

EaD Comprehensive Lesson Plans



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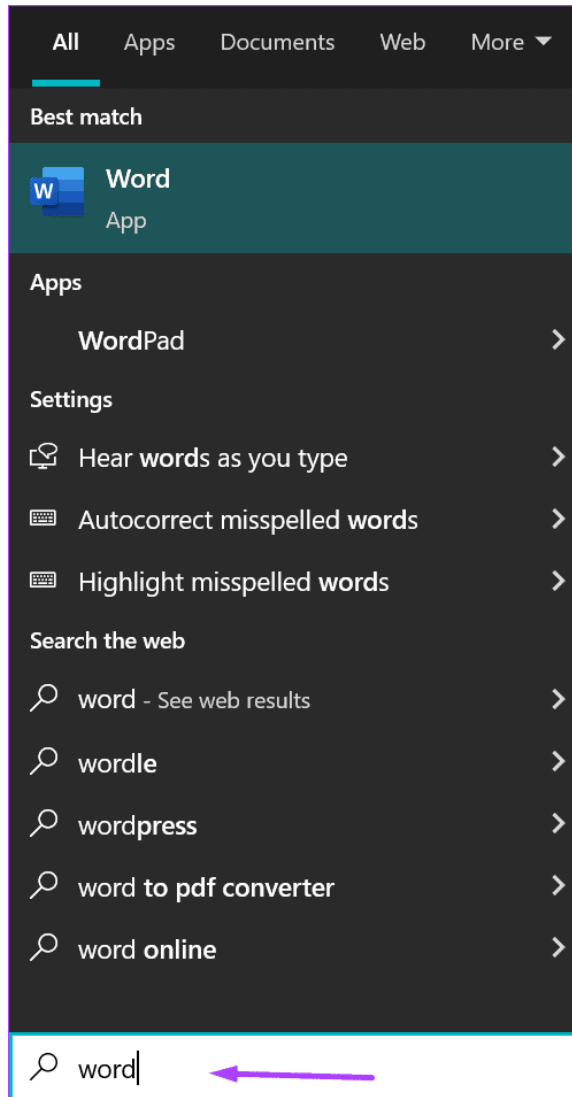
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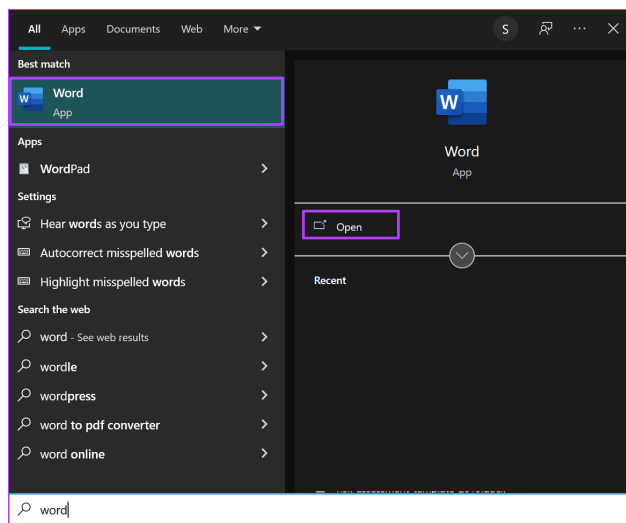
WEEKLY LESSON PLAN – WEEK 10

Strand:	Productivity Software		Sub-Strand:	Introduction to Word Processing	
Content Standard:	B9.2.1.1 Demonstrate How to Use Microsoft Word (Multimedia)				
Indicator (s)	B9.2.1.1.3. Demonstrate how to add Multimedia (audios, videos, animations), Charts and Hyperlinks		Performance Indicator Learners can add multimedia contents and charts to word documents.		
Week Ending	15-11-2024				
Class	B.S.9	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack, Textbook.				
Teaching / Learning Resources	Power point Presentation on the features of MS-Word, projector, Computer		Core Competencies:	<ul style="list-style-type: none">• Communication and Collaboration.• Critical Thinking and Problem Solving.• Creativity and Innovation.	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
MONDAY	Learners brainstorm to launch Microsoft Word application to create a new Word document or to open an existing document.	<div>1. Learners brainstorm to explain the importance of adding charts, multimedia contents and hyperlinks to word documents.</div> <div>2. Demonstrate on how to insert videos, audios and animations to word document.</div> <div>3. Engage Learners in inserting videos, audios and animations to word documents.</div> <div>4. Learners brainstorm to insert ClipArt from the Insert Ribbon.</div> <div>INSERTING AUDIO FILES INTO MICROSOFT WORD</div> <div>Now, if you’re inserting an audio file into Microsoft Word, the first thing to do is get your audio file ready. For Windows PCs, a Voice Recorder app always comes with the operating software and can be used to record audio. While on Mac, you have the Voice Memos app.</div> <div>If the audio file is not a sound recording, ensure you already have the audio saved on your device. Here are the steps to follow to insert the audio file:</div>			Learners in small groups to practice creating word documents involving ClipArt, Screenshots and animations. Exercise; <div>1. State the steps to follow to insert a video in a word document.</div> <div>2. Describe how you will insert a ClipArt in a word document.</div>

