



Technology Applications Virtual Learning

Senior Class Fundraiser

May 6, 2020



8th Grade Technology Applications

Lesson: May 6, 2020

Objective/Learning Target:

I can use basic editing tools to change the wording of a memo.



Getting Started:

As a member of the fundraising committee for the Student Council, you have volunteered to create and edit a memo announcing the upcoming class fundraiser. There are times when changing the wording of your document is necessary. This often makes the document easier to read by using more appropriate word choices. Google Docs has editing tools that make changing the wording of a document quick and easy.



Practice:

1. Create a new Google doc and type the text exactly as shown.

MEMORANDUM

SUBJECT: Senior Class Fundraiser
TO: Hamilton High School Student Body
FROM: <Your Full Name>, Fundraising Chairperson
DATE: <Insert current date>

As always, Hamilton High School is reaching out for your support. The Annual Calendar Fundraiser continues to be the biggest money-making project that our committee is involved in. Principal Marlowe assures me that our inventory levels will be sufficient to meet the expected demands this year. Anticipated profits are projected to be over \$5,000, which will be used for scholarships for our graduating seniors.

You will also be pleased to learn that Alexa Dickenson, a junior, has agreed to assume total marketing responsibility for the project. She has informed me that a tentative plan for posting promotional flyers in hallways is underway. These flyers will inform students about sales and distribution logistics.

Calendars can be picked up before and after school at the following locations: Media Center, Guidance Office, Auditorium, and Room 104.

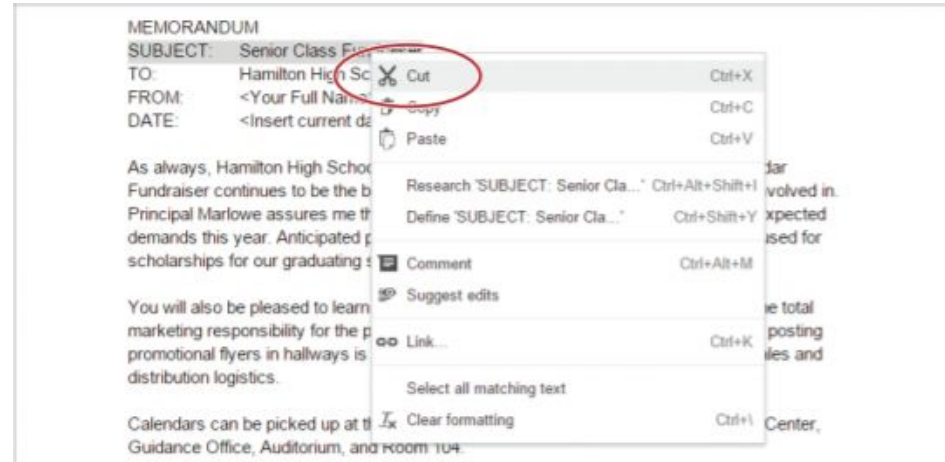
If you have any great ideas about how to raise more money with this project, I'd love to hear from you. Drop me a note in the Student Council mailbox in the main office.

Practice:

2. **Use Spelling Suggestions.** To identify misspelled words in your document, Show spelling suggestions must be turned on prior to typing your text. To be sure that Show spelling suggestions is on, from the View menu, make sure that Show spelling suggestions appears with a check mark next to it. Red lines will now appear under misspelled words.
 - a. **Hint:** To fix misspelled words, right-click on the word and select the correct suggestion offered from the menu that appears.

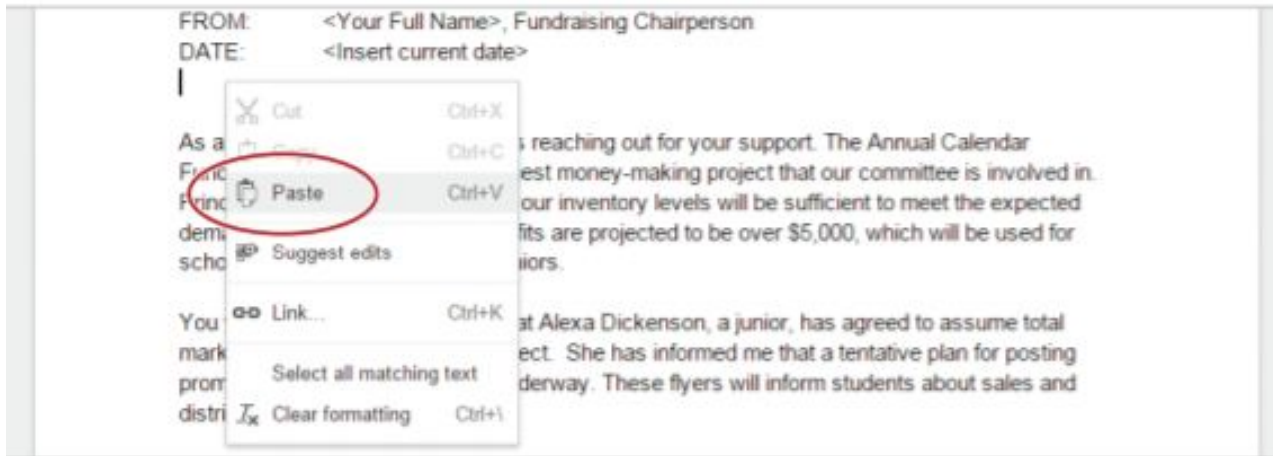
Practice:

3. **Cut and Paste Text.** To cut text and move it to another position in your document, do the following:
 - a. Select the text [SUBJECT: Senior Class Fundraiser], then right-click and select Cut.



