

**LESSON PLAN BACKGROUND**

**TEACHER’S NAME: ABEL GIDEON**

**DATE: 15/01/2025**

**TERM: SECOND TERM**

**SUBJECT: COMPUTER SCIENCE**

**CLASS: JS2**

**TIME: 1:40**

**PERIOD: 4TH PERIOD**

**DURATION: 4OMINS**

**NO. OF LEARNERS: 21**

**AVERAGE AGE: 12 YRS**

**WEEK: 1 - 10**

**TOPIC:** Graphic Packages AND Word Processing

**INSTRUCTIONAL OBJECTIVE:** At the end of the lessons the learners should be able to;

1. Understand the meaning and list example of graphic packages
2. Mention the features of graphic packages eg. Corel Draw and Paint.
3. Define word processing.
4. List uses and examples of word processors.

**INSTRUCTIONAL RESOURCE:**

* The Computer Lab.
* Installed graphic packages.

**PREREQUISITE KNOWLEDGE:**

The learners are familiar with the computer system, its functions and main components.

**REFERENCES:** Teachers Notes.

**INTRODUCTION: The teacher:**

* Begin the lesson by asking students to show they think designs are made and CVs made.
* Then, introduce the idea of graphic packages and word processing.

**LESSON PLAN DEVELOPMENT**

| **PRESENTATION/STEPS** | **TEACHERS ACTIVITIES** | **LEARNERS ACTIVITIES** | **LEARNING RESOURCES** |
| --- | --- | --- | --- |
| **STEP I** | With the aid of the instructional material, the teacher guides the students to Understand the meaning and list example of graphic packages | The learners Define the terms | Display of a graphic design. |
| **STEP II** | The teacher guides the students to Mention the features of graphic packages eg. Corel Draw and Paint. | The learners Mention the features of graphic packages eg. Corel Draw and Paint. |  |
| **STEP III** | The teacher guides the students to Define word processing.h | The learners Understand the meaning, uses and functions of ICT. |  |
| **EVALUATION** | The teacher evaluates the lesson by asking the learners the following:   * what are graphic packages * Mention three example of graphic packages * what is the meaning word processing | the learners respond accordingly to each of the questions*.* |  |
| **SUMMARY/CONCLUSION** | The teacher concludes the lesson by going through the salient points of the lesson. | The learners pay keen attention |  |
| **HOME WORK** | 1. research on how Microsoft word was made |  |  |

**NOTE**

**WEEK: 1 - 5**

**TOPIC: Graphic Packages**

**Meaning of Graphic Packages**

**Graphic Packages** are **software programs** designed to allow users to create and manipulate images, drawings, and designs on the computer.

These packages provide tools for designing logos, illustrations, drawings, posters, and other visual content.

**Examples of Graphic Packages**

1. **Paint:**
2. **CorelDRAW**
3. **Adobe Photoshop**
4. **Instant Artist**
5. **GIMP (GNU Image Manipulation Program)**

**Features of Graphic Packages**

1. **Tool-Bar:**
   * A collection of tools like the **brush tool**, **shape tool**, **eraser**, and **text tool** for creating and editing graphics.
2. **Menu Bar:**
   * Contains commands like **File**, **Edit**, **View**, **Image**, and more for controlling the software's functions.
3. **Printable Area (Canvas):**
   * The working area where the designs or images are created and edited.
4. **Color Palette:**
   * A selection of colors to choose from when drawing or painting.
5. **Layer Panel (in advanced packages like CorelDRAW and Photoshop):**
   * Allows users to work with multiple layers of images for complex designs.

**Practical Activities**

* Launch **Paint** or any other installed graphic package on the computer.
* Perform simple tasks like:
  1. Drawing shapes (circle, square) using the **Shape Tool**.
  2. Filling shapes with different colors using the **Fill Tool**.
  3. Adding text to the drawing using the **Text Tool**.
  4. Saving their designs using the **File Menu**.

### 

**WEEK 6-10**

**TOPIC: WORD PROCESSING**

#### 

#### **Introduction**

**Word Processing** is the use of a computer application to create, edit, format, and print text documents.

**Examples of Word Processors:**

* Microsoft Word
* Google Docs
* WordPad

**Uses of Word Processing:**

1. Typing letters and documents.
2. Creating reports and presentations.
3. Designing simple flyers and resumes.
4. Formatting text with different styles.
5. Editing and storing large amounts of text efficiently.

**PRACTICALS**

#### **Loading and Exiting a Word Processor**

1. **Loading a Word Processor:**
   1. Click on the **Start Menu**.
   2. Select **Microsoft Word** or another word processor.
   3. Wait for the program to load.
2. **Exiting a Word Processor:**
   1. Click on the **File Menu**.
   2. Select **Exit** or click the **Close** button (X).

#### **Creating and Saving Files**

1. **Creating a New File:**
   1. Open the word processor.
   2. Click on **File** and select **New**.
   3. Begin typing the document.
2. **Saving a File:**
   1. Click on **File** and choose **Save** or **Save As**.
   2. Enter a file name and choose the location to save the file.
   3. Click **Save**.

#### **Opening and Exiting Files**

1. **Opening a File:**
   1. Click on **File**.
   2. Select **Open**.
   3. Navigate to the saved file location.
   4. Click on the file and then **Open**.
2. **Exiting a File:**
   1. Click on **File**.
   2. Select **Close** or click the **Close** button.