

6

Lesson Exemplar for TLE-ICT

Quarter 1

Lesson

4

Lesson Exemplar for TLE 6
Quarter 1: Lesson 4 (Week 4)
SY 2024-2025

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Development Team

Writer:

- Janet C. Rivera (MMSU-College of Industrial Technology)

Validator:

- Emilio F. Aguinaldo (Philippine Normal University – Manila)
- Regie Boy B. Fabro (Mariano Marcos State University)

Management Team

Philippine Normal University
Research Institute for Teacher Quality
SiMERR National Research Centre

Every care has been taken to ensure the accuracy of the information provided in this material. For inquiries or feedback, please write or call the Office of the Director of the Bureau of Learning Resources via telephone numbers (02) 8634-1072 and 8631-6922 or by email at blr.od@deped.gov.ph.

TLE /QUARTER 1/ GRADE 6 (WEEK 4)

I. CURRICULUM CONTENT, STANDARDS, AND LESSON COMPETENCIES	
A. Content Standards	The learners demonstrate an understanding of using productivity tools
B. Performance Standards	The learners perform the utilization of online and productivity tools in a safe and responsible manner
C. Learning Competencies and Objectives	<p>Learning Competencies</p> <ol style="list-style-type: none">1. Create word documents with watermark, page color, page borders, page numbers, and header and footers. <p>Learning objectives</p> <p>At the end of the lesson, the learners are expected to:</p> <ol style="list-style-type: none">1. Explain what a watermark is and its basic purpose in a document2. Identify situations where using different page colors can be helpful (e.g., distinguishing sections).3. Describe the purpose of page borders in a document.4. Apply insert and format page numbers in a document.5. Describe the purpose of headers and footers in a document.
C. Content	<p>Word Processing Software</p> <ul style="list-style-type: none">• Watermark• Page Color• Page Borders• Page Number• Headers and Footers
D. Integration	SDG 4: Quality Education SGD 9: Industry, Innovation and Infrastructure

II. LEARNING RESOURCES
DP Tech Group. (n.d.). Embedding watermark and other design options in Office 365 Word. https://dptechgroup.com/embedding-watermark-office-365-word/ GCFGGlobal. (n.d.). Word 2013 - Headers, Footers, and Page Numbers. https://edu.gcfglobal.org/en/word2013/headers-footers-and-page-numbers/1/

Geeks for Geeks. (2021). How to Add a Watermark in Microsoft Word? <https://www.geeksforgeeks.org/how-to-add-a-watermark-in-microsoft-word/>

Wang, M. (2020). *Key concepts of computer studies* [eBook]. BCcampus Open Publishing.
<https://opentextbc.ca/computerstudies/chapter/unit-10-more-on-word-processing/>

III. TEACHING AND LEARNING PROCEDURE		NOTES TO TEACHERS
A. Activating Prior Knowledge	<p>DAY 1 & 2</p> <p>1. Short Review Briefly review the previous lesson on cloud storage, emphasizing key points such as uploading, sharing, and organizing files in platforms like Google Drive and Dropbox.</p> <p>2. Feedback (Optional) Ask learners to share their experiences and challenges faced while using cloud storage. Discuss any common issues and how they were resolved.</p>	
B. Establishing Lesson Purpose	<p>1. Lesson Purpose Begin the class by telling them the purpose of today's lesson. To explain and effectively utilize advanced features of word processing software, including watermarks, page color, page borders, page numbers, headers, and footers.</p> <p>2. Unlocking Content Area Vocabulary Watermark refers to a faint design or text that appears in the background of a document, often used for branding or indicating document status (e.g. "Confidential"). Page Color is the background color of a document page. Page Borders are decorative lines or designs that frame the content of a page. Page Number is a number assigned to each page in a document, usually for reference or navigation. Header is a text or graphics that appear at the top of every page in a document. Footer is a Text or graphics that appear at the bottom of every page in a document.</p>	
C. Developing and Deepening Understanding	<p>SUB-TOPIC 1: Watermark</p> <p>1. Explication</p>	The teacher discusses the lesson clearly and helps

One unique feature in Microsoft Word is the watermark. A watermark is an image of text, a picture, or a logo that appears behind the document's main content and fades over time. To put it simply, the text has been lightened to make the document easier to read. A watermark is used to add text such as CONFIDENTIAL, DO NOT COPY, DRAFT, ASAP, URGENT, SAMPLE, etc. to documents. You can include a watermark in a document created in Microsoft Word.

