SECOND TERM
WEEKLY LESSON NOTES – B9
WEEK 3

Week Ending: 26-01-2024		**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:** B9.2.2.1.3 Demonstrate how to add Multimedia (audios, videos etc.), tables and charts			**Lesson:** 1 of 2
Performance Indicator: Learners can use the Insert Ribbon tab to add multimedia elements (audio, video, etc.) in presentations.				**Core Competencies:** CC8.2: CP6.1	
New words	Multimedia, elements, tables, charts				
Reference: Computing Curriculum Pg. 46					

Activities For Learning & Assessment	**Resources**	**Progression**
Starter (5mins) Begin with a brief discussion about the importance of visuals and multimedia in presentations. Show a slide with only text and then another with a mix of text, images, and possibly audio. Ask learners to discuss in pairs or small groups how the second slide is more engaging. Ask questions like: • What impact do visuals have on understanding? • How does multimedia enhance presentations? • Share performance indicators and introduce the lesson. *Main (35mins)* Provide an overview of the Insert Ribbon tab in presentation software (e.g., PowerPoint). Explain its purpose in enhancing presentations with multimedia. Live demonstration on how to access the Insert Ribbon tab, emphasizing the different multimedia options available (audio, video, pictures, etc.). Allow learners to follow along on their devices or computers, attempting to insert a picture or clip art onto a blank slide. Discuss the significance of audio and video in presentations, sharing examples of when they might be most effective.	Pictures and videos. Computers with presentation software installed (e.g., Microsoft PowerPoint Sample multimedia files, tables, and charts for demonstration	Incorporating multimedia elements, tables, and charts.

Show how to insert audio and video using the Insert Ribbon tab. Explain the importance of file formats and compatibility. Provide a short audio or video file for learners to insert into their presentations. Encourage them to adjust settings like volume and playback options. ASSESSMENT Explain the process you followed to choose and insert a particular type of chart in your presentation. How does this chart enhance the visual appeal and comprehension of your data? *Reflection* (10mins) Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson. Take feedback from learners and summarize the lesson.		

Homework/Project Work/Community Engagement Suggestions

- Explain the process you followed to choose and insert a particular type of chart in your presentation. How does this chart enhance the visual appeal and comprehension of your data?

Cross-Curriculum Links/Cross-Cutting Issues

None

Potential Misconceptions/Student Learning Difficulties

None

Week Ending: 26-01-2024	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: B9.2.2.1.3 Demonstrate how to add Multimedia (audios, videos etc.), tables and charts		Lesson: 1 of 2
Performance Indicator: Learners can demonstrate the use of tables and charts in PowerPoint presentations.		Core Competencies: CC8.2: CP6.1	
New words	Multimedia, elements, tables, charts		
Reference: Computing Curriculum Pg. 46			

Activities For Learning & Assessment	Resources	Progression
Starter (5mins) Begin the lesson by asking learners about their familiarity with PowerPoint presentations. Discuss if they have used tables or charts in presentations before. Share a brief real-life example where tables or charts could enhance a presentation, creating engagement and visual appeal. Share performance indicators and introduce the lesson. *Main (35mins)* Define the purpose of using tables and charts in presentations: to present data visually, enhance understanding, and engage the audience. Discuss the types of information that are better presented through tables (organized data) and charts (visual representation of trends or comparisons). Introduce key terms: data, rows, columns, bar chart, pie chart, etc. Provide a brief demonstration on creating a table in PowerPoint. Show how to input data, format cells, and customize the appearance. Demonstrate the process of inserting different types of charts (bar chart, pie chart) into a presentation. Explain how to input data for charts and customize their appearance. Break the class into small groups and provide each group with a sample data set.	Pictures and videos. Computers with presentation software installed (e.g., Microsoft PowerPoint Sample multimedia files, tables, and charts for demonstration	Exploring and master the use of the Insert Ribbon tab in presentation

Instruct each group to create a PowerPoint slide with either a table or a chart based on the provided data.

Each group presents their slides to the class, explaining the rationale behind their design choices.

ASSESSMENT
Discuss with a partner how you approached organizing data in your table to make it visually appealing and easy to understand.

Reflection (10mins)
Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.

Take feedback from learners and summarize the lesson.

Homework/Project Work/Community Engagement Suggestions

- Discuss with a partner how you approached organizing data in your table to make it visually appealing and easy to understand

Cross-Curriculum Links/Cross-Cutting Issues

None

Potential Misconceptions/Student Learning Difficulties

None