

EaD Comprehensive Lesson Plans



or



0248043888

Strand:	Productivity Software	Sub-Strand:	Introduction to Word Processing
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[*https://www.TeachersAvenue.net*](https://www.TeachersAvenue.net)

[*https://TrendingGhana.net*](https://TrendingGhana.net)

[*https://www.mcgregorinriis.com*](https://www.mcgregorinriis.com)

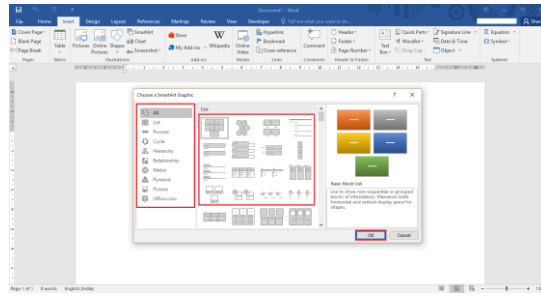
BASIC 9

WEEKLY LESSON PLAN – WEEK 9

Content Standard:	B9.2.1.1 Demonstrate How to Use Microsoft Word (Multimedia)				
Indicator (s)	B9.2.1.1.2. Demonstrate the use of SmartArt		Performance Indicator Learners can create word documents involving SmartArt		
Week Ending	01-12-2023				
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	Discuss the meaning of SmartArt with the Learners.	1. Learners brainstorm to Launch Microsoft Word and create a new word document or open an existing word document. 2. Assist Learners to identify the features of the insert ribbon. 3. Demonstrate on how to use the features under the illustration group of the insert ribbon. 4. Assist Learners to differentiate between SmartArt, ClipArt and WordArt. 5. Learners to practice using SmartArt in the Illustrations group of the Insert Ribbon. how to insert & use “Smart Art” in Microsoft Word 2016: Step 1: Type “word 2016” in the Windows Search Bar located next to the Start icon. Click on the first option provided.			Through questions and answers, conclude the lesson. Exercise; 1. What is SmartArt? 2. Differentiate between SmartArt, WordArt and ClipArt. 3. State the steps to follow to insert a SmartArt in a word document.

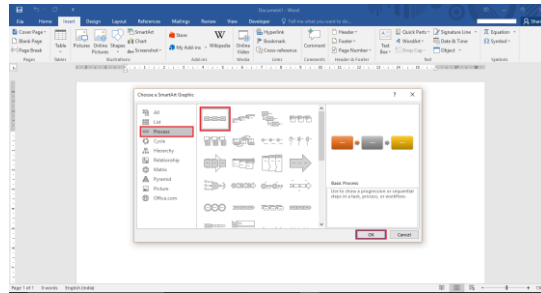
Step 3:

Choose one of the SmartArt Graphics from the left section of the “SmartArt Graphic” window.



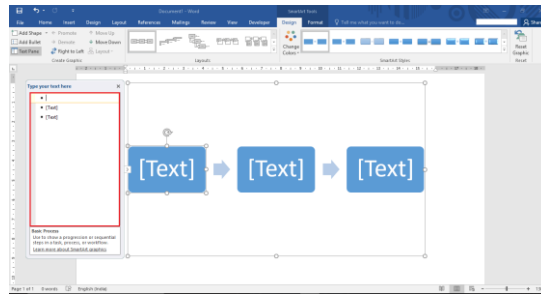
You can also select your SmartArt from the “All” List in the right section of the given window.

For instance, we’ve selected a “Basic Process” diagram which shows a progression or sequential steps in a task, process or workflow. To select this, click on “Process” located at the left section of the “SmartArt Graphic” window & select “Basic Process”. Click on “OK” to use this diagram.



Step 4:

Now, type the parameters in the given “Text Pane” window which are used in this workflow.

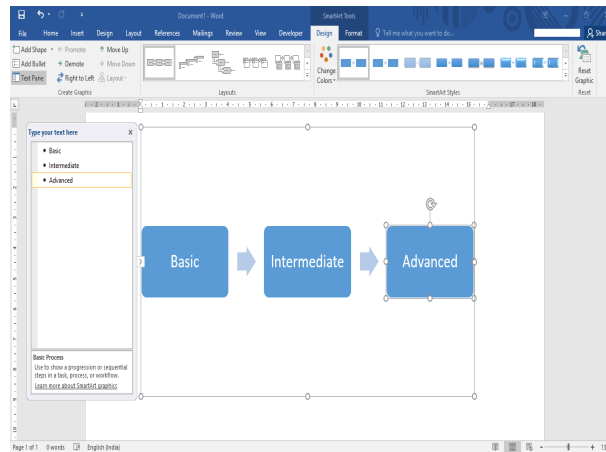


For instance, we’ve entered the basic process in the development of a software. We have included stages

like Basic, Intermediate & Advanced.

