



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

Theory/Practical

YEAR 3 – Computing (Week 4) 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>19<sup>th</sup> September to 23<sup>rd</sup> September</b>
<b>Work send to students by</b>	<b>Google Classroom</b>
<b>Total number of lessons per week</b>	<b>1</b>
<b>Units/Topics</b>	<b>Word Processing – Paragraph</b>
<b>Key Vocabulary</b>	<b>Numbering, Bullets, Alignments, Line spacing, Border</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 Paragraph 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>• Be able to use bullets, Numbering, Sub Numbering, Line spacing and Alignment.</li></ul>

<p><b>Tasks/Activities</b></p>	<p>-To ensure that the students can work with MS Word, the teacher would open a new MS Word document and recap the prior topics.</p> <p>-The teacher would introduce the Paragraph group to students. Then go over each feature of the paragraph group in great detail.</p> <p>-Students will create a new MS Word document and begin exploring the paragraph group by typing a paragraph on any topic.</p> <p>-The students would then use each paragraph group's formatting feature to ensure that they could use it in a variety of contexts.</p> <p>-Once the students have completed the task, they will save their work.</p>
<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 paragraph 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>