

School: Akatsi Senior High Technical School

Class: SHS 1

Week Ending: 02-11-2023

Subject: ICT

References: ICT Core. syllabus for SHS, Page 9

Number on Roll: 45

Average Age: 16+

Day/Duration	Topic/Sub - Topic	Objectives/ RPK	Teaching Learning Activities	Core Points	TLM	Evaluation
<b><u>Day:</u></b> Thursday  <b><u>Date:</u></b> 02-11-2023  <b><u>Time:</u></b> 08:00 – 09:00  <b><u>Duration:</u></b> 1 hour	<b><u>Topic:</u></b>  Word Processing Application  <b><u>Sub-topic:</u></b> Introduction to word processing packages	<b><u>Objectives:</u></b> By the end of the lesson, the student will be able to; i. create a document using the Word Processor.  ii. edit, and save Word document using common editing tools.  iii. RPK:  Learner are able to use Typing Software (Mavis Beacon)	<b><u>Introduction</u></b> i. Greet the students and introduce yourself.  ii. Students to type a given document, edit and save using the given editing and formatting tools..  iii. NOTE: Teacher should stress on saving document when working to avoid losing document when power goes off.  iv. Students type a 2 – 3 page document with more sub headings and paragraphs and save	<b><u>What is a Word Processing Package:</u></b> It is “application software” or a “program” which allows you to:- Enter, Edit and Format text.  The appearance of a document can be processed or changed easily. This is known as text formatting, e.g. Changing font character style; Changing font size; Highlighting text in bold, italics and underlining, or changing the colour of text.	1. Computer or laptops  2. Projector  3. Microsoft Word	1. Exercise: Type a letter, save with your name.  2. Exercise: Students to type and edit documents using the common editing tools