

EaD Comprehensive Lesson Plans



or



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Strand:	Productivity Software	Sub-Strand:	Introduction to Word Processing
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<https://www.TeachersAvenue.net>
<https://TrendingGhana.net>
<https://www.mcgregorinriis.com>

BASIC 9

WEEKLY LESSON PLAN – WEEK 8

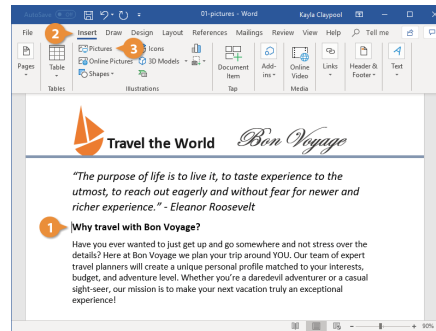
Content Standard:	B9.2.1.1 Demonstrate How to Use Microsoft Word (Multimedia)				
Indicator (s)	B9.2.1.1.1. Demonstrate how to add pictures, insert a screenshot and screen clipping and print screen		Performance Indicator Learners can create word documents involving pictures and screenshots.		
Week Ending	24-11-2023				
Class	B.S.9	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack, Textbook.				
Teaching / Learning Resources	Power point Presentation on the features of MS-Word, projector, Computer		Core Competencies:	• Communication and Collaboration. • Critical Thinking and Problem Solving. • Creativity and Innovation.	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
MONDAY	Learners brainstorm to launch Microsoft Word.	1. Demonstrate on the various ways of adding pictures to word documents. 2. Learners to practice on how to add pictures to word documents. 3. Discuss the features of the Insert tap on the Menu bar with the Learners. 4. Using a PowerPoint Presentation, explain the use of the clip art, screenshot and screen clipping in the Insert Ribbon. Inserting Screenshots in word documents; 1. Go to the <i>Insert</i> tab on the Ribbon. 2. In the Illustrations group, click on the <i>Screenshot</i> button. 3. Choose which screenshot to insert. Word gives you access to screenshots of all open programs and windows (except for Word itself). 4. Click one of the window options to insert the screenshot. 5. If you then click on the screenshot to make sure it is selected, you can use the Picture Tools on the Ribbon to crop or resize the screenshot. 6. If you want to insert a screenshot of only a portion of a window, choose “Screen Clipping” from the Screenshot drop-down. 7. Your windows will gray out and you can click and drag your			Learners brainstorm to use the tools on the Insert Ribbon to create word documents. Exercise; 1. State 4 features of the Insert tab in MS-Word. 2. Write the steps to follow to insert a picture in MS-Word.

mouse over the screen to select a box for your screenshot.

When you release the mouse, your screenshot will be inserted into your Word document.

Insert a Picture

1. Click in your document where you want to insert your picture.
2. Click the **Insert** tab.
3. Click **Pictures** button.

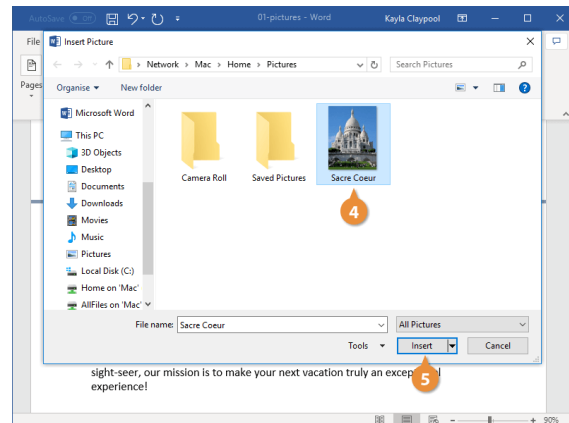


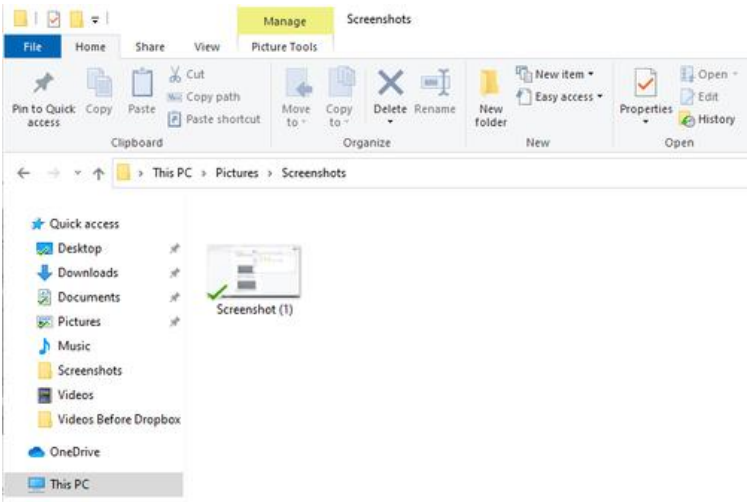
A file browser window opens.

4. Navigate to the picture you want to insert and select it.

To insert more than one file at a time, press and hold down **Ctrl** as you select them.

5. Click **Insert** button.



FRIDAY	Discuss with the Learners about the meaning of “Print Screen”.	1. Assist Learners to identify the keyboard shortcut combination for print screen. 2. Demonstrate on the use of the print screen key in capturing and inserting pictures. 3. Assist Learners to locate screenshots from the file explorer. 4. Learners brainstorm to identify 5 different ways of taking screenshot of the Computer screen. Keyboard shortcut for print screen Depending on your hardware, you may use the Windows Logo Key + PrtScn button as a shortcut for print screen. If your device does not have the PrtScn button, you may use Fn + Windows logo key + Space Bar to take a screenshot, which can then be printed.  To locate your screenshots, open File Explorer from the taskbar. On the side navigation pane, select the Pictures folder, and select Screenshots.	Learners to practice using the print screen key to capture computer screen. Exercise; 1. What is “Print Screen”? 2. Write the shortcut combination of keys for print screen.
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School:

District: