

LESSON PLAN

Trainer: _____ **Course:** Word Basic Workshop

Modules: _____

Location: _____ **Date:** _____

Number of Learners _____ **Week Number:** 1

Previous Knowledge of the Topic: None Required

Aims of the Lesson:

To introduce the learner to the basic features of Word Processing

Objectives and Learning Outcomes:

By the end of the session the learner will be able to use certain features available in a Word Processing application that will enable them to create simple professional business documents using a variety of different layouts.

Assessment Methods

Hand-On Practice, exercises and assignments

Promotion of Equality, Diversity and Every Customer Matters

Additional notes:

TEACHING AND LEARNING STRATEGIES

<i>Modules / Units</i>	<i>Learning / Teaching Outcomes</i>	<i>Customers' Activities</i>	<i>Trainer Activities / Notes</i>
Introduction to Session	<ul style="list-style-type: none"> • Explanation of the content that will be covered in the session <ul style="list-style-type: none"> ➤ Overview of Layout ➤ Entering and Editing Data ➤ Selection Techniques ➤ Methods Formatting Data ➤ Data Manipulation ➤ Creating and Manipulating Tables 	<ul style="list-style-type: none"> • Listening • Watching 	<ul style="list-style-type: none"> • General overview of the content of the course
Section 1 Overview of Word Layout	<ul style="list-style-type: none"> • Understand the different elements of the Word Window • Understand what Ribbons and Tabs are • Gain an understanding of the Quick Access Toolbar • Appreciate what Rulers are 	<ul style="list-style-type: none"> • Start up laptop • Activate Word Processing Application • Listening • Watching 	<ul style="list-style-type: none"> • Demonstrate and explain the different elements

<p>Section 2 Entering and Editing Text</p>	<ul style="list-style-type: none"> • Learn how to Enter and Edit Text • Learn how to navigate through text using the mouse and keyboard • Understand the basic function of the Autocorrect feature • Be able to use the Find and Replace feature • Understand what Undo and Redo feature does 	<ul style="list-style-type: none"> • Complete Exercise one - Entering and Editing text (Part A) 	<ul style="list-style-type: none"> • Demonstration one – Entering and Editing text (Part A)
<p>Section 3 Selection Techniques</p>	<ul style="list-style-type: none"> • Understand the different selection techniques available in the software 	<ul style="list-style-type: none"> • Complete Exercise two - Selecting text and Paragraphs (Part A) 	<ul style="list-style-type: none"> • Demonstration two – Selecting text and Paragraphs (Part A)

<p>Section 4 Formatting Text and Paragraphs</p>	<ul style="list-style-type: none"> • Learn how to use a variety of different text and character formatting techniques • Learn how to use a variety of different paragraph formatting techniques 	<ul style="list-style-type: none"> • Complete Exercise three – Formatting text and paragraphs (Part A) • Complete Exercise three – Formatting text and paragraphs (Part B) 	<ul style="list-style-type: none"> • Demonstration three – Formatting text and Paragraphs (Part A) • Demonstration three – Formatting text and Paragraphs (Part B)
<p>Section 5 Data Manipulation</p>	<ul style="list-style-type: none"> • Understand how to, and be able to Cut and Paste text • Understand how to, and be able to Copy and Paste text • Appreciate the associated keyboard shortcuts for Cut, Copy and Paste 	<ul style="list-style-type: none"> • Complete Exercise four – Cutting, copying and pasting (Part A) • Complete Exercise four – Cutting, copying and pasting (Part B) 	<ul style="list-style-type: none"> • Demonstration four – Cut, Copying and Pasting (Part A) • Demonstration four – Cut, Copying and Pasting (Part B)

<p>Section 6 Using the Tabs Feature</p>	<ul style="list-style-type: none"> • Understand and use the Tabs feature available in the software 	<ul style="list-style-type: none"> • Complete Exercise five – Tabs (Part A) • Complete Exercise five – Tabs (Part B) 	<ul style="list-style-type: none"> • Demonstration five –Tabs (Part A) • Demonstration five –Tabs (Part B)
<p>Section 7 Creating and Manipulating Tables</p>	<ul style="list-style-type: none"> • Understand how to insert a table • Learn how to add columns and rows to a table • Learn how to manipulate columns and rows 	<ul style="list-style-type: none"> • Complete Exercise six – Creating and manipulating tables (Part A) • Complete Exercise six – Creating and manipulating tables (Part B) 	<ul style="list-style-type: none"> • Demonstration six – Creating and manipulating a table (Part A) • Demonstration six – Creating and manipulating a table (Part B)

<p>Section 8 Proof Reading and Saving Data</p>	<ul style="list-style-type: none"> • Learn how to use the grammar and spell checker • Learn how to permanently save data 	<ul style="list-style-type: none"> • Complete Exercise seven – Grammar and spell checking and Saving exercise (Part A) 	<ul style="list-style-type: none"> • Demonstration seven – Using grammar and spell checker and Saving (Part A)
<p>Session Recap</p>	<ul style="list-style-type: none"> • Recap of what has been covered during session • Question and answer session 	<ul style="list-style-type: none"> • Answering Questions 	<ul style="list-style-type: none"> • Questions <ul style="list-style-type: none"> ➤ Selection technique question ➤ Formatting technique question ➤ Manipulating tables question