EaD Comprehensive Lesson Plans

NAME OF TEACHER: ....

WEEK ENDING ...19-05-2023............

NUMBER ON ROLL: ....
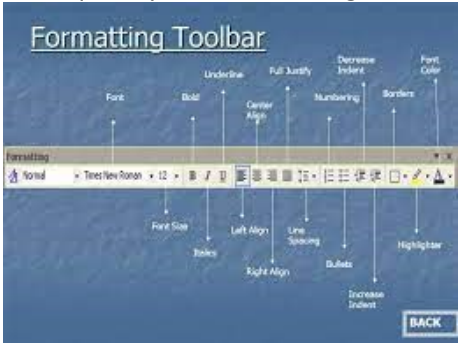
SUBJECT... I.C.T
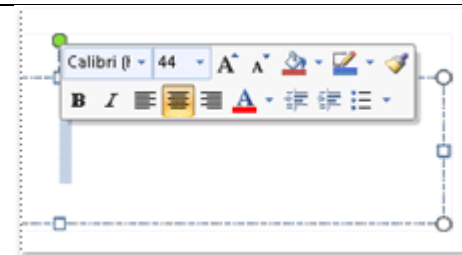
DURATION: ....

REFERENCE...SYLLABUS(CRDD,2007),I.CT FOR JHS ......

FORM.................BASIC 9...............

WEEK.........7..............

DAY/DURATION	TOPIC/SUB-TOPIC/ASPECT	OBJECTIVES/R.P.K	TEACHER-LEARNER ACTIVITIES	T/L MATERIALS	CORE POINTS	EVALUATION AND REMARKS
WEDNESDAY 17-05-2023	**Topic:** Toolbars **Sub-Topic:** Identifying Formatting Tools	**Objective:** By the end of the lesson the pupil will be able to; Identify formatting tools found on the Formatting Toolbar. **RPK** Pupils have already been taught how to use formatting tools in Basic 8.	**Introduction** Pupils brainstorm to state the main function of using formatting tools. **Activities:** 1. Discuss with pupils 5 examples of formatting tools found on the formatting toolbar. 2. Pupils brainstorm	1. Computer 2. Word chart showing formatting tools and their uses. Microsoft Word Software.	The formatting toolbar found in most applications with text editing features is used to change the format of selected text. It contains a series of icons that act as shortcuts to frequently used formatting commands. 	**Exercise** 1. State 5 examples of formatting tools found on the formatting toolbar. Explain the functions of the formatting tools stated in question 1.

			to identify formatting tools with their names and icons. **Closure** Through questions and answers, conclude the lesson.		 1.	
THURSDAY 18-05-2023	**Topic:** Toolbars **Sub-Topic:** Uses of Formatting Tools on the Formatting Toolbar	**Objective:** By the end of the lesson the pupil will be able to; State the uses of 5 formatting tools found on the formatting toolbar. **RPK** Pupils have been creating word documents with formatting tools.	**Introduction** Review Pupils knowledge on the previous lesson of identifying formatting tools. **Activities:** 1. Guide Pupils explain the uses of formatting tools. 2. Guide individual Pupils to use formatting tools in creating word documents.		**Functions of commonly Used Formatting Tools;** Select the style to apply to paragraphs — Changes the font of the selected text Changes the size of selected text and numbers — Makes selected text and numbers bold Makes selected text and numbers italic — Underlines selected text and numbers Aligns to the left with a ragged right margin — Centers the selected text Aligns to the right with a ragged left margin — Aligns the selected text to both the left and right margins	**Exercise.** State 5 Formatting tools and their uses.

			Closure Pupils in a group of 3, practice using formatting tools.		Makes a numbered list or reverts back to normal Add, or remove, bullets in a selected paragraph Decreases the indent to the previous tab stop Indents the selected paragraph to the next tab stop Adds or removes a border around selected text or objects Marks text so that it is highlighted and stands out Formats the selected text with the color you click	**REMARKS**

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