Step 5:

If you need to enlarge the size of any of the boxes, click on any of the box and drag the circle icon away from the box to make it appear larger.

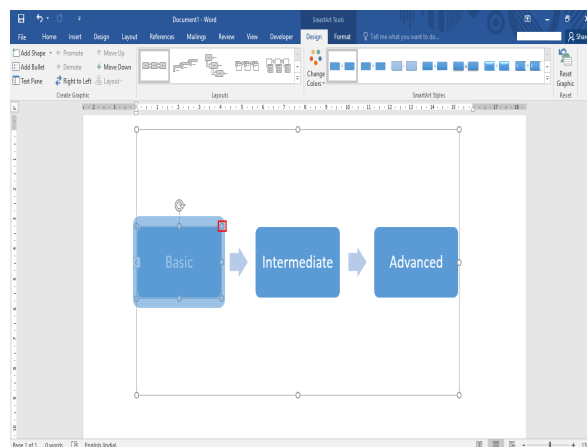


Hence, it'll appear like this:

Step 6:

If you wish to change the color of the boxes, click on “Change colors” and select a suitable color by clicking over it.

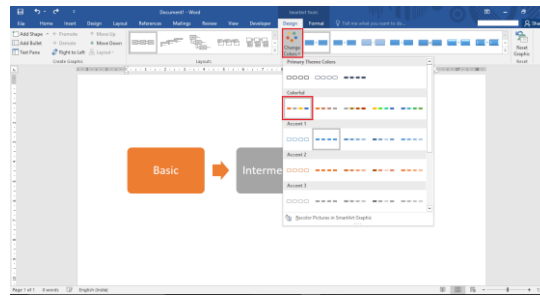
For instance, we’ve selected “colourful – accent colors” which has orange, grey & yellow colors respectively.



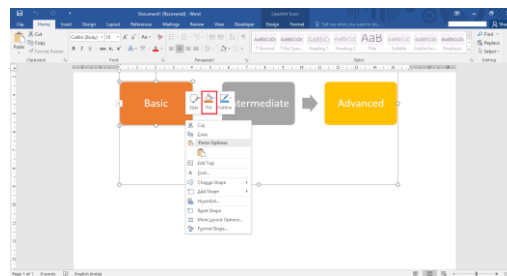
Step 7:

If you wish to change color of a specific box, right click

on the box & click on “Fill”.

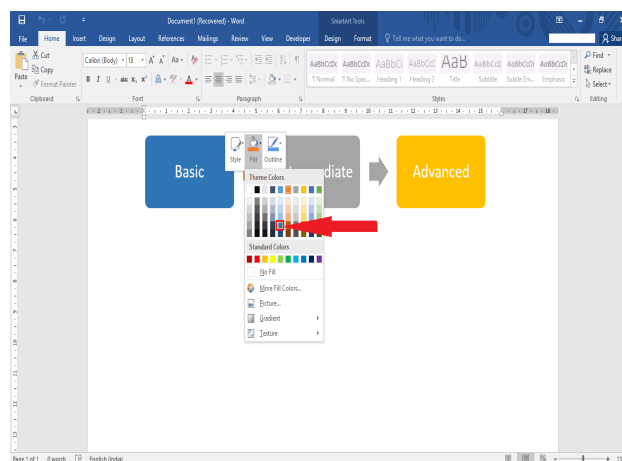


Now, select any of the themed colors by manoeuvring your cursor over it. Click on the desired color to change the current color of the box. For instance, we’ve selected blue color from the list of theme colors.



Step 8:

If you wish to change outline of a specific box, right click on the box & click on “outline”. Thus, outline will provide you the list of outline colors and weight of outline colors. The larger the weight will increase the thickness of the outline.



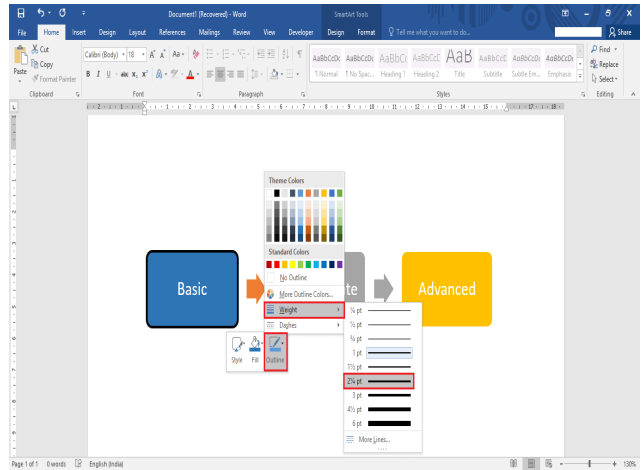
Now, select any of the theme colors by manoeuvring your cursor over it. Click on the desired color to change the current outline color of the box.

