EaD Comprehensive Lesson Plans

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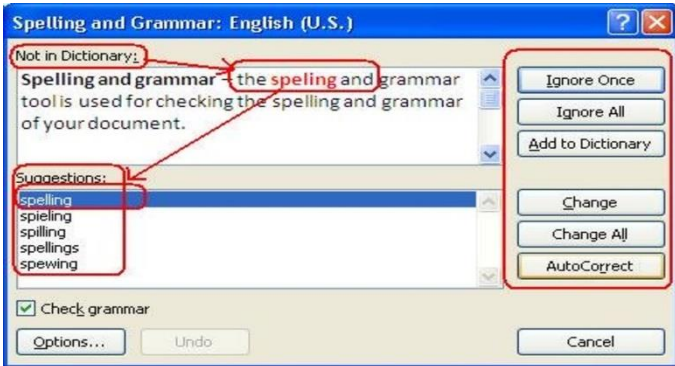
BASIC 7

WEEKLY LESSON PLAN – WEEK 4

Strand:	Productivity Software		Sub-Strand:		Introduction to Word Processing	
Content Standard:	B7.2.1.1 Demonstrate how to use Microsoft Word (Editing)					
Indicator (s)	B7.2.1.1.4. Demonstrate how to spell check, content translation, language setting		**Performance Indicator:** Learners can create documents with a word processor.			
Week Ending	02-02-2024					
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	Learners brainstorm to identify the location of the 'Review Tab' among the features of Microsoft Word .	1. Demonstrate using the 'Proofing and Language Group' under the Review Tab. 2. Assist Learners to practice using the 'Proofing and Language Group' under the Review Tab. 3. Discuss the functions of the tools under the Review Tab. **How to check Proofing Language in Word;** On the Review tab, go to Language, and then select Detect language automatically. 1. On the Review tab select Language > Set Proofing Language. 2. Select the language you want to use. 3. Select OK.	Through questions and answers, conclude the lesson. **Exercise;** State the steps to follow to use the Proofing and Language Group' tool.

| FRIDAY | Review Learners knowledge on the previous lesson. | 1. Using a Power Point Presentation, Show how to use the Language, Spelling & Grammar, Thesaurus and other tools in MS-Word under the Home tab. 2. Assist Learners to practice checking spellings and Grammar of words using the Spelling & Grammar tool. 3. Discuss the functions of the tools under the Review tab. The Review Ribbon Tab of Microsoft Office Word 2007 **The Spelling and Grammar tool** | Reflect on steps to follow to use the tools under the Review tab. |

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