

Format a Document Someone Will Actually Read

40 minutes

Working with Digital Tools (Optional)

WHAT THIS LESSON DOES

Apply consistent heading styles, spacing, text-wrapped images and page numbers to make a document easy to skim. Export it as a PDF so the layout stays the same for every reader.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Format a document so its structure is visible at a glance
- Export it so anyone can open it

BEFORE THE BELL

- Prepare a short plain-text sample for every student for the guided walkthrough.
- Confirm Microsoft 365 and/or Google Workspace sign-in works before the period.
- Have one free-to-use image ready for the Your turn insert-and-wrap step.
- Have any visual aids ready for demonstrating messy versus structured pages.
- Confirm Word/Microsoft 365 and/or Google Docs access; sample text is supplied in the Examine step notes
- Sample text supplied below: paste it into a document, share one copy per student, and put both versions on the board
- Student devices with Word (Microsoft 365) and/or Google Docs; school accounts; the shared sample document
- Student devices; class save location ready; free-to-use sample image for insert practice

Format a Document Someone Will Actually Read

HOW THE LESSON RUNS

3 min	introduction	Start
5 min	content	Examine and discuss
16 min	activity	Hands-on: format and export
10 min	activity	Your turn
3 min	content	Make sense
2 min	content	Reflect
1 min	summary	What you covered

TEACHING MOVES

- Guided block uses the sample only; own research log or earlier piece waits for Your turn.
- Model each core step on screen with labelled Word and Docs paths (Styles, spacing, Download → PDF).
- Pause after headings and after the PDF open-check.
- Circulate in Your turn for image wrap and page numbers as well as decorating-versus-structuring.
- Protect Make sense plus at least one Reflect question; if overrun, use the 30-second oral recap in the summary notes.

WHAT TO WATCH FOR

- Applying bold or font size instead of heading styles: direct students to the styles menu.
- Images remaining in line without wrap: demonstrate the wrap options menu in Your turn.
- Skipping the open-the-PDF check: the download click alone is not enough.
- Overlooking page numbers in Your turn: remind students to check the header or footer.

DIFFERENTIATION

- Support: stay on the provided sample for Your turn if the student has no own piece.
- Support: offer a short checklist (headings, spacing, image wrap, page numbers, PDF open-check).
- Extension: add a second heading level, a caption under the image, or a table of contents based on their headings.