

YEAR 3-Computing

Subject	Computing
Class/ Division	Year 3 (A-E)
Week	7 (11th Oct to 15th Oct)
Work send to students via	Group email
Total number of lessons per week	1
Unit	MS Word(Recap)
Lesson 1	Lesson objective: Word Processing- Font and Paragraph Sub-objectives: <ul style="list-style-type: none">• 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.• To be able to use bullets, numbering, sub numbering, line spacing and alignment.
Resources	<ul style="list-style-type: none">• PowerPoint presentation• MS Word• Activity Sheet