**EMERALD ROYAL INT’L SCHOOL**

**LESSON PLAN/NOTE FOR WEEK 1 ENDING: 27TH JANUARY 2023**

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| **Term** | 2nd |
| **Week** | 1 |
| **Class** | SS1 |
| **Date** | 25/01/2023 |
| **Subject** | Data Processing |
| **Topic** | Word Processing |
| **Sub-Topic** | Examples of word processing software |
| **Period** | 7th |
| **Time** | 12:30 – 1: 10 |
| **Duration** | 40minutes |
| **Number in class** | 7 |
| **Average age** | 15years |
| **Sex** | Mixed |
| **Specific Objectives** | By the end of the lesson, students should be able to:   1. List the features of standard word processors 2. List the examples of word processors |
| **Rationale** | To enable students learn the examples of word processing software |
| **Previous knowledge** | Students have been taught the meaning of word processing in their previous class |
| **Instructional material** | A computer or laptop to show some word processors |
| **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 list the uses of word processing software | Students answer the teacher’s question orally. | To arouse the students interest for the lesson. |
| Step I | *Features of word processors*  All word processors support the following basic features.   1. Insert text 2. Delete 3. Cut and paste 4. Search and replace 5. Page size and margins 6. Copy 7. Word wrap 8. Prints | Students listen as the teacher lists the features of word processors | To ensure all the students are carried along |
| Step II | *Examples of word processors*   1. Microsoft word 2. Word pad 3. Corel word perfect 4. Kingsoft writer – window and Linux 5. Lotus word pro – windows. | Students pay attention to the teacher | To ensure proper understanding of the lesson |
| Summary | *The teacher summarizes the lesson thus:*  Other examples of word processors are.   * WordPerfect * Quick access – Android, IOS * Microsoft write – windows and Mac (a stripped down version of Word) | Students pay attention and copy the note into their exercise books. | For reference purpose |
| Evaluation | The teacher asks the students to list the examples of word processing software. | Students answer the question orally | 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 | Write short note on the following.   1. Microsoft word 2. Microsoft write | Students copy the assignment in their exercise books | To encourage studying at a home. |



**21/2/2023**

**Head Instructor**