

EaD Comprehensive Lesson Plans



or



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<https://www.TeachersAvenue.net>

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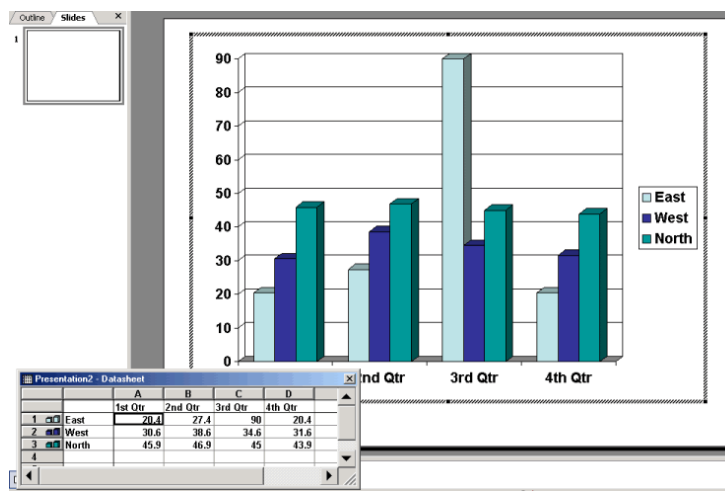
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BASIC 9

WEEKLY LESSON PLAN – WEEK 4

Strand:	Productive Software		Sub-Strand:		Introduction to Presentation	
Content Standard:	B9.2.2.1 Demonstrate How to use Microsoft PowerPoint (Multimedia)					
Indicator (s)	B9.2.2.1.3. Demonstrate how to add Multimedia (audios, videos etc.), tables and charts			Performance Indicator: Learners can add and remove multimedia contents to slides.		
Week Ending	02-02-2024					
Class	B.S.9	Class Size:		Duration:		
Subject	Computing					
Reference	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack, Textbook.					
Teaching / Learning Resources	Personal Computer, Microsoft PowerPoint Application, Projector, Poster, Pictures, YouTube videos		Core Competencies:		<ul style="list-style-type: none">Critical Thinking and Problem SolvingCommunication and Collaboration.	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION	
TUESDAY	Learners brainstorm to explain the need to add audios, videos, tables and charts	<div><div><div>1. Demonstrate on how to use the “add multimedia” feature on the “insert” ribbon tab.</div><div>2. Assist Learners to practice adding audios and videos to slides.</div><div>3. Discuss with the Learners about how to add audios and videos from webpages to slides in a form of links.</div><div>4. Learners brainstorm to add audios and videos directly from the computer to slides.</div></div><div><div>Inserting Sound or Video</div><div><div>1. To insert a sound or video, go to the Insert Ribbon and click on the Video or Audio icon and choose Video or Audio from File....</div><div><div><div><div><div></div></div><div>Video</div></div><div><div><div></div></div><div>Audio</div></div></div></div></div><div>2. Navigate to the correct clip, and click the <i>OK</i> button.</div><div>3. Once audio is inserted, an audio button will appear, allowing sound to play when it is clicked on.</div></div></div>			<div>Assist Learners to practice deleting audios and videos from slides.</div> <div>Exercise;</div> <div><div>1. Explain the term “multimedia content”.</div><div>2. State the steps to follow to add audios and videos to slides.</div></div>	

		<div data-bbox="776 69 902 170"></div> <div data-bbox="479 205 1200 279"></div> <div data-bbox="430 426 1271 525"></div>	
FRIDAY	Review Learners knowledge on the previous lesson.	<div data-bbox="461 604 1271 777"><ol style="list-style-type: none">1. Discuss with the Learners about the importance of adding tables and charts to slides.2. Demonstrate on how to add tables and charts to slides.3. Learners brainstorm to practice adding and removing tables and charts from slides.</div> <div data-bbox="430 842 618 871">Inserting a chart</div> <div data-bbox="430 930 1253 1008"><p>PowerPoint allows you to insert charts into your slide presentation to display different types of information to your audience.</p></div> <div data-bbox="430 1077 621 1104"><p><i>To insert a chart:</i></p></div> <div data-bbox="482 1138 1131 1226"><ul style="list-style-type: none">• Insert a new slide with a title and a chart icon.• When the slide appears, click the Insert Chart icon.</div> <div data-bbox="430 1268 1115 1785"><div data-bbox="732 1455 846 1522"></div><div data-bbox="607 1524 935 1556"><p>Click icon to add content</p></div></div> <div data-bbox="482 1829 1141 1858"><ul style="list-style-type: none">• A chart appears with a data sheet and sample data.</div>	<div data-bbox="1307 604 1550 709"><p>Through questions and answers, conclude the lesson.</p></div> <div data-bbox="1307 743 1414 772"><p>Exercise;</p></div> <div data-bbox="1307 804 1544 909"><p>State the steps to follow to add tables and charts to slides.</p></div>



- Replace the **sample data** in the **data sheet** with **actual data** you want to present. The **Y axis** is for values or numbers, such as number of hours worked or amount of money earned. The **X axis** is the label for the information. It now reads **East, West, and North**.
- You can delete some information in columns or rows of the sheet. Right-click the row or column and choose **Cut**, **Delete**, or **Clear Contents**.
- **NOTE:** You can expand chart columns to fit your data or titles. Place your mouse pointer over the end of the column in the gray heading. A **black cross with double arrows** appears. Right-click and drag the columns to the size you want.
- To format column width, click **Format → Column width**.
- Notice that as you enter the new data and titles, the chart on the slide changes to show this new information.

✓ If the datasheet disappears, double-click the chart and choose **View → Datasheet**.

Name of Teacher:

School:

District: