# FIRST TERM
# WEEKLY LESSON NOTES
## WEEK 9

| Week Ending: 30-11-2023 | | DAY: | | Subject: Computing | |
|---|---|---|---|---|---|
| Duration: 60mins | | | | Strand: Productivity Software | |
| Class: B9 | | Class Size: | | Sub Strand: Introduction to Word Processing | |
| Content Standard:<br>B9.2.1.1 Demonstrate How to Use Microsoft Word (Multimedia) | | Indicator:<br>B9.2.1.1.1. Demonstrate how to add pictures, insert a screenshot and screen clipping and print screen | | | Lesson:<br><br>1 of 2 |
| Performance Indicator:<br>Learners can explore and understand the features of clip art, screenshot, and screen clipping in the Insert Ribbon of a document. | | | | Core Competencies:<br>Communication and Collaboration (CC), Digital Literacy (DL) | |
| New words | Clip Art, Screenshot, Screen Clipping | | | | |
| Reference: Computing Curriculum Pg. 45 | | | | | |

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| Activities For Learning & Assessment | Resources | Progression |
|---|---|---|
| ***Starter (5mins)***<br><br>Revise with learners on the previous lesson.<br><br>Share performance indicators and introduce the lesson.<br><br><br>***Main (35mins)***<br><br><br>Guide learners to open Microsoft Word or PowerPoint.<br>Navigate to the "Insert" ribbon.<br><br>Explore the Clip Art feature, searching for relevant images.<br>Insert a clip art image into the document or slide.<br><br>Discuss the importance of capturing specific content from the screen.<br>Explore the "Screenshot" option in the "Insert" ribbon.<br><br>Take a screenshot of a selected area on the computer screen.<br>Insert the screenshot into the document or slide.<br><br>Discuss scenarios where capturing a specific portion of the screen is useful.<br>Explore the "Screen Clipping" option in the "Insert" ribbon.<br><br>Take a screen clipping and insert it into the document or slide.<br><br><br><br><br>***Reflection (10mins)*** | Computers with Microsoft Office installed | Demonstrating how to add pictures, insert a screenshot and screen clipping and print screen |

| Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.<br><br>Take feedback from learners and summarize the lesson. | | |

## Homework/Project Work/Community Engagement Suggestions

- What is clip art, and how can it enhance the visual appeal of a document or presentation?
- Explain the difference between a screenshot and a screen clipping. When might you use one over the other?
- How can visual elements like clip art, screenshots, and screen clippings improve the overall communication of information in a document or presentation?
- Demonstrate how to insert a clip art image, a screenshot, and a screen clipping into a Microsoft Word document or PowerPoint slide.

## Cross-Curriculum Links/Cross-Cutting Issues

None

## Potential Misconceptions/Learner Learning Difficulties

None

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| Class: B9 | | Class Size: | | Sub Strand: Introduction to Word Processing | |
| Content Standard:<br>B9.2.1.1 Demonstrate How to Use Microsoft Word (Multimedia) | | Indicator:<br>B9.2.1.1.1. Demonstrate how to add pictures, insert a screenshot and screen clipping and print screen | | | Lesson:<br>2 of 2 |
| Performance Indicator:<br>Learners can explore and understand the features of clip art, screenshot, and screen clipping in the Insert Ribbon of a document. | | | | Core Competencies:<br>Communication and Collaboration (CC), Digital Literacy (DL) | |
| New words | Print Screen Key, Screen Capture, Insert, Crop | | | | |
| Reference: Computing Curriculum Pg. 45 | | | | | |

| Activities For Learning & Assessment | Resources | Progression |
|---|---|---|
| **Starter (5mins)**<br><br>Revise with learners on the previous lesson.<br><br>Share performance indicators and introduce the lesson.<br><br><br>**Main (35mins)**<br><br><br>Explain the location and function of the Print Screen key on the keyboard. Discuss the difference between capturing the entire screen and capturing an active window.<br><br>Show a brief demonstration of using the Print Screen key.<br><br>Have learners open Microsoft Word.<br>Instruct them to use the Print Screen key to capture the entire screen and an active window.<br><br>Guide them in pasting the captured images into the Word document.<br><br>Teach learners how to use the cropping tool in Microsoft Word.<br>Allow learners to crop and format their captured images.<br><br>Facilitate a class discussion on the benefits of using screen captures in documents and presentations.<br><br>Encourage learners to share their experiences and insights.<br><br><br><br>**Reflection (10mins)** | Computers with Microsoft Office installed | Demonstrating how to add pictures, insert a screenshot and screen clipping and print screen |

| | | |
|---|---|---|
| Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.<br><br>Take feedback from learners and summarize the lesson. | | |

**Homework/Project Work/Community Engagement Suggestions**

- What is the primary function of the Print Screen key?
- Explain the difference between capturing the entire screen and capturing an active window using the Print Screen key.
- How can the cropping tool in Microsoft Word enhance the appearance of a captured image?
- In what situations might using the Print Screen key be beneficial for creating school projects or presentations?

**Cross-Curriculum Links/Cross-Cutting Issues**

None

**Potential Misconceptions/Learner Learning Difficulties**

None