

EaD Comprehensive Lesson Plans

Strand:	Productivity Software	Sub-Strand:	Introduction to presentation software
Content Standard:	B7.2.2.2 Demonstrate how to use Microsoft PowerPoint (Formatting)		



or



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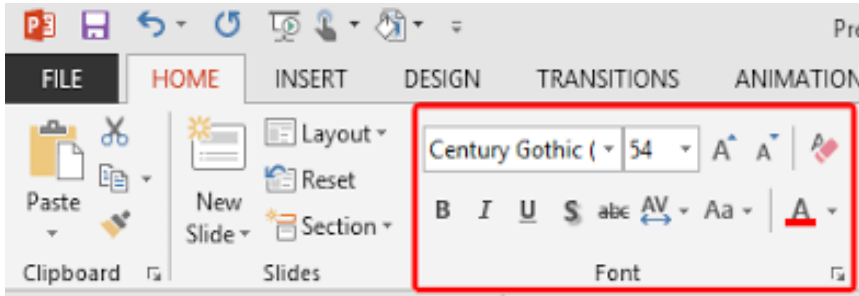
<https://www.TeachersAvenue.net>

<https://TrendingGhana.net>

<https://www.mcgregorinriis.com>

BASIC 7



WEEKLY LESSON PLAN – WEEK 6

Indicator (s)	B7.2.2.2.1. Demonstrate how to change text case, text size, text colour and decorate text B7.2.2.1.2. Demonstrate how to align text, indent paragraphs, borders and shades. B7.2.2.1.3. Demonstrate the use of the Slide Master, design template, and be able to give a 5-slide presentation in MS-PowerPoint using the tools of the ribbons studied.			Performance Indicator: Learners can apply skills to change text case, text size, text colour and decorate text.	
Week Ending	16-02-2024				
Class	B.S.7	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, BS7 Computing Textbook, Teachers Resource Pack, Learners Resource Pack				
Teaching / Learning Resources	Personal Computer, MS-PowerPoint, Projector, Pictures, Poster.	Core Competencies:		Ability to ascertain when information is needed and be able to identify, locate, evaluate and effectively use it to solve a problem	
DAY/DAT E	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
TUESDAY	Learners brainstorm to identify the features of the “Home Ribbon”.	<div>1. Discuss with Learners about the features of the “font group”.</div> <div>2. Demonstrate how to use the change text case, text size, text colour and decorate text.</div> <div>3. Learners practice changing text case, text size, text colour and decorating text.</div> <div>4. Using a projected presentation, explain how to use the Proofing and Language Sections under the Review ribbon.</div> <div>Font Group;</div> <div></div> <div>How to change the font size and colour of the text;</div>			<div>Reflect on the how to change text case, text size, text colour and decorating text.</div> <div>Exercise;</div> <div><div>1. State 4 features of the Font Group.</div><div>2. State the steps to follow to;</div><div><div>i. change text case</div><div>ii. text size</div><div>iii. text colour</div></div></div>



- Select the text that you want to change.
- On the Home tab, in the Font group, choose the arrow next to Font Color, and then select a color.
- You can also use the formatting options on the Mini toolbar to quickly format text.

Uses of proofing and language;

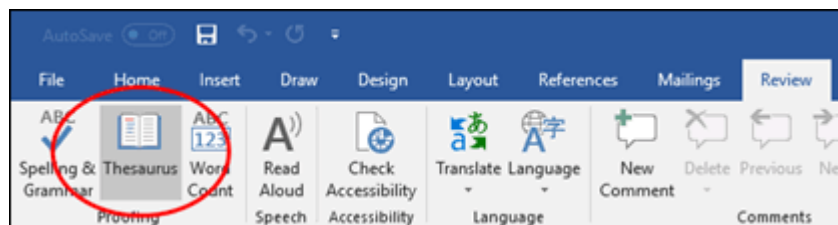
-  The proofing language is the language Word uses to spell-check your document and offer grammar suggestions.
-  The bonus section at the end shows what to do if you don't see spelling and grammar suggestions in your text.

FRIDAY

Through questions and answers, conclude the lesson.

1. Demonstrate how to use the Language, Spelling & Grammar, Thesaurus and other buttons in MS- PowerPoint under the Review ribbon.
2. Assist Learners to use the Language, Spelling & Grammar, Thesaurus and other buttons in MS- PowerPoint under the Review ribbon.
3. Learners brainstorm to identify the features of the Master views Group.
4. Discuss how to use Master Views group under the View ribbon.

How to use the Language, Spelling & Grammar, Thesaurus and other buttons in MS- PowerPoint under the Review ribbon;



1. On the **Review** tab, select **Check Slide > Check Slide**.

The **Editor** pane opens on the right side of the browser window. Any spelling or grammar errors, or suggested writing refinements, are listed in the **Editor** pane for you to review and decide on.

Through questions and answers, conclude the lesson.

Exercise;

1. State the steps to follow to use the Language , Spelling & Grammar.
2. Explai Thesaurus as feature under the Review Ribbon.