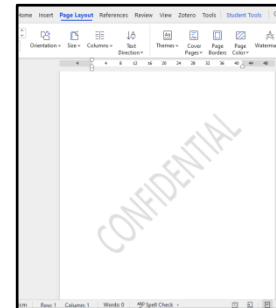
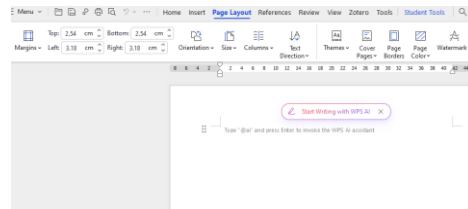
Benefits of using watermarks in Microsoft Word

- Watermarks can be images or text and can make a document more interesting when used appropriately.
- Watermarks can be used to identify a document's status, such as "Draft" or "Confidential."
- Watermark pictures appear behind text in your document and enable you to create visually appealing documents, similar to stationary.

Types of Watermarks

Basic Watermark

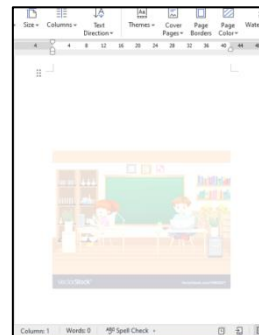
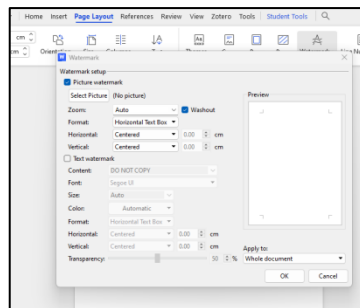
1. From the Page Layout tab, select the Watermark button.
2. Select a watermark from the list that appears



Picture Watermark

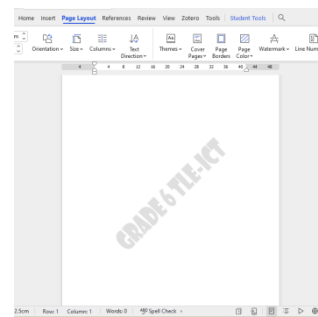
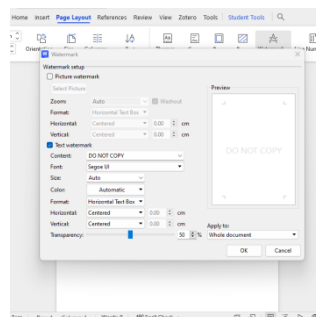
1. From the Page Layout tab, select the Watermark button and click the Custom Watermark option.
2. Select the radio button next to Picture Watermark in the Printed Watermark window.
3. Browse for the image on your PC by clicking the Select Picture button.
4. After selecting your image scale, click the OK button. The image automatically appears slightly washed out so that it does not interfere with text in your document. If you do not like this effect, repeat steps 1-3 and check the Washout box next to the Picture Watermark options.

students to understand the application.



Text Watermark

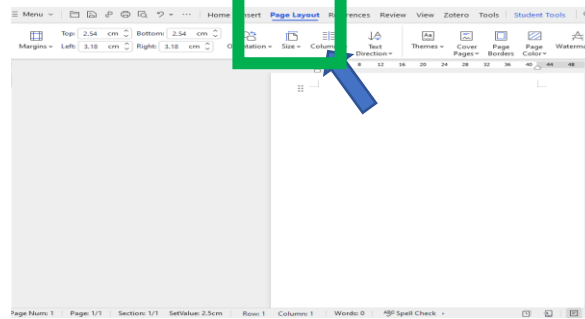
1. From the Page Layout tab, select the Watermark button and click the Custom Watermark option.
2. Select a watermark to display from the list.
3. If you do not see the text watermark you are looking for displayed, select the Custom Watermark option.
4. Select the radio button next to Text Watermark in the Printed Watermark window.
5. Select a pre-formatted text from the dropdown menu or type in your own text and then select your text attributes including position, size, and font.
6. Click the OK button. The text appears in your documents. If you do not like this effect, repeat steps 3-5 and apply any changes you would like.



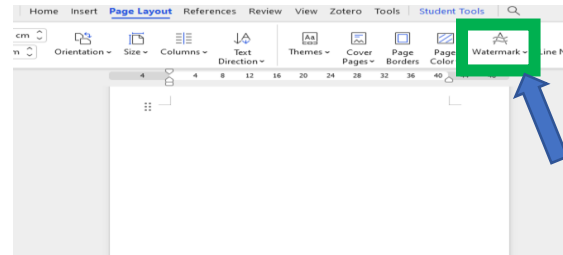
Demonstrate properly to the students how to add different types of watermarks. Show them a live demonstration. The teacher will ask learners to create their own documents and put watermarks on it. The teacher discusses the lesson clearly and helps

How to Add Watermarks in the document

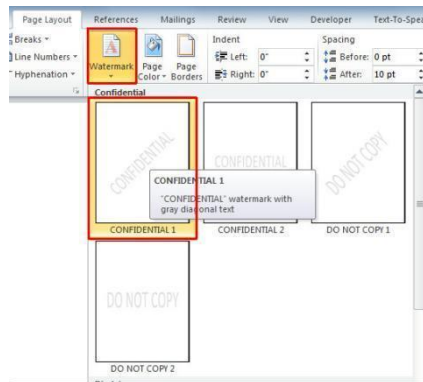
1. On the navigation menu click on the Page Layout option



2. On the right side, click the watermark option as shown.



3. A menu will open where you can select different types of watermarks, or also you can create your own watermark.



students to understand the application.

2. Worked Example

Title: Adding a Watermark

Objective: To learn how to add and customize a watermark in a word processing document.

Guided Practice:

1. Open a word processing document.
2. Navigate to the "Design" or "Layout" tab.
3. Select "Watermark" and choose a predefined watermark or create a custom one.
4. Customize the text, font, size, and transparency as needed.

3. Lesson Activity

Activity 1: Applying Watermark to the document.

Day 3

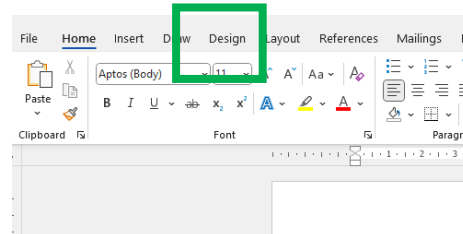
SUB-TOPIC 2 & 3: Page Color and Page Borders

1. Explicitation

All documents created in Microsoft Word have white as the default page color. You can alter the page color in Word if you'd like to use a different color for your page.

Change the Page Color in Microsoft Word

1. Open your document in Microsoft Word first. Click the "Design" tab at the top of the Word window.

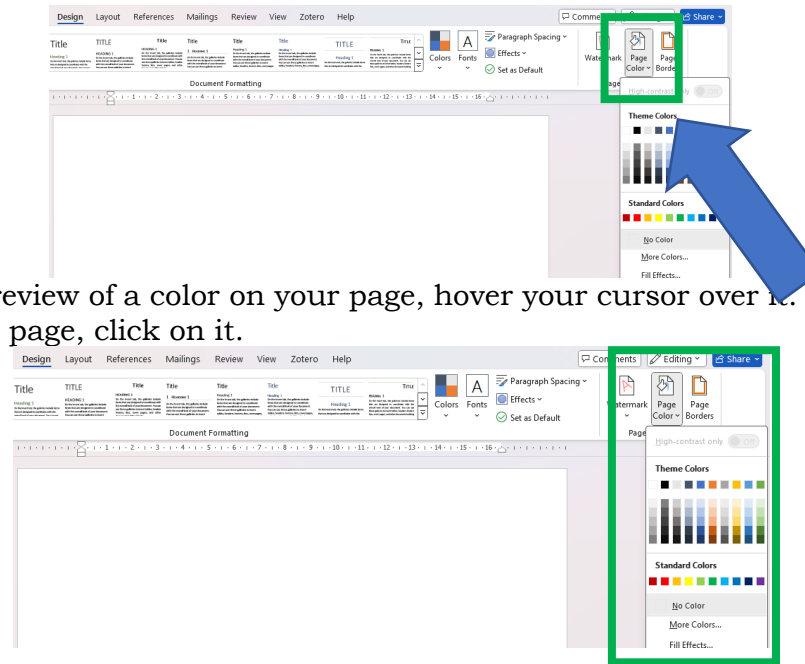


2. Choose the "Page Color" option under the "Design" tab's "Page Background" section.

For activity 1, see worksheet for the learning activity that the students will accomplish.

Demonstrate properly to the students how to add different types of page borders. Show them a live demonstration. The teacher will ask learners to create their own documents using preferred page border on it.

3. To view a preview of a color on your page, hover your cursor over it. Then, to add a color to your page, click on it.



The teacher discusses about the lesson clearly and helps student to understand the application.

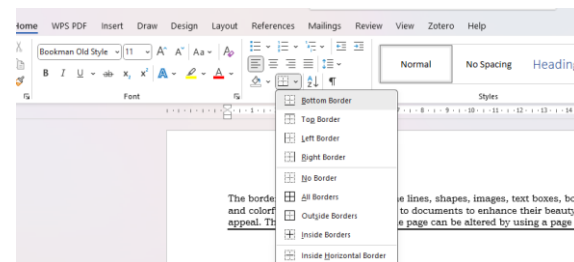
Page Borders

1. Explicitation

The borders in Microsoft Word are the lines, shapes, images, text boxes, boundaries, and colorful graphics that are added to documents to enhance their beauty and appeal. The thickness and style of the page can be altered by using a page border.

In MS Word there are multiple types of borders which are as follows:

Bottom Border– Border at the bottom of the Paragraph.



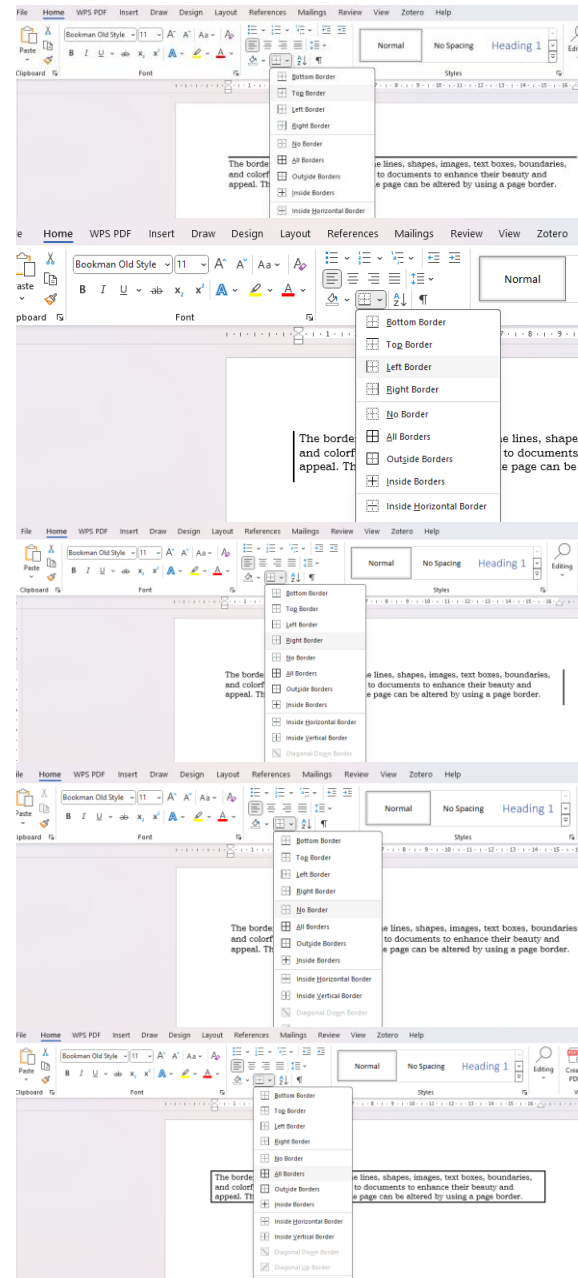
Top Border– Border at the top of the Paragraph.

Left Border– Border on the left side of the Paragraph.

Right Border– Border on the right side of the Paragraph.

No Border– Removes all the borders.

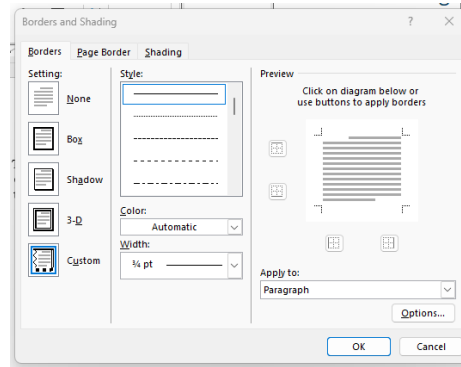
All Borders– Border on all sides of the Paragraph.



Demonstrate properly to the students how to add different types of page borders. Show them a live demonstration. The teacher will ask learners to create an essay about the purpose of having headers and footers with headers and footers.

Outside Borders– Border outside the Paragraph.
Inside Borders– Border inside the Paragraph.
Inside Horizontal Border– Horizontal borders on both sides inside the Paragraph.
Inside Vertical Border– Vertical borders on both sides inside the Paragraph.

Another feature for page borders:



2. Worked Example

Title: Changing Page Color

Objective: To learn how to change the background color of a document page.

Guided Practice:

1. Open a word processing document.
2. Navigate to the "Design" or "Page Layout" tab.
3. Select "Page Color" and choose a color from the palette.

3. Lesson Activity

Activity 2: Applying Page Color and Borders

DAY 4

SUB-TOPIC 4 & 5: Page Number; Headers and Footers

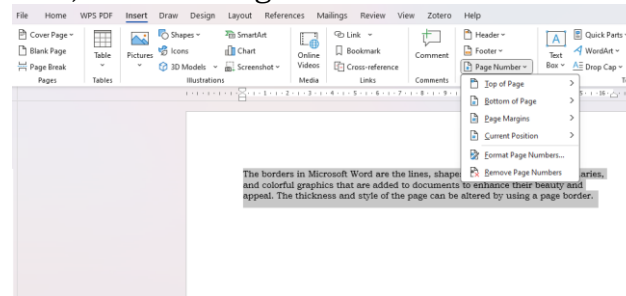
1. Explicitation

Page numbers have your document's pages automatically numbered. They are flexible and available in a variety of number formats to meet your requirements. Page numbers are typically positioned in the side margin, footer, or header. Word lets you resume numbering pages if you need to do so for some pages.

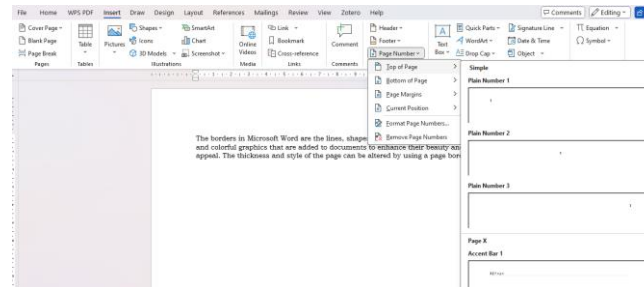
For activity 2, see worksheet for the learning activity that the students will accomplish.

Add Page number

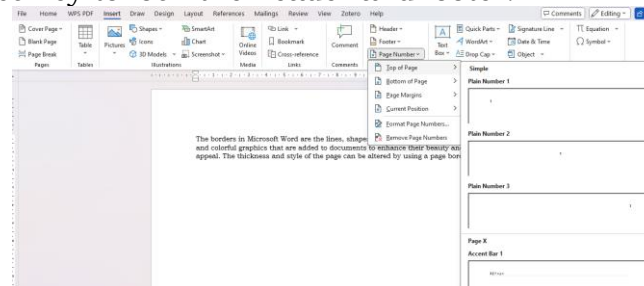
1. On the Insert tab, click the Page Number command.



2. Open the Top of Page, Bottom of Page, or Page Margins menu, depending on where you want the page number to be positioned, then select the desired style of header.



3. Page numbering will appear.
4. Press the Esc key to lock the header and footer.



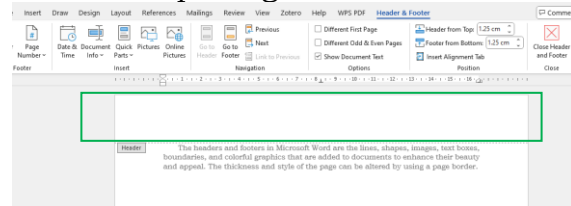
5. If you need to make any changes to your page numbers, simply double-click the header or footer to unlock it.

Headers and Footers

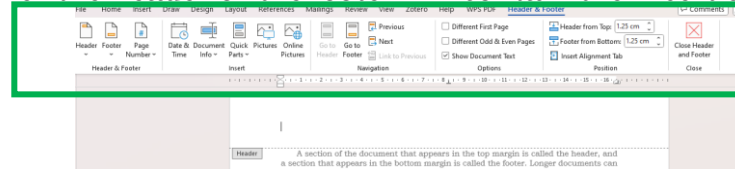
A section of the document that appears in the top margin is called the header, and a section that appears in the bottom margin is called the footer. Longer documents can be more easily arranged and read by including headers and footers, which typically include extra information like dates, page numbers, author names, and footnotes. Every page of the document will contain text entered in the header or footer.

Create a Header and Footer

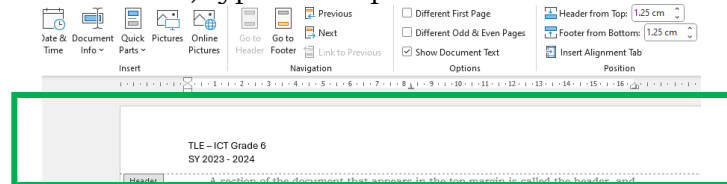
1. Double-click anywhere on the top or bottom margin of your document. Example, we'll double-click the top margin.



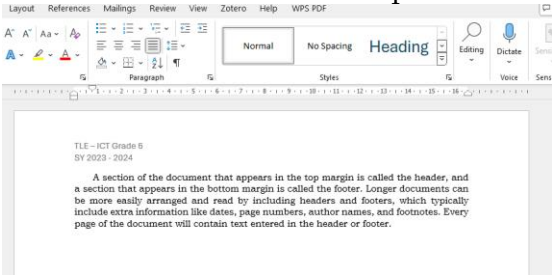
2. A Design tab will show up on the Ribbon's right side, and the header or footer will open. Either the header or the footer will contain the insertion point.



3. In the header or footer, type the required data.



4. To end the process, select Close Header and Footer. Additionally, you can hit the Esc key.

	<p>5. The text in the header or footer will show up.</p>  <p>2. Worked Example Title: Adding Page Numbers Objective: To practice how to add and format page numbers in a document. Guided Practice:</p> <ol style="list-style-type: none"> 1. Open a word processing document. 2. Navigate to the "Insert" tab. 3. Select "Page Number" and choose a placement option. 4. Customize the format and style of the page numbers. <p>3. Lesson Activity Activity 3: Setting of Page Numbering, Header and Footer</p>	<p>For activity 3, see worksheet for the learning activity that the students will accomplish.</p>
<p>D. Making Generalizations</p>	<p>Day 4 1. Learners' Takeaways What is the importance of having these formatting elements? Can you find them easier to create? Do you know the purpose of having these elements (Watermark, Page Color, Page Borders, Page Number, Headers, and Footers).</p> <p>2. Reflection on Learning How do you think being able to customize page borders, colors, numbers, watermarks, headers, and footers could be useful in different professional or academic contexts? Give some examples. Did exploring these formatting options give you any ideas for improving the visual appearance and branding of your documents?</p>	<p>The teacher will ask the learners the following questions.</p>

IV. EVALUATING LEARNING: FORMATIVE ASSESSMENT AND TEACHER'S REFLECTION		NOTES TO TEACHERS
A. Evaluating Learning	<p>Day 4</p> <p>1. Formative Assessment</p> <p>Directions: Multiple Choice: Identify the following. Write the letter of the correct answer on a clean sheet of paper.</p> <ol style="list-style-type: none"> Where do you go to add a border around the entire page in Word? <ol style="list-style-type: none"> Home tab Insert tab Page Layout tab Design tab What is a watermark in a Word document? <ol style="list-style-type: none"> The header at the top of the page The border around the edges of the page Faint text or image behind the main text A type of page color Which tab do you click on to change the background color of the page? <ol style="list-style-type: none"> Home Insert Page Layout Design Headers and footers appear in which area(s) of the Word document? <ol style="list-style-type: none"> Top and bottom of the page Left and right sides of the page All around the borders Behind the main text To change the page color background, you need to go to the _____ tab. <ol style="list-style-type: none"> Home Insert Design Page Layout To add a page border in Word, you go to: <ol style="list-style-type: none"> Home > Paragraph Insert > Header & Footer Design > Page Borders Page Layout > Page Borders A watermark is best described as: 	<p>Answer key:</p> <ol style="list-style-type: none"> c c d a c d b c a c

	<p>a. The main document header b. A background image or text c. A type of page border d. The first page of the document</p> <p>8. To change the page border line style, you would: a. Double click on the border b. Right-click the border and select Options c. Go to Design > Page Borders d. No option to change line styles</p> <p>9. You can insert an image as a watermark. a. True b. False</p> <p>10. It is the default page color in Microsoft word. a. gray b. black c. white d. none</p> <p>2. Homework (Optional)</p>			
B. Teacher's Remarks	<i>Note observations on any of the following areas:</i>	Effective Practices	Problems Encountered	<p>The teacher may take note of some observations related to the effective practices and problems encountered after utilizing the different strategies, materials used, learner engagement and other related stuff.</p> <p>Teachers may also suggest ways to improve the different activities explored/ lesson exemplar.</p>
	strategies explored			
	materials used			
	learner engagement/ interaction			
	others			
C. Teacher's Reflection	<p><i>Reflection guide or prompt can be on:</i></p> <ul style="list-style-type: none"> <u>principles behind the teaching</u> What principles and beliefs informed my lesson? Why did I teach the lesson the way I did? <u>students</u> What roles did my students play in my lesson? What did my students learn? How did they learn? <u>ways forward</u> What could I have done differently? What can I explore in the next lesson? 			<p>Teacher's reflection in every lesson conducted/ facilitated is essential and necessary to improve practice. You may also consider this as an input for the LAC/Collab sessions.</p>