WEEK ENDING……28/10/2022……

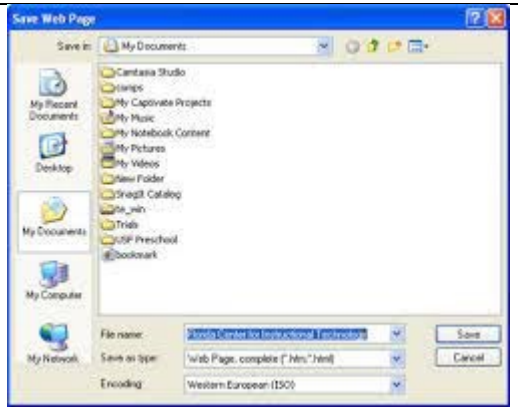
SUBJECT…INFORMATION AND COMMUNICATION TECHNOLOGY

REFERENCE…SYLLABUS(CRDD,2007), ICT FOR JHS …….

FORM……..BASIC 8……WEEK……7……..

DAY/DURATION	***TOPIC/SUB-TOPIC/ASPECT***	***OBJECTIVES/R.P. K***	***TEACHER-LEARNER ACTIVITIES***	T/L MATERIALS	CORE POINTS	EVALUATION AND REMARKS
TUESDAY **1:20PM – 2:40PM** **80min**	**Topic;** Accessing Information **SUB-TOPIC;** Transferring Information from Website to Word Processing document	**OBJECTIVE** By the end of the lesson the Pupil will be able to; 1. Locate information from a website. 2. copy and paste information from Websites to Word Processing document.	**INTRODUCTION** Review Pupils Knowledge on browsing through webpages using website. **ACTIVITIES** 1. Assist Pupils to open a webpage containing the required information using website. 2. Discuss the steps to follow to copy information	1. Personal Computer connected to the internet. 2. Word chart 3. Pictures.	**How to Copy Information from a website;** 1. Press and hold the left mouse button. Then, drag the mouse from the top-left to the bottom-right part of the section of text you want to copy. 2. To copy the highlighted text, on your keyboard, press the keyboard shortcut Ctrl + C or 3. Right-click the highlighted text and click Copy. 	**Exercise** 1. State the steps to follow to locate information from a website. 2. Write the procedure to copy and paste copied information from a website into a word processing document.

			from the internet. 3. Pupils individually follow steps or procedures to paste copied information from the internet into a word document. **CLOSURE** Through questions and answers conclude the lesson.		**To Paste the copied Text in a word Document;** 1. Open or Launch a Word Processing Application. Eg. Microsoft Word 2. Click to place the insertion point at where you want to paste the copied Text. 3. Right click on the mouse button. 4. Click on Paste from the drop-down menu.	
THURSDAY **8:05AM – 9:15AM** **70min**	**Topic;** Accessing Information **SUB-TOPIC;** Saving copied information in Word Document.	**OBJECTIVE** By the end of the lesson the Pupil will be able to; Save copied information in word document. **RPK** Pupils have already been	**INTRODUCTION** Pupils individually brainstorm to state the steps to follow to save a word document. **ACTIVITIES** 1. Pupils brainstorm		**Saving Copied information from a website;** 1. Click on FILE from the menu bar. 2. Click on Save from the file menu 3. pick or browse to a folder, type a name for your document in the File name box and 4. click Save.	**Exercise** 1. Outline the steps to follow to save a copied information from a website in

		taught how to save a word document.	to apply steps in saving a word document to save copied information. 2. Discuss the procedure involved with the Pupils. **CLOSURE** Pupils in small groups to practice saving copied information from a given website.			a word document. 2. Explain the importance of saving a copied information from the internet. **REMARKS**