EaD Comprehensive Lesson Plans

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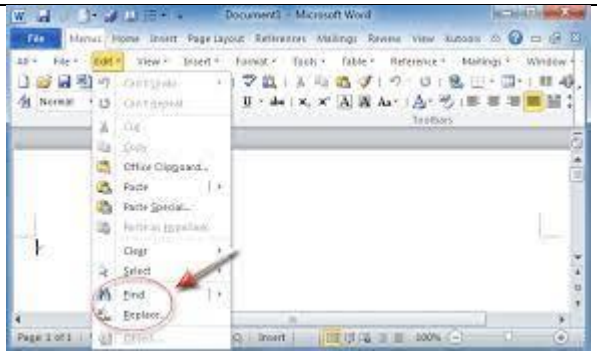
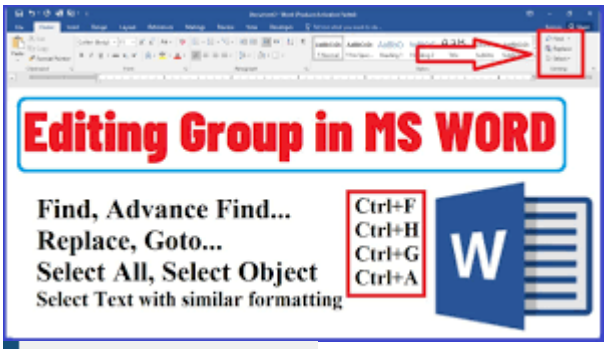
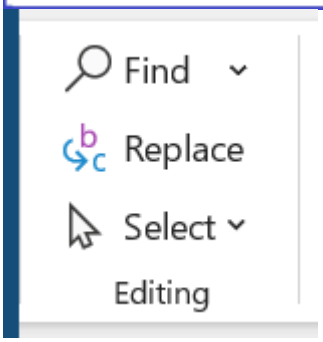
BASIC 7

WEEKLY LESSON PLAN – WEEK 3

Strand:	Productivity Software		**Sub-Strand:**	Introduction to Word Processing	
Content Standard:	B7.2.1.1 Demonstrate how to use Microsoft Word (Editing)				
Indicator (s)	B7.2.1.1.3. Demonstrate how to find and replace content and undo edited changes		**Performance Indicator:** Learners can find and replace contents.		
Week Ending	26-01-2024				
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:**	• Communication and Collaboration Digital Literacy.	

DAY/DATE	**PHASE 1 : STARTER**	**PHASE 2: MAIN**	**PHASE 3: REFLECTION**
TUESDAY	Review Learners knowledge on the features of the 'Home Tab'	• Demonstrate how to use the 'Find and Replace' tool in Microsoft Word. • Discuss the steps to follow to use the 'Find and Replace' tool under the 'Home tab' of MS-Word. • Individual Learners practice using the 'Find and replace' tool. **Steps to follow to use the 'Find and Replace' tool;** • Select Replace or press Ctrl + H. • In the Find what box, type the text you want to search for. • Select Find Next to see where the text appears in your file. • In the Replace with box, type the text you want. • Select Replace to change the text or select Replace All to change all instances of this text in your file.	Discuss the importance of using the 'Find and Replace' tool in MS-Word.

			
FRIDAY	Review Learners knowledge on the previous lesson.	1. Discuss with Learners the steps to follow to use the 'Editing group' under the Home Tab. 2. Demonstrate using the tools under the 'Editing group' . 3. Assist Learners to use the 'Editing group' under the Home Tab.   There are three tools available in Microsoft Word that make group editing of the text of a document easy. These tools are called highlighter, change tracker and comment tools.	Through questions and answers, conclude the lesson. **Exercise;** Write the steps to follow to use the 'Editing group' tools.

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