

EaD Comprehensive Lesson Plans



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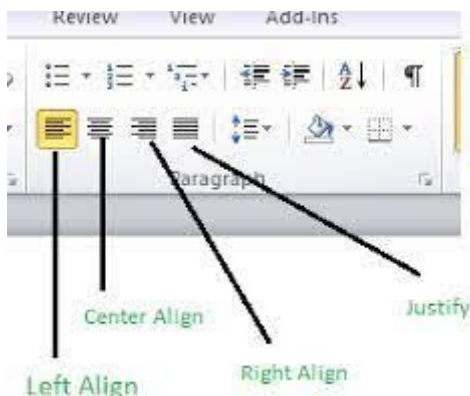
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BASIC 8

WEEKLY LESSON PLAN – WEEK 3

Strand:	Productive Software		Sub-Strand:	Introduction to Word Processing	
Content Standard:	B8.2.1.1 Demonstrate how to use Microsoft Word (Formatting Text)				
Indicator (s)	B8.2.1.1.2. Demonstrate how to align text, indent paragraphs, bullet, line space and shade. B8.2.1.1.3. Demonstrate how to set Tabs, and apply formatting		Performance Indicator: Learners can use workstations.		
Week Ending	26-01-2024				
Class	B.S.8	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack, Textbook.				
Teaching / Learning Resources	Computer, Smart Phone, Pictures, Projector, Power Point Presentation.		Core Competencies:	• Personal development and leadership Critical thinking and Problem Solving	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
MONDAY	Discuss meanings of keywords and terminologies in the lesson with the Learners.	<div>1. Using a Power Point Presentation, describe how to use the Paragraph group under the Home Tab using Align Left, Centre, right and justify.</div> <div>2. Assist Learners to Align texts in a word document.</div> <div>3. Learners brainstorm use the Bullets, Decrease and Increase indentation, under the Home tab.</div> <div></div> <div>Aligning Text to left or right;</div> <div>1. Select the text that you want to align.</div> <div>2. On the Home tab, in the Paragraph group,</div>			<div>Summarize the lesson.</div> <div>Exercise;</div> <div>1. Explain the uses of the following features of the Paragraph group under the Home Tab;</div> <div>i. Left Align</div> <div>ii. Right Align</div> <div>iii. Centre Align</div> <div>Justify.</div>

		<p>click Align Left  or Align Right .</p> <p>Aligning Text to the Centre;</p> <ol style="list-style-type: none">1. Select the text that you want to centre.2. On the Home tab, in the Paragraph group, click Centre . <p>Justifying Text;</p> <ol style="list-style-type: none">1. Select the text you want to justify.2. On the Home tab, in the Paragraph group, click Justify .	
THURSDAY	Review Learners knowledge on the previous lesson.	<ol style="list-style-type: none">1. Assist Learners to identify the use of the Border Button and set line spacing using the dialogue Box Launcher button us under the Home tab.2. Learners brainstorm to explore the Tab button to set the centre and right tabs.  <p>Tabs are a paragraph-formatting feature used to align text. When you press the Tab key, Word inserts a tab character and moves the insertion point to the tab setting, called the tab stop.</p> <p>Line spacing determines the amount of vertical space between lines of text in a paragraph. By default, lines are single-spaced, meaning that the spacing accommodates the largest font in that line, plus a small amount of extra space. Paragraph spacing determines the amount of space above or below a paragraph.</p>	Through questions and answers, conclude the lesson.

Name of Teacher:

School:

District: