

EaD Comprehensive Lesson Plans

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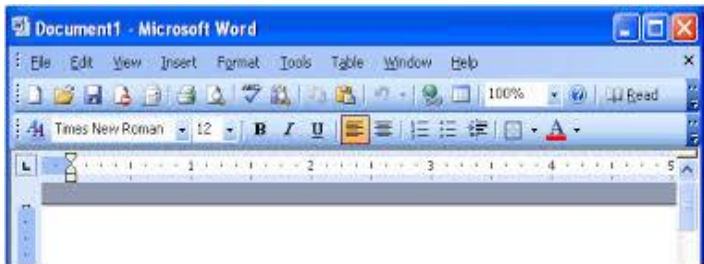
<https://www.TeachersAvenue.net>



<https://TrendingGhana.net>

<https://www.mcgregorinriis.com>

BASIC 7

WEEKLY LESSON PLAN – WEEK 2

Content Standard:	B7.2.1.1 Demonstrate how to use Microsoft Word (Editing)				
Indicator (s)	B7.2.1.1.2. Demonstrate how to insert, select, delete, and move the text		Performance Indicator: Learners can create documents with a word processor.		
Week Ending	19-01-2024				
Class	B.S.7	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, Basic 7 Computing Textbook, Teachers Resource Pack, Learners Resource Pack.				
Teaching / Learning Resources	Personal Computer, Projector, Microsoft Word Application.		Core Competencies:	<ul style="list-style-type: none">• Communication and Collaboration• Digital Literacy.	
DAY/DAYE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
TUESDAY	Learners brainstorm to identify examples of a Word Processor or Word Processing application.	<div>1. Show Learners a projected Presentation of Microsoft Word interface with the aid of a computer and a Projector.</div> <div>2. Assist Learners to identify the features of the Microsoft Word Application.</div> <div>3. Discuss with Learners examples of editing tools among the features of the MS-Word application.</div> <div>4. Demonstrate how to use the editing tools.</div> <div></div> <div>MS-Word Interface and editing document</div> <div><ul style="list-style-type: none">• Title bar.• Menu Bar.• Toolbars.• Workspace.• Status Bar.• Scroll Bars.• Scroll Box.• Task Pane</div>			Learners in small groups to practice using the editing tool in MS-Word application.

FRIDAY	Learners brainstorm to open Microsoft Word Application following procedures.	<ol style="list-style-type: none"> 1. Assist Learners to identify the Overtyping feature among features of MS-word. 2. Demonstrate how to use the Overtyping feature whilst Learners observe. 3. Individual Learners practice using the Overtyping feature. 4. Learners in small groups to discuss how to use the insert option by right clicking on the status bar. 5. Call Learners at random to practice using the insert option by right clicking on the status bar. <p>When the Update Processor is first entered, it is in overtype mode. This means any characters typed overwrite the characters on the screen. Insert mode is used to insert new text just in front of the text beginning at the cursor.</p> <p>Overtyping; a method of editing text where what is typed replaces the text at the current cursor location, as opposed to “insert mode” where the text is inserted at the current location without deleting any text.</p>  <p>How to use the insert option;</p> <ol style="list-style-type: none"> i. open a new or existing Word document ii. click "Insert" on the menu bar, as shown below. Then, choose one of the topics below for more information on the specific object to insert. 	<p>Through questions and answers, conclude the lesson.</p> <p>Exercise;</p> <ol style="list-style-type: none"> 1. State the steps to follow to use the Overtyping feature. 2. Write how you will use the Insert option .

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School:

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