

FIRST TERM
WEEKLY LESSON NOTES – B8
WEEK 9

Week Ending: 10-03-2023	DAY:	Subject: Computing				
Duration: 60mins		Strand: Productivity Software				
Class: B8	Class Size:	Sub Strand: Creating Tables & Hyperlinks				
Content Standard: B8.2.1.1 Demonstrate How to Use Microsoft Word (tables and hyperlink pages)	Indicator: B8.2.1.1.1. Demonstrate how to create a table and hyperlinks.	Lesson: 1 of 2				
Performance Indicator: Learners can demonstrate how to create a table and hyperlinks.		Core Competencies: CC8.2: CP6.1				
Reference: Computing Curriculum Pg. 28						
Activities For Learning & Assessment						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Resources</th> <th style="width: 40%;">Progression</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Starter (5mins)</p> <p>Revise with learners to review their understanding in the previous lesson.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35mins)</p> <p>Explore the use of the Tables group under the Insert tab</p> <p>Create tables, columns and resize them in MS-Word</p> <p>Explore the use of hyperlinks to create non-linear presentations</p> <p>Reflection (10mins)</p> <p>Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.</p> <p>Take feedback from learners and summarize the lesson.</p> </td> <td style="vertical-align: top;"> <p>Pictures and videos</p> <p>Demonstrating how to create a table and hyperlinks</p> </td> </tr> </tbody> </table>			Resources	Progression	<p>Starter (5mins)</p> <p>Revise with learners to review their understanding in the previous lesson.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35mins)</p> <p>Explore the use of the Tables group under the Insert tab</p> <p>Create tables, columns and resize them in MS-Word</p> <p>Explore the use of hyperlinks to create non-linear presentations</p> <p>Reflection (10mins)</p> <p>Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.</p> <p>Take feedback from learners and summarize the lesson.</p>	<p>Pictures and videos</p> <p>Demonstrating how to create a table and hyperlinks</p>
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Homework/Project Work/Community Engagement Suggestions						
In groups, learners create tables and hyperlinks in word documents						
Cross-Curriculum Links/Cross-Cutting Issues						
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Content Standard: B8.2.1.1 Demonstrate How to Use Microsoft Word (tables and hyperlink pages)	Indicator: B8.2.1.1.2. Demonstrate how to merge, split, add formula, borders and shades	Lesson: 1 of 2				
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