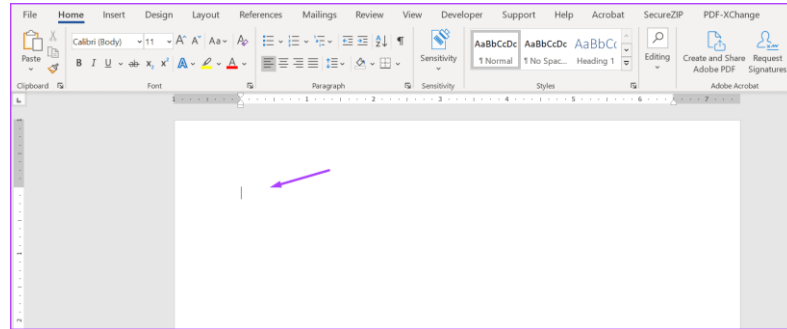
Step 1: On your PC, click on the Start menu and search for Word.



Step 2: Click on the Word app from the results or the Word document you need to add audio to.

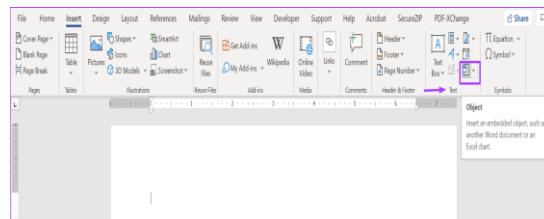


Step 3: Place the cursor on the part of the document where you need to insert your audio file.

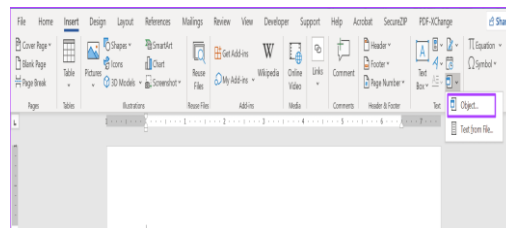


Step 4: Go to the ribbon and click on the Insert tab.

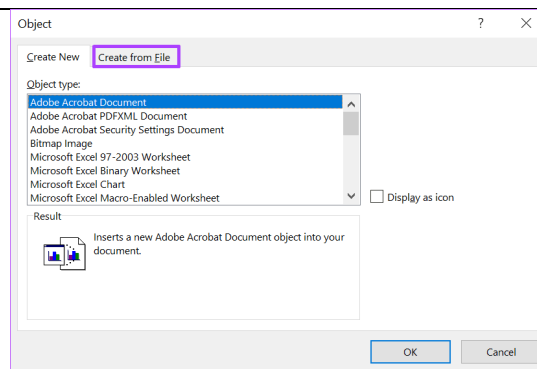
Step 5: Within the Text Group, click on Object.



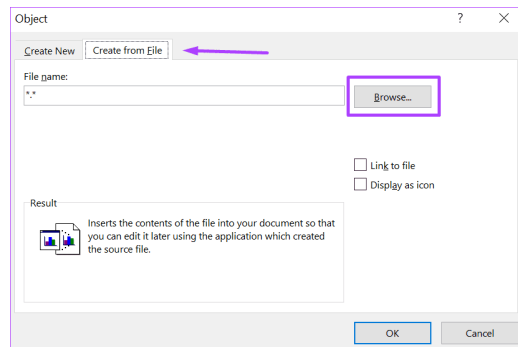
Step 6: Click on Object from the drop-down to launch a dialog box.



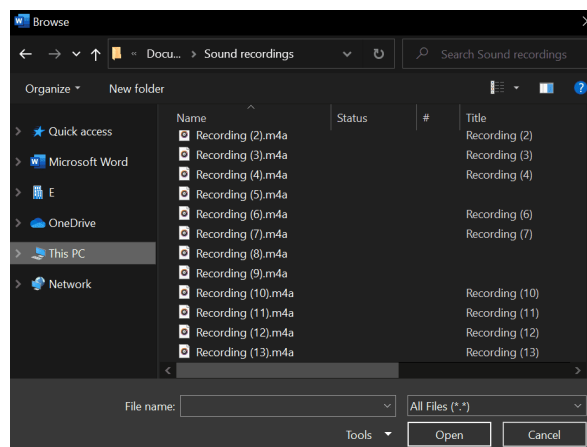
Step 7: Click on the Create from File tab.



Step 8: Click on Browse.



