مدرسة القديسة مريم الكاثوليكية الثانوية ـ دبي

ST. MARY'S CATHOLIC HIGH SCHOOL, DUBAI

Theory/Practical

YEAR 4 – Computing (Week 4) 2021-2022

Subject	**Computing**
Class/ Section	**Year 4 – Batch A, B, C, D, E, F**
Week	**19ᵗʰ September to 23ʳᵈ September**
Work send to students by	**Google Classroom**
Total number of lessons per week	**1**
Units/Topics	**Word Processing – Working With Table**
Key Vocabulary	**Merge, Split, Gridlines, Border and Shading**
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.**	**Specific Learning objectives** -Understand the advanced features of Tables in MS Word to enhance their word processing skills. **Specific Intended Learning Outcomes** -Students will be able to • Be able to use: Merge and Split cells, Gridlines, Borders and Shading

Tasks/Activities	-To ensure that the students can work with MS Word, the teacher would open a new MS Word document and recap the prior topics. -The teacher would introduce the features of the table to students. Then go over each feature of the same in great detail to apply it for formatting purposes. -Students will create a new MS Word document and begin with insertion of table & exploring the features such as merge and split cells, gridlines & borders and shading -The students would then use each table formatting feature to ensure that they could use it in a variety of contexts. -Once the students have completed the task, they will save their work.
Assessment Criteria/ Essential questions	Essential Question that are according to the Pearson Edexcel specification Assessment Criteria: Students will be able to use word processing skills with insertion of table and its features in MS Word.
Resources	1. PPT on the topic 2. Activity Sheet 3. MS Word