



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

Theory/Practical

YEAR 4 – Computing (Week 3) 2021-2022

Subject	Computing
Class/ Section	Year 4 – Batch A, B, C, D, E, F
Week	12th September to 16th September
Work send to students by	Zoom/Google Classroom
Total number of lessons per week	1
Units/Topics	Word Processing
Key Vocabulary	Tabs, Alignments, Text Wrap
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> -Understand the advanced features of the Font group in MS Word to enhance their word processing skills. <u>Specific Intended Learning Outcomes</u> -Students will be able to <ul style="list-style-type: none">• Use tabs & text wrap in MS Word• Use horizontal and vertical text alignments in MS Word

<p>Tasks/Activities</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 advanced features of the font group to students. Then go over each feature of the same in great detail to apply it for formatting purposes.</p> <p>-Students will create a new MS Word document and begin exploring the advanced features of the font group by typing a paragraph on any topic and inserting a new table and a picture.</p> <p>-The students would then use each font 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>Assessment Criteria/ Essential questions</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 advanced features of the font group in MS Word.</p>
<p>Resources</p>	<ol style="list-style-type: none"> 1. PPT on the topic 2. Activity Sheet 3. MS Word