**TEACHERS NAME:**

**SCHOOL; AMBITIOUS HIGH SCHOOL**

**FORM:** FOUR

**SUBJECT:** COMPUTER STUDIES  **TOPIC : Basic Word Processing Features and Concepts**

**SUB TOPIC**: **Basic Word Processing Features and Concepts**

**WEEK: 2 LESSON NO: 1**

**DATE 12/3/2023.. TIME 12;30**

**OBJECTIVES:** By the end of the lesson the learner should be able to:understand the basic word processing features and concepts.

Materials:

Computers with word processing software

Projector

Handouts with key points of the lesson

**LESSON PRESENTATION**

|  |  |  |  |
| --- | --- | --- | --- |
| TIME | CONTENT | LEARNING ACTIVITIES | RESOURCE MATERIALS |
| 5 Minutes | **Introduction**  introducing the topic : basic word processing features and concepts.  Explain to the students that the objective of the lesson is to help them understand the key features and concepts of word processing software. | Asking questions  Answering questions  Explaining | Log On Computer Studies Book 4 |
| 50 Minutes | **Content and demonstration**  Use the projector to demonstrate the key features and concepts of a word processing software on the computer.  Highlight the document window, cursor, status bar, word wrap, scrolling, and help feature.  Show the students how to access the spelling checker, thesaurus, and grammar checker.  Demonstrate how to use headers and footers, indexing, footnotes and references, typefaces (fonts), and character set.  Show the students how to create and import tables, text and graphics from other programs  **Hands-on Practice (30 minutes)**  Divide the class into groups of 2 or 3 students.  Distribute handouts with the key points of the lesson.  Ask each group to practice the demonstrated features and concepts on the computers.  Walk around the class to assist students who may have difficulties.. | Asking and answering questions  Taking notes  Discussions  Brain storming | Log On Computer Studies BK4  Longhorn Secondary  Foundations of Computer  Handouts  Books  Working personal computer  **projector** |
| 5 Minutes | **Conclusion**    Wrap up the lesson by asking the students if they have any questions.  Summarize the key points of the lesson.  Assign homework that requires the use of word processing software to practice the features and concepts learned in the class. | Asking and answering questions  Making notes  Exercises | Log On Computer Studies Students Book 4 |