

### YEAR 3-Computing

<b>Subject</b>	<b>Computing</b>
<b>Class/ Division</b>	<b>Year 3 (A-E)</b>
<b>Week</b>	<b>6 (04<sup>th</sup> Oct to 08<sup>th</sup> Oct )</b>
<b>Work send to students via</b>	<b>Group Email</b>
<b>Total number of lessons per week</b>	<b>1</b>
<b>Unit</b>	<b>MS Word</b>
<b>Lesson 1</b>	<b>Lesson objective: Word Processing- Font and paragraph</b>  <b>Sub-objectives :</b> <ul style="list-style-type: none"><li>● To be able to use “Font” in MS Word –Font style, font size, grow font, shrink font, bold, italics, underline, change case, font color, text highlight.</li><li>● To be able to use bullets, numbering, sub numbering, line spacing and alignment.</li></ul>
<b>Resources</b>	<ul style="list-style-type: none"><li>● PowerPoint presentation</li><li>● MS Word</li><li>● Activity Sheet</li></ul>