



مدرسة القديسة مريم الكاثوليكية الثانوية - دبي  
ST. MARY'S CATHOLIC HIGH SCHOOL, DUBAI

**Theory/Practical**

**YEAR 3 – Computing (Week 3) 2021-2022**

<b>Subject</b>	<b>Computing</b>
<b>Class/ Section</b>	<b>Year 3 – Batch A, B, C, D and E</b>
<b>Week</b>	<b>12<sup>th</sup> September to 16<sup>th</sup> September</b>
<b>Work send to students by</b>	<b>Zoom/Google Classroom</b>
<b>Total number of lessons per week</b>	<b>1</b>
<b>Units/Topics</b>	<b>Word Processing - Font</b>
<b>Key Vocabulary</b>	<b>Font, Font size, Bold, Italics, Underline, Font colour</b>
<b>Lessons 1 –Live Zoom lesson along with face to face instruction for students present on a particular day</b> <b>Work will be assigned in Google classroom which will be matched to the students ability.</b>	<b><u>Specific Learning objectives</u></b> -Understand Font group to aid young children to enhance their word processing skills in MS Word <b><u>Specific Intended Learning Outcomes</u></b> -Students will be able to <ul style="list-style-type: none"><li>• Use Font, Font Size, Grow Font, Shrink Font, Bold, Italics, Underline, Font Colour, Text Highlight.</li><li>• Use Keyboard – Caps Lock, Shift key, Space Key, Backspace and Enter Key.</li></ul>

<p><b>Tasks/Activities</b></p>	<ul style="list-style-type: none"> <li>-To ensure that the students can work with MS Word, the teacher would open a new MS Word document and recap the prior topics.</li> <li>-The teacher would introduce the font group to students. Then go over each feature of the font group in great detail.</li> <li>-Students will create a new MS Word document and begin exploring the font group by typing a paragraph on any topic.</li> <li>-The students would then use each font group's formatting feature to ensure that they could use it in a variety of contexts.</li> <li>-Once the students have completed the task, they will save their work.</li> </ul>
<p><b>Assessment Criteria/ Essential questions</b></p>	<p>Essential Question that are according to the Pearson Edexcel specification</p> <p>Assessment Criteria: Students will be able to use word processing skills using the font group in MS Word.</p>
<p><b>Resources</b></p>	<ol style="list-style-type: none"> <li>1. PPT on the topic</li> <li>2. Activity Sheet</li> <li>3. MS Word</li> </ol>