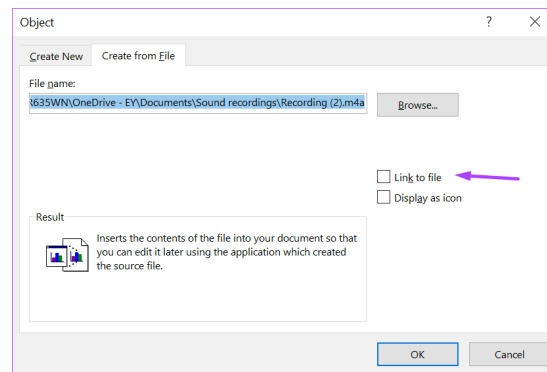
Step 9: Navigate to the location of the audio file (usually in WAV or MP3 format). Click on the file to select it, and the name should appear in the text box.



Step 10: Click on Insert, located in the bottom-right corner of the dialog box.

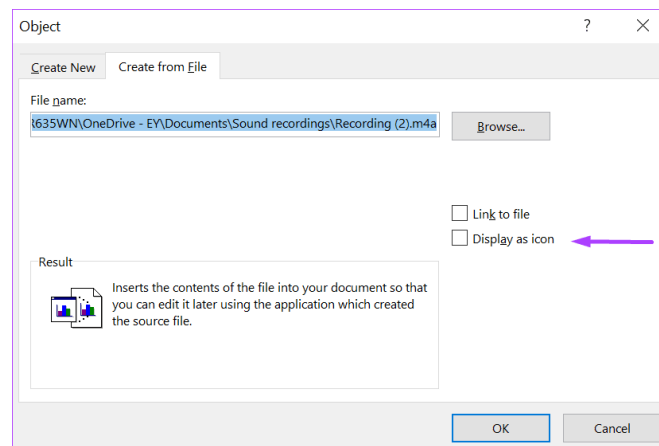
Step 11: Back in the Object dialog box, tick on Link to file if you

prefer to create a link to the file instead of embedding it.



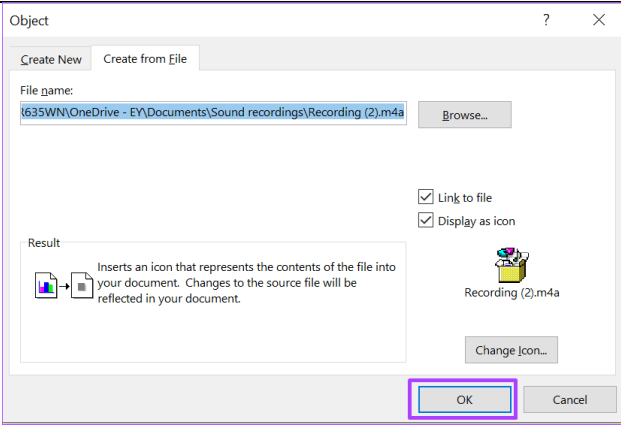
When you insert audio files on Microsoft Word using a Windows PC, such files don't play on Word for Mac. Because of this, we suggest that you host your source audio on the cloud and link it in the Word document instead of embedding the file.

Step 12: Tick the box beside Display as icon to show the audio file as an icon within your document instead of as a link.



Choosing to link an audio in your Word file instead of embedding it also helps reduce the file size.

Step 13: Click on OK once you are done.

		<div data-bbox="472 56 1094 479"></div> <p>Step 14: Click on Save on Microsoft Word to retain your changes.</p> <p>Adding the files is one thing and playing them is a different ball game. Check the next section to learn how to play audio files in Microsoft Word documents.</p>	
FRIDAY	Using a PowerPoint Presentation, explain the steps to follow to insert charts in a word document.	<ol style="list-style-type: none">1. Assist Learners to follow steps to add charts to a word document.2. Discuss with the Learners on how to link a webpage to a word document by adding a hyperlink to the document.3. Assist Learners to add Excel charts to word documents.4. Learners brainstorm to remove hyperlinks from a word document. <p>Insert and Remove a Hyperlink in Word</p> <p>To add and delete hyperlinks in a Word document:</p> <ul style="list-style-type: none">• Highlight the text or image that you want to link.• Right-click the text and choose Link or Hyperlink (depending on the version of Microsoft Word).• Select the type of destination you want to link to, then fill in the appropriate information.<ul style="list-style-type: none">▪ Choose Existing File or Web Page, go to the Address text box, then enter a URL.▪ Choose Place in This Document, then select a location within the document.▪ Choose Create New Document, go to the Name of new document text box, then enter the name of a new document. If needed, in the Full path section, select Change to change the document folder. In the When to edit section, choose whether you want to edit the document now or later.▪ Choose E-mail Address, go to the E-mail	<p>Through questions and answers, conclude the lesson.</p> <p>Exercise;</p> <p>Outline the steps to follow to add and remove a hyperlink from a word document.</p>

		<p>Address text box, then enter the email address you want readers to send email to. In the Subject text box, type the subject.</p> <ul style="list-style-type: none">• Select OK. <p>The text now shows up as a hyperlink in the document. To remove a hyperlink, right-click the link text, then choose Remove Hyperlink.</p>	
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Name of Teacher:

School:

District: