or 0248043888
https://www.TeachersAvenue.net
https://TrendingGhana.net
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# BASIC 8

## WEEKLY LESSON PLAN – WEEK 3

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| **Strand:** | Productive Software | | **Sub-Strand:** | Introduction to Word Processing | |
| **Content Standard:** | B8.2.1.1 Demonstrate how to use Microsoft Word (Formatting Text) | | | | |
| **Indicator (s)** | B8.2.1.1.2. Demonstrate how to align text, indent paragraphs, bullet, line space and shade.<br>B8.2.1.1.3. Demonstrate how to set Tabs, and apply formatting | | **Performance Indicator:** Learners can use workstations. | | |
| **Week Ending** | 21-04-2023 | | | | |
| **Class** | B.S.8 | **Class Size:** | | **Duration:** | |
| **Subject** | Computing | | | | |
| **Reference** | Computing Curriculum, Teachers Resource Pack, Learners Resource Pack, Textbook. | | | | |
| **Teaching / Learning Resources** | Computer, Smart Phone, Pictures, Projector, Power Point Presentation. | | **Core Competencies:** | • Personal development and leadership<br>Critical thinking and Problem Solving | |

| **DAY/DATE** | **PHASE 1 : STARTER** | **PHASE 2: MAIN** | **PHASE 3: REFLECTION** |
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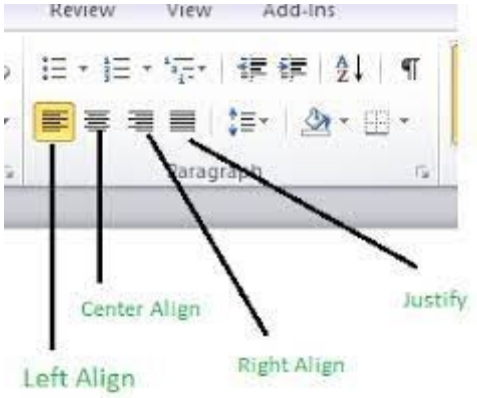
| **MONDAY**<br><br>**17-04-2023** | Discuss meanings of keywords and terminologies in the lesson with the Learners. | 1. Using a Power Point Presentation, describe how to use the Paragraph group under the Home Tab using Align Left, Centre, right and justify.<br>2. Assist Learners to Align texts in a word document.<br>3. Learners brainstorm use the Bullets, Decrease and Increase indentation, under the Home tab.<br>  <br>**Aligning Text to left or right;** | Summarize the lesson.<br><br>**Exercise;**<br>1. Explain the uses of the following features of the Paragraph group under the Home Tab;<br>i. Left Align |

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| | | 1. Select the text that you want to align.<br>2. On the Home tab, in the Paragraph group, click Align Left or Align Right .<br>**Aligning Text to the Centre;**<br>1. Select the text that you want to centre.<br>2. On the Home tab, in the Paragraph group, click Centre .<br>**Justifying Text;**<br>1. Select the text you want to justify.<br>2. On the Home tab, in the Paragraph group, click Justify . | ii. Right Align<br>iii. Centre Align<br>Justify. |
| **THURSDAY**<br><br>**20-04-2023** | Review Learners knowledge on the previous lesson. | 1. Assist Learners to identify the use of the Border Button and set line spacing using the dialogue Box Launcher button us under the Home tab.<br>2. Learners brainstorm to explore the Tab button to set the centre and right tabs.<br> <br>Tabs are a paragraph-formatting feature used to align text. When you press the Tab key, Word inserts a tab character and moves the insertion point to the tab setting, called the tab stop.<br><br>Line spacing determines the amount of vertical space between lines of text in a paragraph. By default, lines are single-spaced, meaning that the spacing accommodates the largest font in that line, plus a small amount of extra space. Paragraph spacing determines the amount of space above or below a paragraph. | Through questions and answers, conclude the lesson. |

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***Name of Teacher:*** ***School:*** ***District:***