EaD Comprehensive Lesson Plans

or 0248043888

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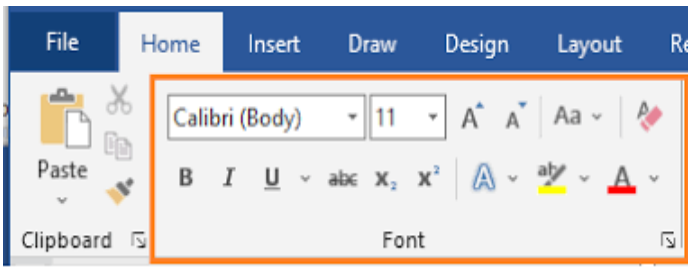
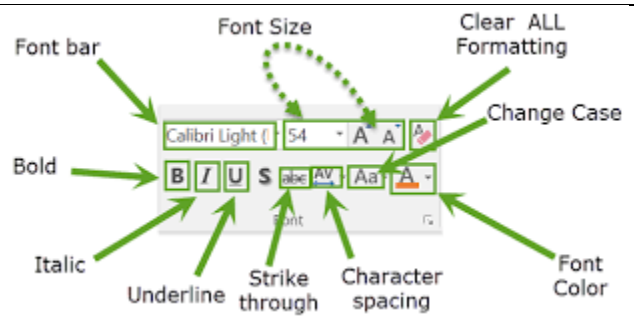
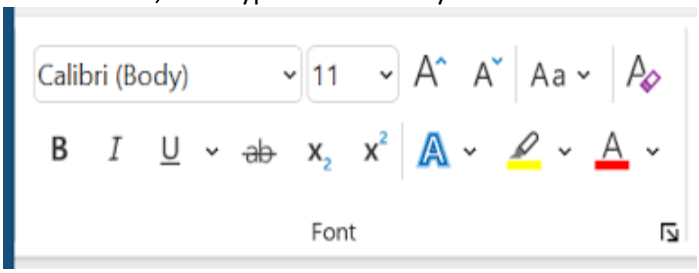
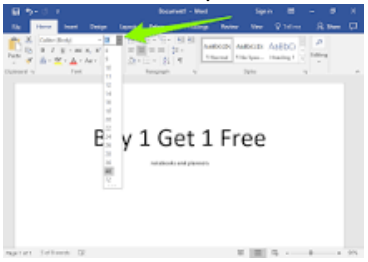
BASIC 8

WEEKLY LESSON PLAN – WEEK 2

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)	B8.2.1.1.1. Demonstrate how to use text-decoration, change text case, text size and colour.		**Performance Indicator:** Learners can use the features of the home tab.		
Week Ending	19-01-2024				
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	Assist Learners to identify the features of the Home Tab of a word processing window.	1. Demonstrate how to use the features of the Home Tab. 2. Assist Learners to use the font group under the Home Tab. 3. Learners in groups to discuss the functions of the features of the Home Tab of Microsoft Word. 4. Each group to report on their discussions to the class. **Home Tab;** Home tab is the default tab in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and other Microsoft Office products. The Microsoft Word Home tab provides many features to users, including the following. Change font type, size, and color. Set text to be bold or underlined. 	Reflect on the functions of the font group, sentence case and other formatting tools of MS-Word. **Exercise;** 1. State 5 features of the Home Tab. 2. Explain the following; i. Font size ii. Font Colour iii. Font name Font type/Font style.

			
THURSDAY	Assist Learners to create a new word document.	1. Discuss the steps to follow to edit word documents using features of the Font groups. 2. Learners brainstorm to change to colour of texts using the 'Font Colour' tool. 3. Individual Learners to practice changing Font sizes, Font types and Font style.  **Font Size**; The font size is a number that indicates how many points are in the height of the text, or high tall the text is in points. A point is 1/72 of an inch, so a 12-point font would be 12/72 of an inch  MS Word allows you to change the **Font color** of your text. If you want to emphasize a particular word or phrase, you can change its font color. 	Through questions and answers, conclude the lesson. **Exercise;** 1. State 3 features of the Font group. 2. Write the steps to follow to change the font colour of a text.

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