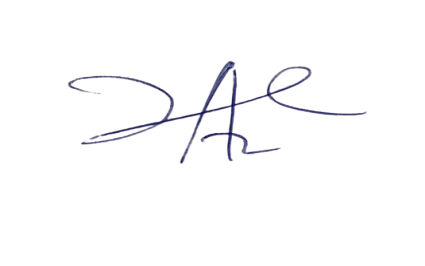
**EMERALD ROYAL INT’L SCHOOL**

**LESSON PLAN/NOTE FOR WEEK 2 ENDING: 27TH JANUARY 2023**

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| **Term** | 2nd |
| **Week** | 2 |
| **Class** | SS1 |
| **Date** | 22/01/2023 |
| **Subject** | Data Processing |
| **Topic** | Word Processing |
| **Sub-Topic** | Uses of Word Processing |
| **Period** | 8th |
| **Time** | 1:20 – 2:00 |
| **Duration** | 40minutes |
| **Number in class** | 7 |
| **Average age** | 14years |
| **Sex** | Mixed |
| **Specific Objectives** | By the end of the lesson, students should be able to:   1. Explain the term Word Processing 2. State the uses of Word Processing |
| **Rationale** | To enable students understand word processing software and its uses. |
| **Previous knowledge** | Students have been taught the functions of Operating System in their previous class. |
| **Instructional material** | Computer set with word processor and a printer |
| **Reference** | Data Processing for Senior Secondary Education (SS1 – 3) by Hiit Plc |

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| **STEPS** | **TEACHER’S ACTIVITIES** | **STUDENTS ACTIVITIES** | **LEARNING POINTS** |
| Introduction | The teacher introduces the lesson by asking the students to explain the functions of Operating System. | Students answer the teacher’s question orally. | To arouse the students interest towards the lesson. |
| Step I | *Teacher explains the term Word Processing thus:*  Word processing is using a computer to create, edit and print documents. It is the most common computer application. To perform word processing, a computer, word processor and printer is needed.  A word processor is a program or computer application that enables a user to perform word processing functions. | Students listen to the teacher’s explanation | To ensure proper understanding of the lesson |
| Step II | *States the uses of Word Processing*   1. Create word document   Word processing software is used to create a new word document.   1. Edit word document   Word processing software is used to edit or make corrections on already created documents.   1. Store word document   Word processing software allows word document to be stored in the system.   1. Print word document   Word processing is used to print word document from the computer through the printer. | Students participate in the class discussion | To create a platform for slow learners. |
| Summary | *Summarizes the lesson thus:* Word processing software can also be used to design or arrange the display of word documents depending on the desired style of the document. This is known as the process of formatting word document. | Students pay attention and copy the note into their exercise books. | For reference purpose |
| Evaluation | The teacher asks the students to explain the uses of Word processing software. | Students answer the question in their exercise books and submit for marking. | To ascertain the students level of understanding of the lesson |
| Conclusion | The teacher corrects the students where necessary. | Students take note of the correction(s) made. | To ensure proper understanding of the lesson |
| Assignment | The teacher gives them the following assignment:  Mention two (2) other uses of a word processor | Students copy the assignment in their exercise books | To encourage studying at home. |



**21/2/2023**

**Head Instructor**