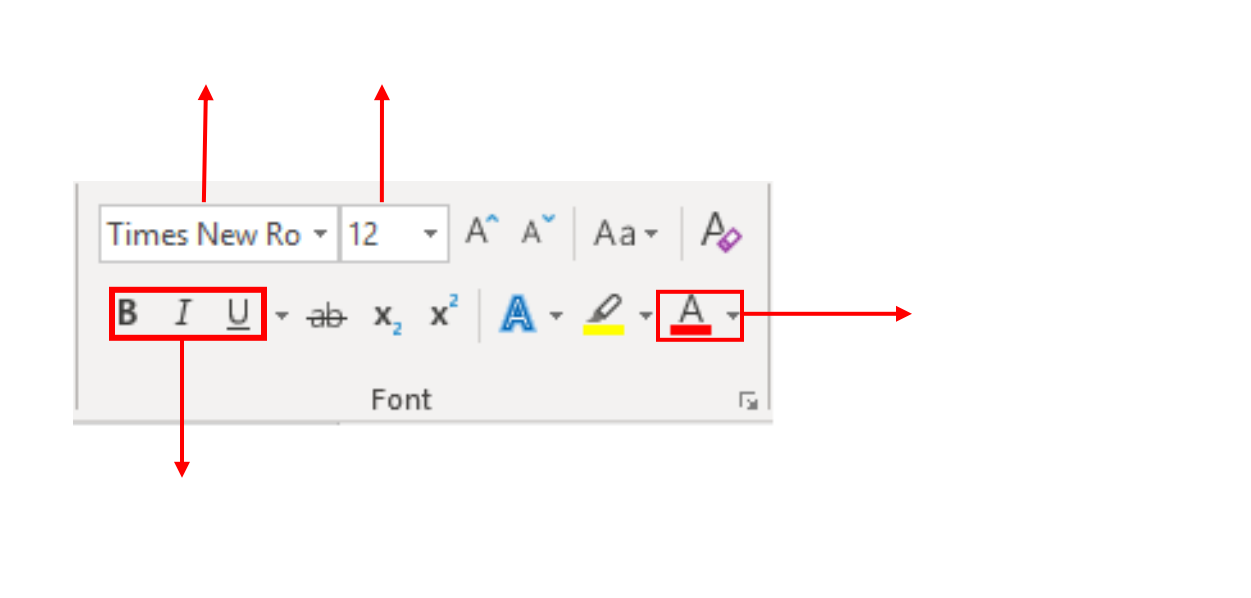
- Enhance his or her creativity by using tools such as Microsoft Word and PowerPoint
- Recognize certain robotic inventions generated in recent years.
- Critically propose technological solutions to everyday challenges.

School term products:

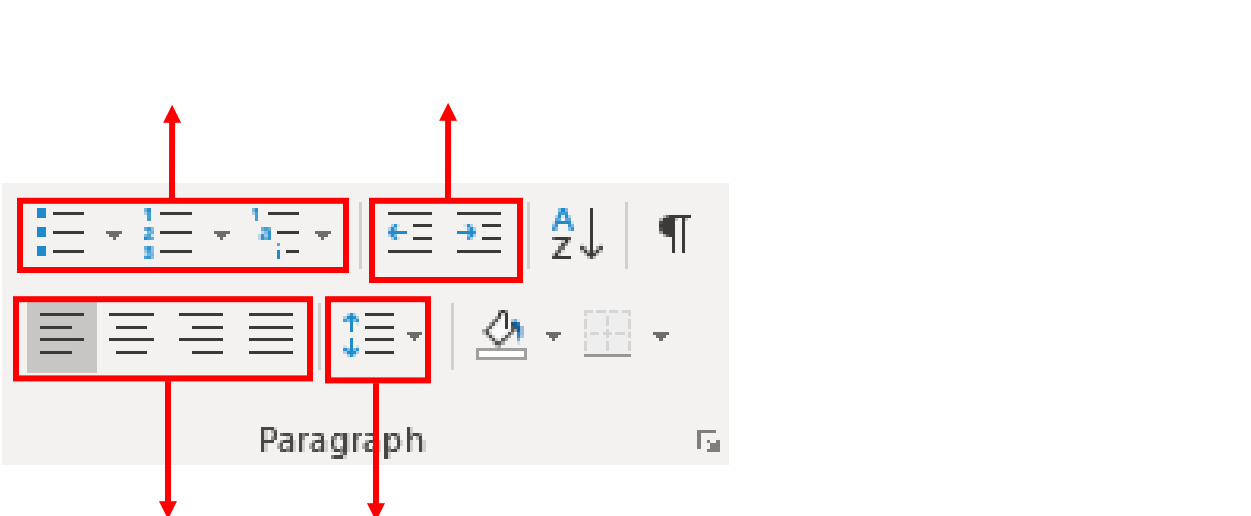
1. What is a word processor program and what is it used for?

2. What is Microsoft Word?

3. Please point the Font toolbar functions in the following picture:



4. Please point the Paragraph toolbar functions in the following picture:



5. What is APA style format and what is its importance once you need to create a document?

6. What are the general APA style guidelines?

- Margins:
- Indent:
- Font:
- Font size:
- Alignment:
- Line spacing:

7. Make a written paper applying the general guidelines of APA style with title or cover page, back page and body text format explaining the concept of robotics, its importance and three recognized copies of robots with its image. Save it on the USB.

WEBGRAPHY:

- ✓ <https://www.computerhope.com/jargon/m/microsoft-word.htm>
- ✓ <https://www.computerhope.com/jargon/w/word-processor.htm>
- ✓ <http://www.easybib.com/guides/citation-guides/apa-format/>
- ✓ <https://www.youtube.com/watch?v=ApBoyz8hECg>
- ✓ <https://www.apastyle.org/learn/faqs/what-is-apa-style>

