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| **Week Ending:**  | **DAY:**  | **Subject:** Computing |
| **Duration:** 60mins | **Strand:** Word Processing |
| **Class:** B4 | **Class Size:**  | **Sub Strand:** Introduction To Word Processing |
| **Content Standard:** B4.3.1.1. Demonstrate understanding of the use of word processing application | **Indicator:** B4.3.1.1.2 Illustrate the use of the clip board, styles, fonts, paragraph and editing | **Lesson:**1 OF 1 |
| **Performance Indicator:** * Learners can Illustrate the use of the clip board, styles, fonts, paragraph and editing
 | **Core Competencies:**Creativity and innovation. 2. Communication and collaboration |
| **Teaching/ Learning Resources** | Images of clipboard, styles, fonts, paragraph |
| **References:** Computing Curriculum Pg. 55 |
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| **DAYS** | **PHASE 1: STARTER**  | **PHASE 2: MAIN**  | **PHASE 3: REFLECTION** |
|  | Prepare a list of concepts, ideas or objects that relate to the lesson you are about to teach. Divide the class into four teams. The teacher presents the leaders from each group a concept. The leader then draw the concepts on the board, whilst his/her term guess what the object is. The team who guess correctly first wins. | Guide learners to use the clipboard, styles, fonts, paragraph and editing feature under the Home tab and let learners explore on a simple word document.  | Ask learners questions to review their understanding of the lesson.Give learners task to do whiles you go round to guide those who need help. |