مدرسة القديسة مريم الكاثوليكية الثانوية ـ دبي

ST. MARY'S CATHOLIC HIGH SCHOOL, DUBAI

<u>Theory/Practical</u>

<u>YEAR 4 – Computing (Week 2) 2021-2022</u>

Subject	**Computing**
Class/ Section	**Year 4 – Batch A, B, C, D, E and F**
Week	**5th September to 9th September**
Work send to students by	**Zoom**
Total number of lessons per week	**1**
Units	**MS Word- Paragraph**
Lessons 1 –Live Zoom lesson along with face to face instruction for students present on a particular day **Work will be assigned in Google classroom which will be matched to the students ability.**	**<u>Specific Learning objectives</u>** - Students are introduced to MS Word in order to improve their word processing skills and apply them in real-life situations. **<u>Specific Intended Learning Outcomes</u>** -Students will be able to use bullets, numbering, Sub-numbering, alignments, line spacing, colour, font size and style in MS Word -Students will be able insert text boxes for the purposes of editing and formatting text.

Tasks/Activities	-The teacher would show the students how to use Microsoft Word. -The teacher would provide a general overview by describing each MS Word feature, particularly the options for getting bullets, numbering, Sub-numbering, alignments, line spacing, colour, font size and style in MS Word. - The teacher would show how to insert text boxes for editing and formatting in MS Word. -Students will create a new word document and begin exploring all of the options available. - Students will use all of the options mentioned above in MS Word to complete the activity sheet.
Assessment Criteria/ Essential questions	Essential Question that are according to the Pearson Edexcel specification Assessment Criteria: Students will be able to enhance their word processing skills
Resources	1. PPT on the topic 2. Activity Sheet