For instance, we’ve selected an outline weighting 2¼ pt.

having a black themed color.

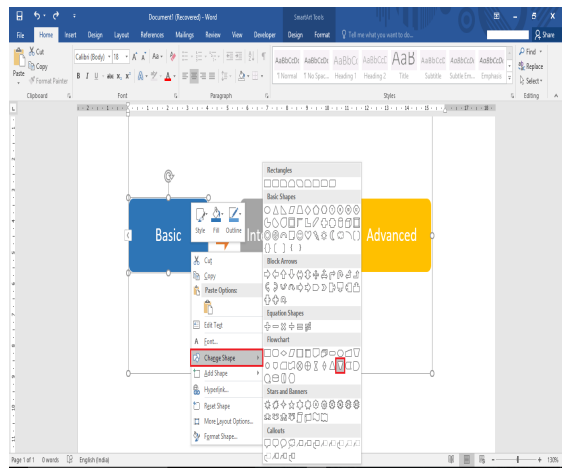
Step 9:

If you wish to change the style of a specific box, right click on the box & click on “Style”. Style changes the font color as well as the appearance of the theme color in the given box.



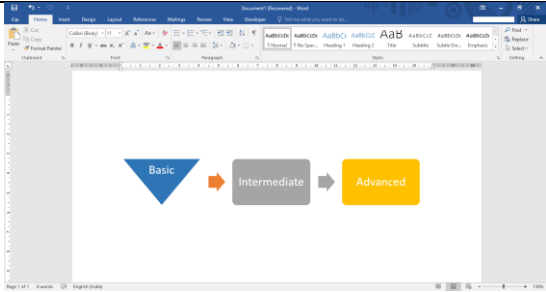
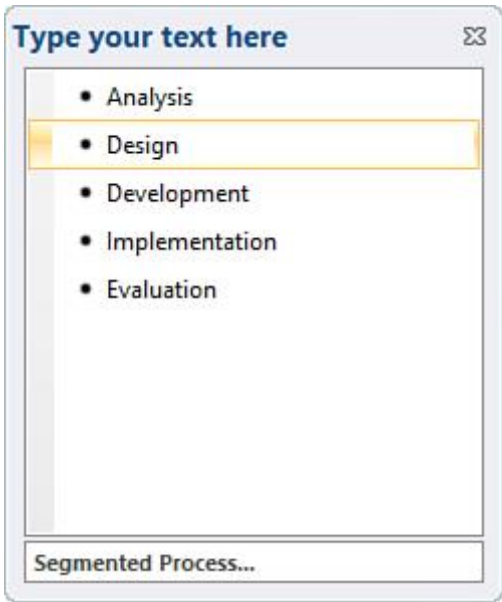
Step 10:

If you wish to change the shape of a specific box, right click on the box & click on “Change Shape”. You can select any shape from the list of the given shapes by clicking on the desired shape.



For instance, we’ve selected a “mirror imaged triangle” from the flowchart section.

Now, it’ll appear on the word page as in the given screenshot:

			
FRIDAY	Review Learners knowledge on the previous lesson.	1. Demonstrate on how to modify and format a SmartArt whilst Learners observe. 2. Assist Learners to practice on modifying and formatting SmartArt. 3. Learners brainstorm to add shapes to SmartArt graphics. 4. Assist Learners to change the appearance of SmartArt shapes. Adding Bullets If your SmartArt graphic supports bulleted lists, you can add a text bullet by clicking the Add Bullet button on the SmartArt Tools – Design tab. You must select a specific graphic object for this button to become active. Using the Text Pane Although you can enter text directly on your SmartArt graphic, using the Text pane is a good idea if you have a lot of text or your graphic is more complex. To open the Text pane, click the Text Pane button on the SmartArt Tools – Design tab. <u>Figure 11.7</u> shows a sample Text pane.  Modifying Your SmartArt Layout	Through questions and answers, conclude the lesson. Exercise; State the steps to follow to change the colours of a SmartArt.

		The Layouts group on the SmartArt Tools – Design tab offers several layout options that you can apply to your SmartArt graphic. Three options appear on the tab itself, but you can click the down arrow to the right of the group to open a gallery of additional options. Pause the mouse over each option to preview it on your slide. These layouts correspond to the layouts that appear on the Choose a SmartArt Graphic dialog box. <i>Changing SmartArt Colors</i> If you don't like your graphic's default color scheme, you can quickly change it by clicking the Change Colors button on the SmartArt Tools – Design tab. <u>Figure 11.8</u> shows the gallery that displays, offering color choices suited to your specific SmartArt graphic type.	
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Name of Teacher:

School:

District: