EaD Comprehensive Lesson Plans

Strand:	Productivity Software	Sub-Strand:	Introduction to presentation software

or 0248043888
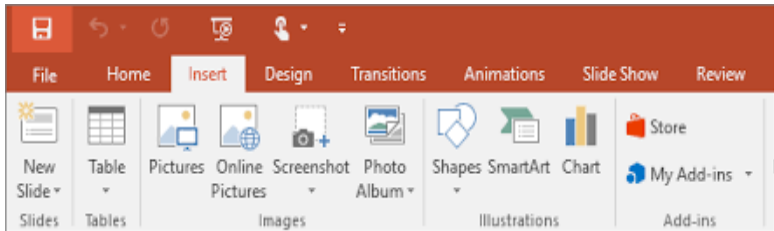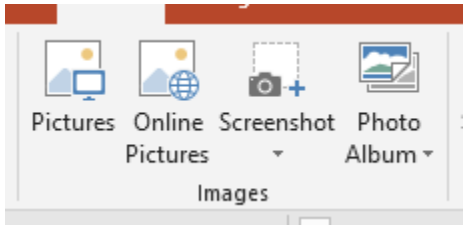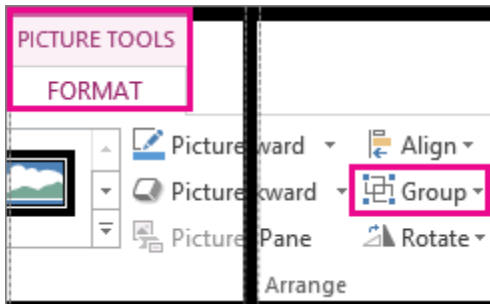
BASIC 7

WEEKLY LESSON PLAN – WEEK 5

Content Standard:	B82.2.1 Demonstrate how to use Microsoft PowerPoint (Multimedia)		
Indicator (s)	B8.2.2.1.1. Demonstrate how to add pictures, screenshot and edit and format pictures B8.2.2.1.2. Demonstrate how to add a drawing canvas, shapes, and also edit, format and add text to shapes B8.2.2.1.3. Demonstrate how to add text to shapes and arrange shapes		**Performance Indicator:** Learners can use the editing and formatting tools in Microsoft PowerPoint.
Week Ending	09-02-2024		
Class	B.S.7	**Class Size:**	**Duration:**
Subject	Computing		
Reference	Computing Curriculum, BS7 Computing Textbook, Teachers Resource Pack, Learners Resource Pack		
Teaching / Learning Resources	Microsoft PowerPoint application, Projector, Personal Computer, Charts , Poster.	**Core Competencies:**	• Ability to work with all group members to complete a t ask successfully • Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem.

DAYS	PHASE 1 : STARTER	PHASE 2: MAIN	PHASE 3: REFLECTION
TUESDAY	Learners brainstorm to launch Microsoft PowerPoint application.	1. Assist Learners to identify the features of the "Insert Tab" in Microsoft PowerPoint. 2. Discuss with Learners the functions of the "Images Group" under the Insert Tab in Microsoft PowerPoint. 3. Demonstrate using the "ClipArt, Photo Album and Screenshot" under the "Images Group" 4. Assist Learners to practice using "ClipArt, Photo Album and Screenshot". **Features of the "Insert Tab";** ❖ New Slide	Learners in small groups practice using "shapes and SmartArt". **Exercise;** 1. State the features of the "insert Tab" in Microsoft PowerPoin t. 2. Write 5 features under the

		❖ Table ❖ Pictures ❖ Online Pictures ❖ Screenshot ❖ Photo Album ❖ Shapes ❖ SmartArt ❖ Chart ❖ Store ❖ My Add-ins **Features of the "Images Group"** under the **Insert Tab**; ❖ Pictures ❖ Online Pictures ❖ Screenshot ❖ Photo Album	"Image Groups".
FRIDAY	Discuss the meaning of "drawing canvas".	1. Demonstrate how to use drawing canvas to group shapes. 2. Discuss with Learners about the features of the Format Ribbon. 3. Assist Learners to practice how to use of the Format Ribbon once a shape is selected. 4. Using a projected presentation, explain how to use the editing features of the Insert Shapes and Shape Styles. **How to use drawing canvas to group shapes;** i. Press and hold CTRL while you click the shapes, pictures, or other objects to group. ii. You will need to select more than one shape, picture or object in order to enable the Group button. iii. You can select all the objects on a slide by pressing CTRL+A. Select the Arrange button and choose Group. **Using the format ribbon in PowerPoint;**	Learners brainstorm to use the editing features of the Insert Shapes and Shape Styles. **Exercise;** 1. State 5 features of the Format Ribbon. 2. Explain how to use 3 editing features of the Insert Shapes and Shape Styles.

Add and format in PowerPoint for the web

1. Select a text box and type some text.
2. To format, select the text, and select an option to change the font, spacing, or alignment. To create bulleted or numbered lists, select the text, and then select Bullets or Numbering.

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