

YEAR 3-Computing

Subject	Computing
Class/ Division	Year 3 (A-E)
Week	4 (20th Sep to 24th Sep)
Work send to students via	Group email / Zoom
Total number of lessons per week	1
Unit	Introduction to MS Word
Lesson 1	Objective: Improving Text Sub-objectives : <ul style="list-style-type: none">• To be able to use spell check to correct miss-spelt words• To be able to use the Shift Key to insert punctuation symbols, signs and replace lowercase letters with capitals
Resources	<ul style="list-style-type: none">• PowerPoint presentation• MS Word• Activity Sheet