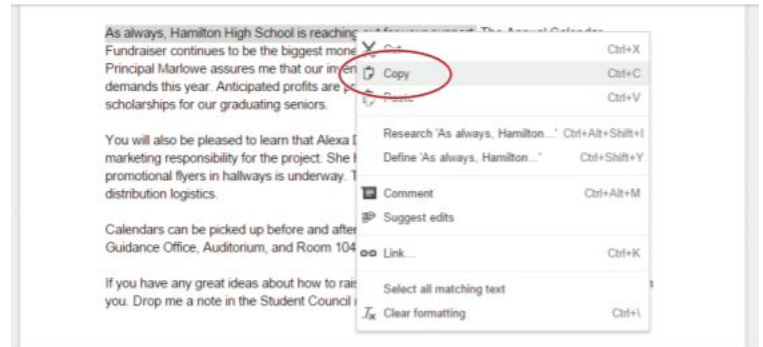
Practice:

4. Position your cursor after the text [DATE:], hit the Enter key, right-click, then select Paste.



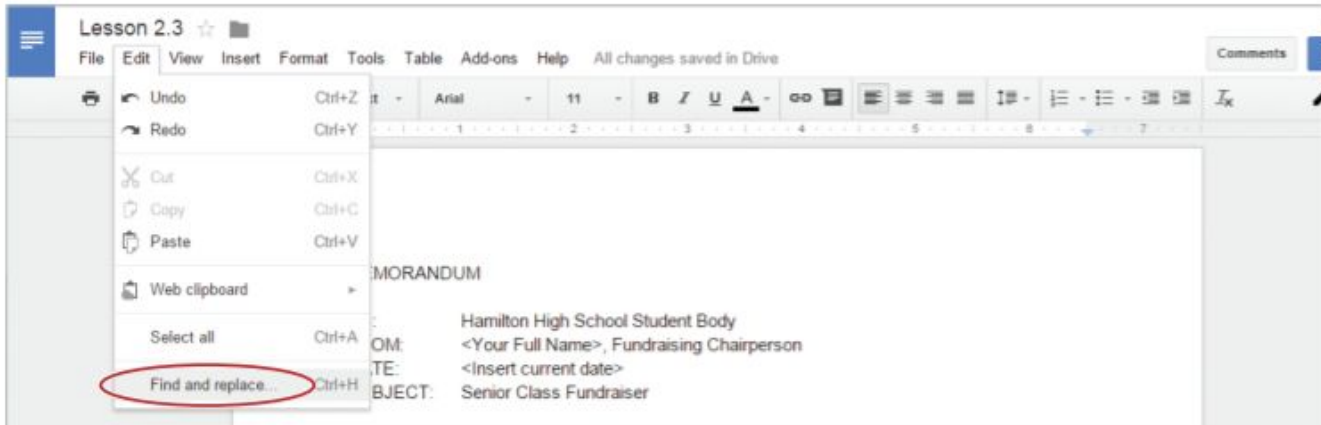
Practice:

5. **Copy and Paste Text.** To copy text and duplicate it in another position in your document, do the following:
 - a. Select the text [As always, Hamilton High School is reaching out for your support.], right-click, then select Copy.
 - b. Position your cursor at the end of the last paragraph, right-click, then select Paste.



Practice:

6. Find and Replace Text. To find text within your document and replace it with different text, from the Edit menu, select Find and replace.



Practice:

7. In the Find and replace dialog box, type [Hamilton High School] in the Find field, type [Hamilton High] in the Replace with field, then click Replace all. Close this dialog box.



Practice:

8. Increase Indent of Text. To add emphasis to a section of text within your document, select the third paragraph, then click the Increase indent icon. Your entire paragraph will be indented .5”





Practice:

9. Center align and bold the text [MEMORANDUM]
10. Change the line spacing of the text [TO:, FROM:, DATE:, and SUBJECT:] to double.



Self-Assessment:

Check this document to see how you did.

MEMORANDUM

TO: Hamilton High Student Body

FROM: <Your Full Name>, Fundraising Chairperson

DATE: <Insert current date>

SUBJECT: Senior Class Fundraiser

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Additional Practice:

Create your own letter and format it in this way.