



CHOITHRAM SCHOOLNORTH CAMPUS
LESSON PLAN-4
SUBJECT - COMPUTER
TOPIC- FORMATTING IN MS WORD 2010
CLASS - IV

BRIEF DESCRIPTION OF THE CHAPTER:

Students will learn about

- ☞ Changing font and font size
- ☞ Changing font color
- ☞ Highlighting text
- ☞ Bold, Italic and Underline
- ☞ Applying text effects
- ☞ Aligning the text
- ☞ Applying borders
- ☞ Applying shading
- ☞ Changing case
- ☞ Adding bullets and numbering

LEARNING OBJECTIVES:

SPECIFIC OBJECTIVES:

This lesson will enable the students to –

SP1- understand about formatting the text i.e. changing the appearance and arrangement of the text. (U)

SP2- discuss the default font and font size in a MS Word 2010 document. (K)

SP3- demonstrate the method of changing font and font size. (AP)

SP4- change the color of the selected text in the document. (AP)

SP5- understand the steps involved in highlighting text. (U)

SP6- apply Bold, Italic and Underline features and the method of applying these features to the text. (AP)

SP7- apply text styles which can be applied to the selected text. (AP)

SP8- apply the steps involve in:

- Applying text effects
- Changing text alignment
- Applying borders
- Applying artistic borders
- Applying shading (AP)

SP9- use Change Case feature as changing text to upper, lower and other common capitalizations. (AP)

SP10- use bullets as small symbol and numbered list. (AP)

BEHAVIOURAL OBJECTIVES:

This lesson will enable the students to

B1- formatting the text and designing the letters, stories etc. (AP)

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

A1- Ask the students to type a paragraph on My Favourite Sport in MS Word 2010 applying various formatting features to make the paragraph attractive. (AP)

WRITTEN WORK:

- After explaining the chapter, let the students do the course book exercises given on Pages 48, 49 and 50 of the main course book as One Touch Learn and Let's Do It.
- After solving the course book exercises, tell the students to solve Crack the Code activity given on Page 50 of the main course book. Help the students to solve these questions.
- In Creative Assignment, activity like Fun in Lab given on Page 50 of the main course book will enhance the ability of the students and serve as a Subject Enrichment activity.

ASSESSMENT:

To check the understanding of the topic

- being observed during practical and
- assessment will be conducted.

LEARNING OUTCOMES:

Students will

L1- have gained the skills and knowledge necessary to effectively format text, including changing its appearance, applying styles and effects, altering color, highlighting important information, adjusting alignment and borders, and utilizing bullets and numbering in lists. (K)

Placement of objective, Instructional Activities and Assessment

Topic/Duration/ Assessment Topic: Formatting in MS Word 2010 Duration: 3 periods						
	Knowledge	Understanding	Application	Analysis	Synthesis	Evaluation
Objectives	SP2 L1	SP1 SP5	SP3 SP4 SP7 SP8 SP9 SP10 B1 A1			
Instructional Activities						