Turn off proofing markers throughout a file

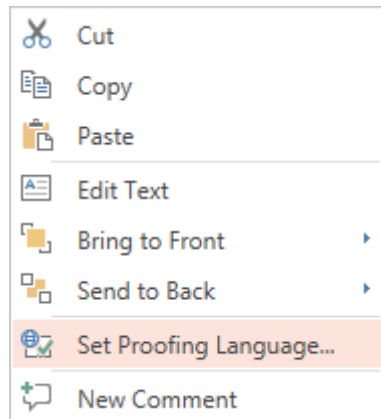
If your file is stored in OneDrive for work or school or SharePoint in Microsoft 365, you can hide all markers that show proofing errors.

1. On the **Review** tab of the Ribbon, select the arrow on the **Editor Settings** button.
2. On the menu that appears, select **Hide Proofing Errors**.

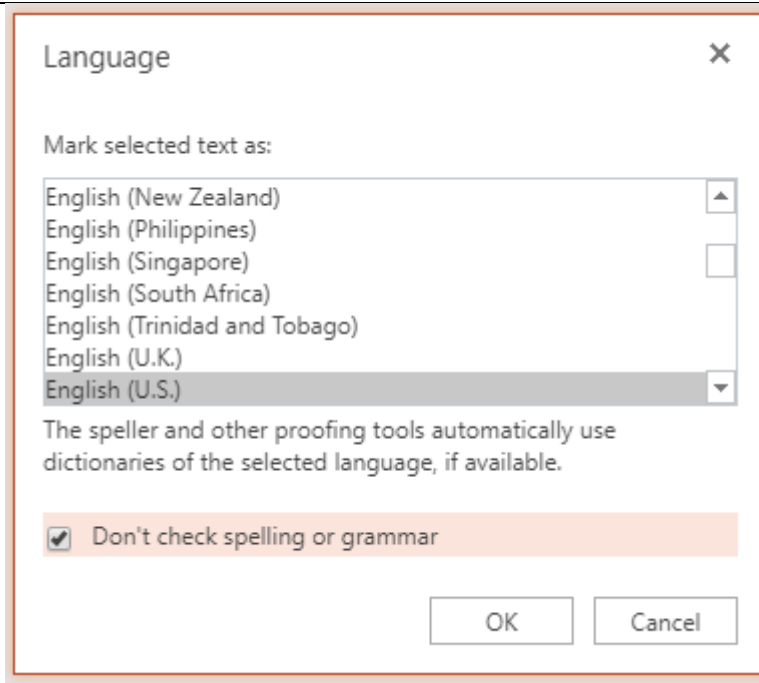
This command toggles the markers off and on. Use it again later if you want to show proofing markers in this presentation.

Turn off the proofing tool for particular words or a box of text

1. Skip to step 2 if you want to change the proofing language for an entire box of text, or else the text box, select the word or words you don't want checked.
2. Right-click the selected words, or the text box itself, and choose **Set Proofing Language**.



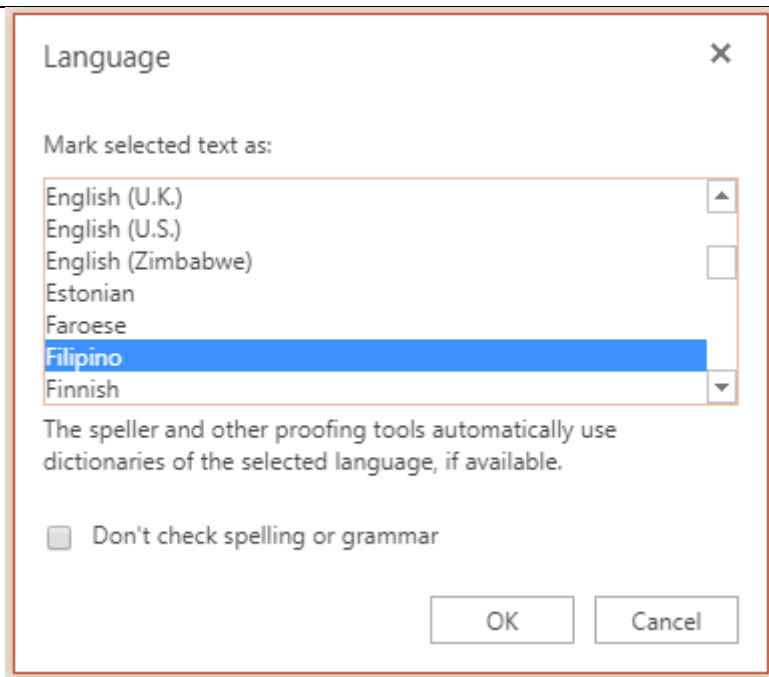
3. Select **Don't check spelling or grammar**.



Change the proofing language

Changing the proofing language for the whole file isn't supported. You can only change the proofing language for selected words or for a box of text.

1. Skip to step 2 if you want to change the proofing language for an entire box of text, or else select a word or words for which you want to change the proofing language.
2. Right-click the box or the selected words, and then select **Set Proofing Language**.
3. In the **Mark selected text as** box, choose the language that you want to change to, and then click **OK**.



Name of Teacher:

School:

District: