

SECOND TERM

WEEKLY LESSON NOTES – B9

WEEK I

Week Ending: 12-01-2024		DAY:		Subject: Computing	
Duration: 60mins				Strand: Productivity Software	
Class: B9		Class Size:		Sub Strand: Introduction to Word Processing	
Content Standard: B9.2.1.1 Demonstrate How to Use Microsoft Word (Multimedia)			Indicator: B9.2.1.1.3 Demonstrate how to add Multimedia (audios, videos, animations), Charts and Hyperlinks		Lesson: 1 of 2
Performance Indicator: Learners can incorporate multimedia elements (audios, videos, animations), charts, and hyperlinks effectively in presentations.				Core Competencies: CC8.2: CP6.1	
New words		Clip Art, Screenshot, Insert Ribbon, Layout			
Reference: Computing Curriculum P.g. 45					
Activities For Learning & Assessment					
Starter (5mins) Begin with a brief discussion on the importance of visuals in presentations. Ask learners why they think multimedia is essential for effective communication. Share performance indicators and introduce the lesson.				Resources Pictures and videos Presentation software (e.g., PowerPoint) Internet access for researching and exploring multimedia resources	
Main (35mins) Show a short video clip or animation about the solar system. After viewing, ask learners to share their thoughts on how multimedia enhances understanding. Divide learners into small groups. Provide each group with a computer or tablet. Instruct them to explore multimedia resources online related to a specific topic (e.g., ecosystems, historical events). Ask each group to find an interesting video, audio clip, or animation. Guide learners in creating a short presentation using the found multimedia elements. Assign learners to create a short multimedia-rich presentation on a topic of their choice for the next class.					
ASSESSMENT					

<p>1. Imagine you're working on a Microsoft Word document. You want to add a small, colorful illustration of a lightbulb to represent a bright idea. Which button would you click on within the Insert ribbon?</p> <p>2. You're writing instructions for navigating a website. Which feature in the Insert ribbon would allow you to capture a specific area of the website and embed it directly into your document?</p> <p>Reflection (10mins) Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.</p> <p>Take feedback from learners and summarize the lesson.</p>		
<p>Homework/Project Work/Community Engagement Suggestions</p>		
<ul style="list-style-type: none"> • You're creating a presentation about different dog breeds. Which tool in the Insert ribbon would let you search for and insert various images of dogs to accompany your slides? • You're writing a report about a software program. You want to show the program's interface to illustrate its features. Which Insert ribbon option would you use to capture and insert a picture of the entire program window? 		
<p>Cross-Curriculum Links/Cross-Cutting Issues</p>		
<p>None</p>		
<p>Potential Misconceptions/Student Learning Difficulties</p>		
<p>None</p>		

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Performance Indicator: Learners can effectively use clip art and screenshots in Microsoft Word for creative and informative document creation.		Core Competencies: CC8.2: CP6.1	
New words	Clip Art, Screenshot, Insert Ribbon, Layout		
Reference: Computing Curriculum Pg. 45			
Activities For Learning & Assessment			
Starter (5mins) Begin the lesson by asking learners a question related to their understanding of visual elements in documents: "Why do you think images are important in documents, such as reports or presentations?" Allow learners to share their thoughts and discuss the importance of visuals in conveying information. Share performance indicators and introduce the lesson.		Resources Pictures and videos. Computers with Microsoft Word installed	Progression using clip art and screenshots in Microsoft Word for creative and informative document creation
Main (35mins) Introduce the Insert Ribbon in Microsoft Word and explain its role in adding various elements to a document. Demonstrate how to access and use clip art and screenshots in Microsoft Word. Show how to navigate the Insert Ribbon, search for clip art, and insert it into a document. Discuss how to take screenshots, whether of the entire screen or a specific area, and insert them into a document. Guide learners through the process step by step, encouraging them to follow along on their computers. Instruct learners to practice using clip art and screenshots in Microsoft Word. Encourage them to explore different types of clip art and take screenshots of specific elements on their screens.			

<p>Ask them to create a one-page document that includes both clip art and screenshots to reinforce the concepts learned.</p> <p><u>Assessment</u></p> <ol style="list-style-type: none"> 1. Explain in your own words what clip art is and how it can be used to enhance a document. 2. Describe the steps involved in inserting a screenshot into a Microsoft Word document. 3. How can clip art and screenshots be beneficial in creating visually appealing and informative documents? Provide examples. 4. Create a short paragraph explaining the importance of choosing an appropriate layout for a document that includes both text and images. <p>Reflection (10mins) Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.</p> <p>Take feedback from learners and summarize the lesson.</p>		
<p>Homework/Project Work/Community Engagement Suggestions</p>		
<ul style="list-style-type: none"> • You're writing a blog post about your favorite historical figures. How could you combine clip art and screenshots to make your post more visually engaging? • Imagine you're presenting a scientific report on climate change. What kind of screenshots could you insert to support your data and evidence? • You're creating a comic strip for a school project. How could you use the Insert ribbon to quickly add backgrounds and props to your panels? 		
<p>Cross-Curriculum Links/Cross-Cutting Issues</p>		
<p>None</p>		
<p>Potential Misconceptions/Student Learning Difficulties</p>		
<p>None</p>		