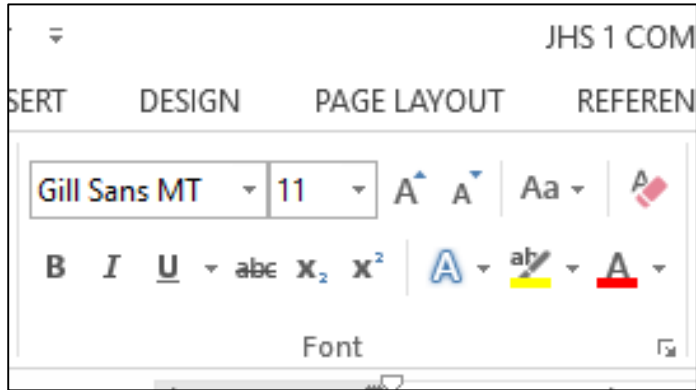


WEEKLY LESSON NOTES – B7

WEEK 2

| | | | |
|---|--|--|---|
| Strand : Productivity Software | | Week Ending: 20 th MAY, 2022 | |
| Sub Strand: Introduction to Word Processing | | Duration :50mins | |
| Content Standard: B7.2.1.1 Demonstrate how to use Microsoft Word | | Class : B7 | |
| Indicators: B7.2.1.1.5 Demonstrate how to use text-decoration, change text case, text size and color | | Day : | |
| Core competences: DL5.1: Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem. | | | |
| Activities For Learning & Assessment | | Resources | Learners Resource Page Ref. |
| <p>Starter (5 mins)</p> <p>Recap with learners to review their understanding in the previous lesson.</p> <p>Introduce the lesson by sharing the performance indicators.</p> <p>Main (35 mins)</p> <p>Guide learners to explore the use of the Font group under the Home tab.</p> <p>Quiz learners to mention some of the tools under the Font group.</p> <p>Example: Font style and Font size Bold, Italics and Underline Strikethrough Superscript and Subscript</p> | | Set of computer, Video /pictures | Computing Curriculum Pg. 8-9 |
| | | | Learning how to use text-decoration, change text case, text size and color in MS Word |

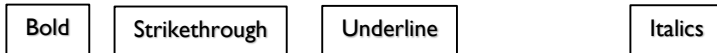
Increase and decrease font size



Engage learners to demonstrate the use Bold, Italic, Underline Strikethrough, Superscript and Subscript in MS-Word.

Example:

The **boy** is ~~going~~ to school with his *friends*.



4x4x4x4=4⁴ → Superscript

Two molecules of oxygen = O₂ → Subscript

Demonstrate the use of sentence case, font size, color and font decoration features in MS-Word

Example:

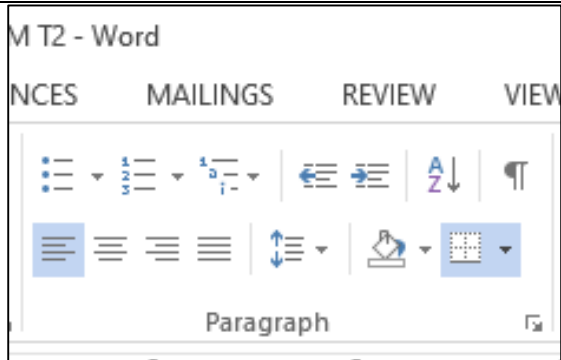
Chantal is an intelligent student.

