

## Exercise 1: Creating Word Processing Productivity Tools

### Step 1

Learn more about the four elective word processing activities—Weekly Lesson Planner, Newsletter, Diagram, and Certificate.

### Step 2

Determine which activity you want to do first. You can work alone to create a productivity tool that is uniquely meaningful and relevant for you in your classroom, or you may collaborate with a colleague who shares a similar interest or need.

### Step 3

Plan, do, review, and share the activity or activities as directed.