

EaD Comprehensive Lesson Plans



or



0248043888

<https://www.TeachersAvenue.net>

<https://TrendingGhana.net>

<https://www.mcgregorinriis.com>

NAME OF TEACHER:

WEEK ENDING...26-05-2023.....

NUMBER ON ROLL:

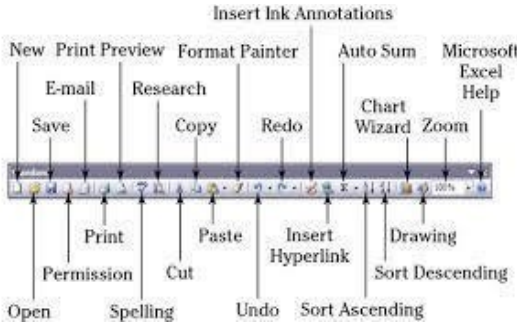
SUBJECT... ICT




























DURATION:

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

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

WEEK.....8.....

<u>DAY/DURATION</u>	<u>TOPIC/SUB-TOPIC/ASPECT</u>	<u>OBJECTIVES/R.P.K</u>	<u>TEACHER-LEARNER ACTIVITIES</u>	<u>T/L MATERIALS</u>	<u>CORE POINTS</u>	<u>EVALUATION AND REMARKS</u>
TUESDAY	Topic; Toolbars Sub-Topic; Identifying Standard Tools	Objective By the end of the lesson the Pupil will be able to; Identify Standard tools found on the Standard Toolbar of Word Processing Document. RPK Pupils were taught examples of Standard tools in Basic 8.	Introduction Through questions and answers, Pupils brainstorm to mention 5 examples of Standard tools. Activities <ol style="list-style-type: none"> Engage Pupils in identifying Standard Tools with their icons. Discuss the 	<ol style="list-style-type: none"> Computer Word Processing Software Word Chart Pictures 	 <p>Examples of Standard Tools;</p> <ol style="list-style-type: none"> New Open Save Print Print Preview Copy Cut Redo Undo Paste 	Exercise <ol style="list-style-type: none"> Mention 5 examples of Standard tools Draw the icons of 5 Standard tools.

			meaning sof 5 Standard tools. Closure																																	
THURSDAY	Topic; Toolbars Sub-Topic; Uses of Standard Tools	Objective By the end of the lesson the Pupil will beable to; Explain the uses of Standard tools andhow to use them in creating of word documents. RPK Pupils are familiar to some examples of Standard tools	Introduction Teacher review Pupil’s knowledgeon the examples of Standard tools on the Standard Toolbar. Activities 1. Discuss the uses of Standard tools with the Pupils. 2. Assist Pupils to explain the uses of 5 Standar dTools. Closure Pupils individually practice using Standard tool in		Standard tools and their uses; <table><tr><th>Icon</th><th>Name</th><th>Description</th></tr><tr><td></td><td>New</td><td>Creates a new document in a new window.</td></tr><tr><td></td><td>Open</td><td>Opens a saved document in the worksheet.</td></tr><tr><td></td><td>Save</td><td>Saves the current document.</td></tr><tr><td></td><td>Save as PDF</td><td>Saves the current document as PDF.</td></tr><tr><td></td><td>Print</td><td>Prints the currently document.</td></tr><tr><td></td><td>Print Preview</td><td>Shows a print preview of the currently open document.</td></tr><tr><td></td><td>Cut</td><td>Cuts the selected content and copies it to the clipboard.</td></tr><tr><td></td><td>Copy</td><td>Copies the selected content to the clipboard.</td></tr><tr><td></td><td>Paste</td><td>Inserts the contents on the clipboard into the document.</td></tr></table>	Icon	Name	Description		New	Creates a new document in a new window.		Open	Opens a saved document in the worksheet.		Save	Saves the current document.		Save as PDF	Saves the current document as PDF.		Print	Prints the currently document.		Print Preview	Shows a print preview of the currently open document.		Cut	Cuts the selected content and copies it to the clipboard.		Copy	Copies the selected content to the clipboard.		Paste	Inserts the contents on the clipboard into the document.	Exercise Explain the uses of the following Standard tools; 1. Copy 2. Cut 3. Undo 4. Redo 5. Print 6. Save 7. Open 8. Save As 9. New 10. Print Preview
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	Copy	Copies the selected content to the clipboard.																																		
	Paste	Inserts the contents on the clipboard into the document.																																		

						Format Painter	Copies formats of selected cells or range of cells to specified locations.	
						Undo	Cancels the last action.	
						Redo	Runs the canceled action again.	
						Find	Finds the contents of the document that match search words.	
						Replace	Opens the Replace dialog box.	
						Clear Contents	Clears contents entered in cells.	
						Clear Formats	Clears formats applied in cells.	
						Clear All	Clears both formats and contents entered in cells.	
						Insert	Inserts a new wo	

Name of Teacher:

School:

District: