**A qr code with a dinosaur

Description automatically generated Lesson Plan**

**Instructor:** Miss Shaneil Hall

**Lesson or Topic: Microsoft Word**

**Curriculum /Competency Standard: Operate a word processing application (basic) ITICOR0241A**

**Unit Duration:**

**Skill Area / Group:** Web Design ft8

**Number of Trainees in Group:** 12

**Planned Date(s) for Lesson Delivery:** November 16 – November 20, 2020

**Trainees Profile (Overall profile of the entire group):**

**The group which I have been assigned is web design, it was ascertained through regular interaction with the group that there was a mixture of visual, audio and kinesthetic learners. The group is made up of 12 individuals with age ranging from latter teenage years to mid-30 year olds. It was also observed that a quarter of the class population were of the working class.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEARNING OUTCOMes** | **trainees activities/procedures** | **STEM Integration** | **METHODOLOGY & *FACILITATION STRATEGY*** | **RESOURCES (Technology, Print media, Charts etc.)** | **FORMATIVE**  **ASSESSMENT** |
| At the end of the lesson Web Design trainees will be able to   1. Give a definition as to what the Microsoft Word application entails/does 2. Open a Word document and manipulate it by 3. Typing , Deleting, Selecting and Formatting text 4. Create, save and print a word document 5. Customize the ribbon of the Ms. Word application 6. Access the backstage view of the MS. Word Application 7. Modify the Quick Access toolbar 8. Manipulate the ruler settings to ensure proper document formatting. 9. Create and open a Word document 10. Work with/Manipulate text in MS. Word eg. using the cut, copy ,paste and delete text feature 11. Utilize the page layout, formatting, size , margins and orientation features in Ms.Word 12. Demonstrate how Indents and tabs are implemented 13. Modify line and paragraph spacing 14. Insert and manipulate images in Microsoft Word 15. Create as well as modify tables 16. Use and manipulate various printing options | 10:00 – 1:00  Trainees will be given a power point presentation based on the learning outcomes identified  Trainees will also be asked a series of questions at the end of the power point presentation based on the topics covered through the use of quizizz  2:00 – 4:00  Trainees will be given a set of challenge labs based on the power point presentation which will show their competence in the standard taught (operate a word processing application (basic)) | Students will be able to  Use word to create a document. Trainees will also manipulate the settings of a word document through e.g. the resizing of an image or a table. | *Methodology*  Power point presentations and challenge labs  *Facilitation Strategies*  Small group  One on one discussion with students | Computer  Internet | Set of questions to assess trainees knowledge of power point presentation  Trainees will be given a set of challenge labs to do |

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Strengths | **Weakness (if, any)** | **Recommendations (if, any)** |
| LESSON | The main objective of this lesson was to expose trainees to the various elements surrounding creating and manipulating a document in MS. Word . |  |  |
| **Attitudes/**  **EMPLOYABILITY sKILLS** | The content delivered and the activities done during the class were very effective in bringing across to the trainees the key elements associated with becoming versed in Microsoft Word. |  |  |
| **STEM integration (Science, technology, engineering and mathematics)** | The use of technology during the lesson’s presentation kept students focused on the lesson. They were able to follow the content of the slides in a logical sequence as well as ask questions about the slides they weren’t clear on |  |  |
| TRAINEE | The trainees were cooperative during the administration of the power point as well as they placed effort into answering the questions at the end of the presentation. |  |  |
| **INSTRUCTOR** | The lesson plan was followed thoroughly. The use of the power point was especially helpful as it assisted me to keep focus on lesson delivery. |  |  |
| **COMMENTS**  Please include in this area all additional information that related to the overall execution of the lesson that is not covered in the previous sections | | | |

EVALUATION