

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>
<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"> ➤ 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
<p>Section 1 Overview of Word Layout</p>	<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 	<ul style="list-style-type: none"> • Demonstration one – Entering text
<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 	<ul style="list-style-type: none"> • Demonstration two – Selecting text and Paragraphs

<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	<ul style="list-style-type: none">• Demonstration three – Formatting text and Paragraphs
<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	<ul style="list-style-type: none">• Demonstration four – Cut, Copying and Pasting

<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	<ul style="list-style-type: none">• Demonstration five – Creating Tabs
<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	<ul style="list-style-type: none">• Demonstration six – Creating and manipulating a table

<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 	<ul style="list-style-type: none"> • Demonstration seven – Using grammar and spell checker and Saving
<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