

SECOND TERM

WEEKLY LESSON NOTES – B9

WEEK 2

Week Ending: 19-01-2024	DAY:	Subject: Computing
Duration: 60mins		Strand: Productivity Software
Class: B9	Class Size:	Sub Strand: Introduction To Presentation
Content Standard: B9.2.2.1 Demonstrate How to use Microsoft PowerPoint (Multimedia)	Indicator: B9.2.2.1.1 Demonstrate how to add pictures and insert screenshots	Lesson: 1 of 2
Performance Indicator: Learners can add pictures and insert screenshots using the Insert Ribbon in Microsoft Word for effective document creation		Core Competencies: CC8.2: CP6.1
New words	Insert Ribbon, Clip Art, Screenshot, Layout	
Reference: Computing Curriculum Pg. 46		
Activities For Learning & Assessment		
<p>Starter (5mins)</p> <p>Begin the lesson with a short activity to engage learners. Display a visually appealing document on the screen that includes pictures and screenshots.</p> <p>Ask learners to discuss with a partner or in small groups how these visuals enhance the document.</p> <p>After a brief discussion, facilitate a class conversation by asking volunteers to share their observations</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35mins)</p> <p>Demonstrate how to access the Insert Ribbon in Microsoft Word.</p> <p>Show how to use the Clip Art feature to search for and insert images into a document.</p> <p>Guide learners through the process of capturing and inserting screenshots.</p> <p>Discuss the importance of layout and positioning of visuals for better document design.</p> <p>Encourage learners to ask questions and provide real-world examples.</p> <p>Assign a task where learners need to create a one-page document that includes at least two clip art images and two screenshots.</p>		
Resources	Progression	
<p>Pictures and videos.</p> <p>Computers with Microsoft Word installed</p>	<p>Demonstrating how to add pictures and insert screenshots</p>	

<p>Encourage creativity and exploration, allowing learners to choose the topic or theme for their document.</p> <p><u>Assessment</u></p> <p>In your own words, explain why visuals like clip art and screenshots are important in making a document more engaging and informative.</p> <p>Reflection (10mins)</p> <p>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"> • In your own words, explain why visuals like clip art and screenshots are important in making a document more engaging and informative 		
<p>Cross-Curriculum Links/Cross-Cutting Issues</p>		
<p>None</p>		
<p>Potential Misconceptions/Student Learning Difficulties</p>		
<p>None</p>		

Week Ending: 19-01-2024	DAY:	Subject: Computing
Duration: 60mins		Strand: Productivity Software
Class: B9	Class Size:	Sub Strand: Introduction To Presentation
Content Standard: B9.2.2.1 Demonstrate How to use Microsoft PowerPoint (Multimedia)	Indicator: B9.2.2.1.2 Demonstrate how to animate slides in a presentation	Lesson: 2 of 2
Performance Indicator: Learners can effectively use transitions and animations in a presentation		Core Competencies: CC8.2: CP6.1
New words	Transitions, Animations, Presentation Software, Sequence	
Reference: Computing Curriculum Pg. 46		
Activities For Learning & Assessment		
Resources		
Progression		
<p>Starter (5mins)</p> <p>Begin the lesson with a brief discussion on the importance of engaging presentations.</p> <p>Ask learners to share their thoughts on what makes a presentation interesting or memorable.</p> <p>Encourage them to consider both content and visual elements in their responses.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35mins)</p> <p>Demonstrate how to access the transitions and animations features in the chosen presentation software.</p> <p>Show how to apply transitions between slides to create a smooth and visually appealing flow.</p> <p>Guide learners through the process of animating individual elements within a slide for emphasis or storytelling.</p> <p>Discuss the importance of choosing appropriate transitions and animations based on the content and purpose of the presentation.</p> <p>Allow learners to ask questions and provide examples.</p> <p>Distribute a handout with step-by-step instructions for creating a seven-slide presentation with animations and transitions.</p> <p>Assign a topic or allow learners to choose their own. Encourage creativity and exploration, reminding learners to consider the flow and engagement of their presentations</p>		
<p>Pictures and videos.</p> <p>Computers with presentation software installed (e.g., Microsoft PowerPoint)</p>		
<p>Demonstrating how to animate slides in a presentation</p>		

<p>ASSESSMENT</p> <p>Discuss how the effective use of animations and transitions can impact the audience's understanding and retention of information in a presentation.</p> <p>Reflection (10mins)</p> <p>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"> • Discuss how the effective use of animations and transitions can impact the audience's understanding and retention of information in a presentation 		
<p>Cross-Curriculum Links/Cross-Cutting Issues</p>		
<p>None</p>		
<p>Potential Misconceptions/Student Learning Difficulties</p>		
<p>None</p>		