EaD Comprehensive Lesson Plans

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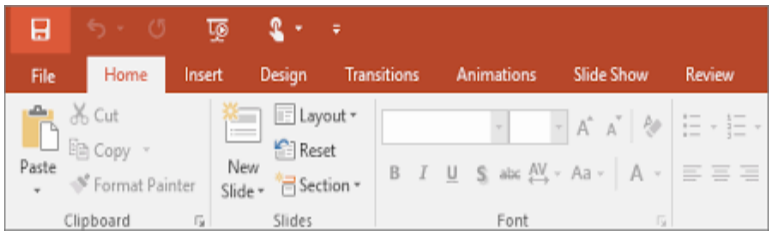
BASIC 8

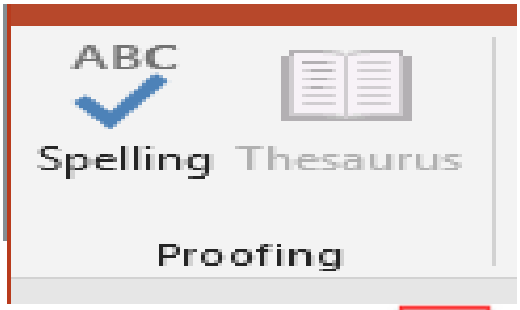
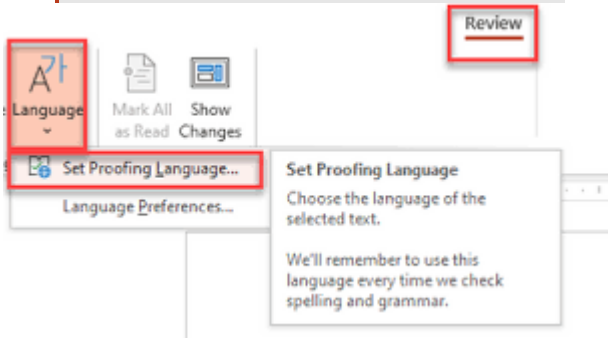
WEEKLY LESSON PLAN – WEEK 4

Strand:	Productive Software		**Sub-Strand**	Introduction to Presentation	
Content Standard:	B8.2.2.1 Demonstrate how to use Microsoft PowerPoint (Formatting)				
Indicator (s)	B8.2.2.1.1. Demonstrate how to change text case, text size, text colour and decorate text B8.2.2.1.2. Demonstrate how to align text, indent paragraphs, borders and shades. B8.2.2.1.3. Demonstrate the use of the Slide Master, design template, and be able to give a 5- side presentation in MS-PowerPoint using the tools of the ribbons studied.		**Performance Indicator:** Learners can use the features of Microsoft PowerPoint Presentation.		
Week Ending	28-04-2023				
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 • Critical thinking and Problem Solving	

DAY/DATE	**PHASE 1 : STARTER**	**PHASE 2: MAIN**	**PHASE 3: REFLECTION**
MONDAY **24-04-2023**	Learners brainstorm to launch Microsoft PowerPoint Presentation application by applying previous knowledge on opening Microsoft Word.	1. Assist Learners to identify the features of the "Home Tab." 2. Demonstrate using the "Font groups" under the Home Tab of the Microsoft PowerPoint Presentation. (Font name, Font Size, Font Type, Font Style and Font Colour). 3. Learner's practice creating slides by using the "Font groups".  Home Tab in Microsoft PowerPoint is the default tab for editing, drawing and formatting the presentations. Home Tab-ribbon is	Project Learners PowerPoint slides with the aid of a projector or pictures and discuss.

