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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. |