

LESSON PLAN

Trainer: _____ **Course:** Word Intermediate Workshop

Modules: _____

Location: _____ **Date:** _____

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

Previous Knowledge of the Topic: Completion of Basic Word Workshop Required

Aims of the Lesson:

To introduce the Learner to the intermediate features of Word Processing

Objectives and Learning Outcomes:

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

Assessment Methods

Hand-On Practice, exercises and assignments

Promotion of Equality, Diversity and Every Learner Matters

Additional notes:

TEACHING AND LEARNING STRATEGIES

<i>Modules / Units</i>	<i>Learning / Teaching Outcomes</i>	<i>Learners' Activities</i>	<i>Trainer Activities / Notes</i>
<p>Introduction to Session</p>	<ul style="list-style-type: none"> • Explanation of the content that will be covered in the session <ul style="list-style-type: none"> ➤ Working with Sections and Columns ➤ Formatting Tables ➤ Working with Headers and Footers ➤ Using the Mail Merge Facility ➤ Working with Graphics 	<ul style="list-style-type: none"> • Listening • Watching 	<ul style="list-style-type: none"> • General overview of the content of the course
<p>Section 1 Working with Sections and Columns</p>	<ul style="list-style-type: none"> • Understand the different types of section break • Understand how to insert sections • Understand how to create columns • Understand how to add text to columns • Understand how to break a column 	<ul style="list-style-type: none"> • Start up laptop • Activate Word Processing Application • Listening • Watching • Complete Exercise one – Using Section Breaks (Part A) • Complete Exercise one – Using Section Breaks (Part B) 	<ul style="list-style-type: none"> • Demonstration one – Inserting Breaks and Columns (Part A) • Demonstration one – Inserting Breaks and Columns (Part B)

<p>Section 2 Formatting Tables</p>	<ul style="list-style-type: none"> • Understand how to insert a table • Learn how to use the different selection techniques when using tables • Learn how to merge and split cells • Learn how to change cell alignment • Learn how to apply borders and shades • Learn how to use table styles 	<ul style="list-style-type: none"> • Complete Exercise two – Inserting, manipulating and Formatting Tables (Part A) • Complete Exercise two – Inserting, manipulating and Formatting Tables (Part B) 	<ul style="list-style-type: none"> • Demonstration two – Inserting, manipulating and Formatting Tables (Part A) • Demonstration two – Inserting, manipulating and Formatting Tables (Part B)
<p>Section 3 Working with Headers and Footers and Graphics</p>	<ul style="list-style-type: none"> • Understand how to access the Header and Footer sections • Understand how to add text to the Header and Footer sections • Learn how to add Page Numbers to the Header or Footer section • Learn how to import pictures in to Header or Footer section • Learn how to insert WordArt in to Header or Footer section 	<ul style="list-style-type: none"> • Complete Exercise three – Creating Headers and Footers using Graphics (Part A) • Complete Exercise three – Creating Headers and Footers using Graphics (Part B) 	<ul style="list-style-type: none"> • Demonstration three – Creating Headers and Footers and Graphics (Part A) • Demonstration three – Creating Headers and Footers and Graphics (Part B)

<p>Section 4 Using the Mail Merge Facility</p>	<ul style="list-style-type: none"> • Understand what the Mail Merge facility is use for • Learn how to use Mail Merge Wizard • Learn how to create letters and labels using the Mail Merge Wizard 	<ul style="list-style-type: none"> • Complete Exercise four – Creating Letters and Labels using the Mail Merge Wizard (Part A) • Complete Exercise four – Creating Letters and Labels using the Mail Merge Wizard (Part B) 	<ul style="list-style-type: none"> • Demonstration four – Creating Letters and Labels using the Mail Merge Wizard (Part A) • Demonstration four – Creating Letters and Labels using the Mail Merge Wizard (Part B)
<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"> ➤ Sections and Columns question ➤ Table Formatting technique question ➤ Mail Merge question