

Microsoft Word Integration Ideas

1. Daily writing activities
2. Certificates of achievement
3. Digital portfolios
4. Typing out lab procedures
5. Create a table showing pros & cons of an historical event
6. Create a Venn diagram comparing things that are alike and different
7. Peer editing
8. Draw a food web using organizational chart tools
9. Log of vocabulary words
10. Create a token system making tickets or money
11. Post their papers online
12. Use auto shapes and line drawing showing a chemical reaction
13. Create daily lesson plans
14. Create classroom newsletter
15. Email papers to their instructor as attachment
16. Create material sign-out sheets
17. Write a resume
18. Highlight special words (parts of speech, vocabulary, etc.)
19. Draw visual using clipart and word art to go along with poem
20. Prepare exams
21. Create a flow chart showing order of events and concurrent events
22. Create sentence strips for sequencing activity
23. Create pages for PowerPoint presentations
24. Type up lab rules and lab procedures
25. Create items for a bulletin board
26. Create a sign up list for special areas (computer, library, station)
27. Political cartoons
28. Make labels for various chemical and lab materials
29. Create a checklist for student projects (student created and/or teacher created)
30. Create name labels
31. Brochures
32. Make a table of empirical data
33. Write a formal letter to a political leader
34. Create a behavioral contract or plan
35. Create outline templates for informative, persuasive, debate speeches

36. Field trip permissions slips
37. Create a weekly calendar
38. Create greeting cards
39. Teacher design readability (closed test)
40. Use draw tools to show chemical structure
41. Create a timeline
42. Writing and illustrating stories
43. Mail merge documents
44. Insert picture and label parts (flower, heart, etc.)
45. Create a poster showing likes and interests
46. Creating flash cards for math or reading
47. Active Reading Chart (template of questions from story or article that was read)
48. Create lecture outlines
49. Seating charts (multiple for individual group activities)
50. Create drawings or clip to illustrate new words
51. Character trait clusters using words art, (students draw characters and put bubble captions around character identifying traits of that person)
52. Research papers or lab reports
53. Create grading rubric for assignments
54. Create chapter outlines for content area class
55. Citations for resources
56. Put an Excel spreadsheet into a word document
57. Create a list of Internet resource sites
58. Create a classroom jobs chart
59. Enlarge text for student who is visually impaired
60. Use to translate to other language
61. Create a rebus story
62. Create writing stories (insert picture and write about picture)
63. Brain storming
64. Passes
65. Sequencing sentences
66. Create communication board
67. Make use of tracking feature for student collaboration
68. Make use of tracking feature for teacher comments and editing.