Changing the font style of a Text

1. Highlight the text you want to change its font type.

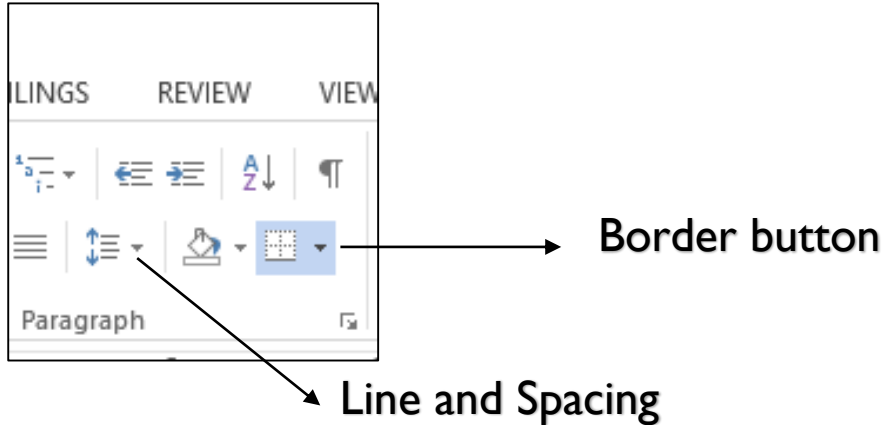
| | | | |
|---|--|--|--|
| <p>2. Click the font type list arrow and 3. Select the font style of your choice from the list.</p> <p>Project examples of MS-Word interface to learners with the aid of a projector or pictures.</p> <p>Reflection (10 mins) We have learnt how to use replace tool in MS-Word, Proofing and Language group, Spelling & Grammar, Thesaurus.</p> <p>Engage learners in a think-pair-share activity to practice how to use replace tool in MS-Word and spell and grammar check text in a passage.</p> | | | |
| <p>Homework/Project Work/Community Engagement Suggestions</p> | | | |
| <p>1. Identify any five Editing tools you know. 2. State the use of the following</p> <ol style="list-style-type: none"> a. text-decoration, b. change text case, c. text size d. text color | | | |
| <p>Cross-Curriculum Links/Cross-Cutting Issues</p> | | | |
| <p>None</p> | | | |
| <p>Potential Misconceptions/Student Learning Difficulties</p> | | | |
| <p>The facilitator/teacher can arrange to use a nearby Senior High School (SHS) ICT laboratory.</p> | | | |

| | | | |
|---|----------------------------------|--|--|
| Strand : Productivity Software | | Week Ending: 20 th MAY, 2022 | |
| Sub Strand: Introduction to Word Processing | | Duration : 50mins | |
| Content Standard: B7.2.1.1 Demonstrate how to use Microsoft Word | | Class : B7 | |
| Indicators: B7.2.1.1.6 Demonstrate how to align text, indent paragraphs, bullet, line space and shade | | Day : | |
| Core competences: DL5.1: Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem. | | | |
| | | | |
| Activities For Learning & Assessment | Resources | Learners Resource Page Ref. | Progression |
| <p>Starter (5 mins)</p> <p>Recap with learners to review their understanding in the previous lesson.</p> <p>Introduce the lesson by sharing the performance indicators.</p> <p>Main (35 mins)</p> <p>Guide learners to explore the use of the Paragraph group, using the align left, center, align right and justified in MS-Word under the Home tab.</p> | Set of computer, Video /pictures | Computing Curriculum Pg. 8-9 | Learning how to how to align text, indent paragraphs, bullet, line space and shade in MS |



Guide learners to explore the use of Bullets, Decrease and Increase Indentation under the Home tab.

Guide learners to identify the use of the Border Button and set line spacing using the dialog Box Launcher button under the Home tab.



Reflection (10 mins)

We have learnt how to use replace tool in MS-Word, Proofing and Language group, Spelling & Grammar, Thesaurus.

| | | | |
|---|--|--|--|
| Engage learners in a think-pair-share activity to practice how to use replace tool in MS-Word and spell and grammar check text in a passage. | | | |
| Homework/Project Work/Community Engagement Suggestions | | | |
| <ol style="list-style-type: none"> 1. Identify any three Editing tools you know. 2. State the use of the following <ol style="list-style-type: none"> a. align text b. indent c. paragraphs, d. bullet, e. line space and shade | | | |
| Cross-Curriculum Links/Cross-Cutting Issues | | | |
| None | | | |
| Potential Misconceptions/Student Learning Difficulties | | | |
| The facilitator/teacher can arrange to use a nearby Senior High School (SHS) ICT laboratory. | | | |