		divided into multiple sections with the name Clipboard, Slides, Font, Paragraph, Drawing and Editing. The detailed explanation about Home Tab in Microsoft PowerPoint is given below. **Clipboard** • **Cut (ctrl+x) –** This option is use to cut the selected data. • **Copy (ctrl+c) –** This option is use to copy the selected data. • **Paste (ctrl+v) –** This option is use to paste the cut or copied data. • **Paste Special (alt+ctrl+v) –** This option is use to paste the cut or copied data by creating a link from source data. After pasting with link, If source update or delete then pasted data will be also delete. • **Paste as hyperlink –** This option is use to paste the data as hyper linked. • **Format painter-** This option is use to copy and paste formatting. **Slides** • **New Slide (ctrl+m) –** This option is use to add a new Slide. • **Duplicate Slide (ctrl+d) –** This option is use to duplicated the current slide. • **Layout –** This option is use to change the layout of the slide. • **Reset –** This option is use to reset the slide as default mode. • **Delete (del) –** This option is use to remove the current slide from the presentation. **Font** • **Font –** This font Box is use to select different font styles for text matter. • **Font Size –** This option is use to change the size of the selected text. • **Bold (ctrl+b) –** This option make the selected text bold. • **Italic (ctrl+i) –** This option make the selected text italic. • **Underline (ctrl+u) –** This option is use to draw a line under the selected text. • **Strikethrough-** This option is use to draw line in the middle of the selected text. • **Text Shadow –** This option is use to add shadow effect to the selected text. • **Character Spacing –** This option is use to adjust the spacing between the selected text of characters. • **Change Case-** This option is use to change the case of the selected text as UPPER, lower, Sentence, tOGGLE.	

		• **Increase Font Size (ctrl+Shift+ >) –** This option is use to increase the size of selected text. • **Decrease Font Size (ctrl+shift+ <) –** This option is use to decrease the size of selected text. • **Clear Formatting-** This option clears all the formatting from the selected text and make the plain text. • **Font Color** – This option is use to change the text/font color. **Paragraph** • **Align Left (ctrl + L)** – This option moves the text left. • **Align Center (ctrl + e) –** This option moves the text center. • **Align Right (ctrl + r)** – This option moves the text right. • **Justify (ctrl +j) –** This option is use for adjusting the text equal from both sides. • **Line Spacing –** This option is use for adjusting spaces between text lines or paragraph according to the user value. • **Bullets –** This option is use to create a bullet list to describe the contents of any topic. • **Numbering –** This option is use to create the number list to describe the contents of any topic . • **Increase Indent –** This option is use to increase the indent position, so that we can move a paragraph or line right side. • **Decrease Indent –** This option is use to decrease the indent position, so that we can move a paragraph or line left side. • **Column –** This option is use to split the text matter in to two or more columns. • **Text Direction –** This option is use to change the text direction in vertical, stacked or rotate the text in to desired direction. • **Align text –** This option is use to align the text into box as center, top, bottom etc. • **Convert to SmartArt –** This option is use to convert the text or a list in to SmartArt graphics. **Drawing** • **Insert Shapes –** This option is use to insert the different shapes in slides. • **Arrange –** This option is use to arrange the multiple object or shape on the slide. We can arrange objects using options such as- order, position, rotate and group etc. • **Quick Styles –** This option is use to choose different visual shape styles with different colors. • **Shape Fill –** This option is use to fill the selected shape with a solid color, gradient, picture or texture etc.	

		• **Shape Outline –** This option is use to specify the color, width and line style for the outline of the selected shape. • **Shape Effects –** This option is use to apply shadow effect to any shape as up, down, right, and left. **Editing** • **Find (ctrl +f) –**This option use to find the any text matter in slide. • **Replace (ctrl +h) –** This option use to replace the any text with new text. User can replace multiple text at a time using Replace All option. • **Select –** This option use to select the text or objects in the slide.	
THURSDAY **27-04-2023**	Review Learners knowledge on the previous lesson.	1. Discuss the features of the "Review Tab" of Microsoft PowerPoint Presentation. 2. Assist Learners to use the "Proofing and Language Sections" under the Review tab. 3. Learners brainstorm to use the Language, Spelling & Grammar, Thesaurus and other buttons in MS-PowerPoint under the Review Tab. 4. Using PowerPoint Presentation, explore the use of Master Views group under the View Ribbon.   **How to use Spelling and Grammar;** ▪ From the Review tab, click the Spelling command. ▪ The Spelling pane will appear on the right. For each error in your presentation, PowerPoint will try to offer one or more suggestions. ▪ You can select a suggestion and click Change to correct the error **How to use Thesaurus;**	Individual Learners practice creating 5- side presentation in MS-PowerPoint using the tools of the Review Tab and the View Tab.

		▪ Click the word in your presentation that you want to look up. ▪ On the Review tab, click Thesaurus. ▪ To use one of the words in the list of results or to search for more words, do one of the following: ▪ To replace your selected word with one of the words from the list, point to it, click the down arrow ▪ then click Insert. **Master View;** The Slide Master View allows you edit and create your own layouts. In these layouts you can add pictures, text, and even graphs and SmartArt. **Features of the Master Views Group;** 1. Slide 2. Handout 3. Notes	

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