



CHOITHRAM SCHOOL NORTH CAMPUS

LESSON PLAN-4

SUBJECT - COMPUTER

TOPIC – Advanced Features of MS Word

CLASS - V

BRIEF DESCRIPTION OF THE CHAPTER: Children will learn about

- ☞ Inserting a table
- ☞ Selecting cells, rows, columns and tables
- ☞ Adding and deleting rows
 - ☞ Adding and deleting columns
- ☞ Changing column width
- ☞ Merging cells
- ☞ Splitting cells
- ☞ Moving and resizing tables
- ☞ Border and Shading
- ☞ Table styles
- ☞ Find and Replace
- ☞ Line Spacing and Paragraph Spacing Page Margin
- ☞ Page Orientation
- ☞ Header and Footer
- ☞ Mail Merge.

LEARNING OBJECTIVES:

SPECIFIC OBJECTIVES:

This lesson will enable the students to –

SP1- learn to insert the table. (K)

SP2- understand how to enter data in a table, select cells/rows/columns, adding/deleting rows/columns, changing column width and row height. (U)

SP3- understand to splitting a cell and merging of cells. (U)

SP4- understand to apply borders and shading, moving and resizing. (U)

SP5- apply table styles. (AP)

SP6- find and replacing of text. (AP)

SP7- give line spacing/paragraph spacing, page orientation, set page margins, give header and footer. (AP)

SP8- give line spacing/paragraph spacing, page orientation, set page margins, give header and footer. (AP)

SP 9-Introduce to the students Mail Merge as the feature used to create personalized letters to be sent to many persons. (K)

BEHAVIOURAL OBJECTIVES:

This lesson will enable the students to

B1-to organise the data in tabular form (AP)

B2- to apply page settings (AP)

B3- Use mail merge feature. (AP)

ACTIVITIES – For the better understanding of the topic following activities will be conducted –

A1-Create a table with 6 rows and 6 columns. (AP)

A2- create a comparative mark sheet for your marks in different subjects for last three classes. (AP)

WRITTEN WORK: Book exercise will be discussed and shared with the students.

ASSESSMENT:

- Observation during the practical and class observation.
- To check the understanding of the topic, assessment will be conducted.

LEARNING OUTCOMES:

Students will

L1- Learnt to create a table and entering data in to it. (U)

Placement of objective, Instructional Activities and Assessment

Topic/Duration/ Assessment Topic: The Computer- An Overview Duration: 4						
	Knowledge	Understanding	Application	Analysis	Synthesis	Evaluation
Objectives	SP1,SP9	SP2,SP3,SP4	SP5,SP6,SP7 ,SP8,B1,B2, B3			
Instructional Activities			A1,A2			

REVIEW OF THE LESSON PLAN

(TO BE DONE WHEN THE LESSON PLAN GETS OVER)

Problem faced –

Success-

Failure-

Real Learning Outcomes

ELO-

Student's response/participation

Teacher's Learning

TO INCORPORATE IN TERM 2-