



**CHOITHRAM SCHOOLNORTH CAMPUS**  
**LESSON PLAN-3**  
**SUBJECT - COMPUTER**  
**TOPIC- Editing in MS Word 2010**  
**CLASS - IV**

**BRIEF DESCRIPTION OF THE CHAPTER:**

Students will learn about

- ☞ Selecting text
- ☞ Deleting text
- ☞ Inserting text
- ☞ Undo / Redo
- ☞ Cutting or Copying text
- ☞ Spell check

**LEARNING OBJECTIVES:**

**SPECIFIC OBJECTIVES:**

This lesson will enable the students to –

**SP1-** Understand that editing involves making changes in existing text. (U)

**SP2-** Learn the process of selecting text using both the mouse and keyboard. (U)

**SP3-** Demonstrate different methods of deleting text according to user requirements. (U)

**SP4-** Show how text can be inserted by positioning the cursor and typing. (U)

**SP5-** Introduce the Undo feature to cancel commands and the Redo feature to reverse the actions of Undo. (K)

**SP6-** Familiarize students with the icons and shortcut keys for Undo and Redo actions. Introduce cutting as moving text and copying as duplicating text. (K)

**SP7-** Demonstrate the steps for cut-paste and copy-paste operations in a Word document. Introduce the Spelling and Grammar Check feature of MS Word. (U)

**SP8-** Show how spelling and grammar mistakes are represented with different colored wavy lines. (K)

**SP9-** Demonstrate the method of using the Spelling and Grammar Check feature in MS Word. Top of Form. (U)

**BEHAVIOURAL OBJECTIVES:**

This lesson will enable the students to

**B1-** edit text by selecting, deleting, inserting, and formatting it using various techniques, as well as utilize features such as Undo, Redo, Cut-Paste, Copy-Paste, and Spelling and Grammar Check in MS Word. (A)

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

**A1-** Ask the students to write a paragraph on My Favourite Festival in MS Word 2010, check for spelling and grammar mistakes. (A)

**WRITTEN WORK:**

- Let the students do the course book exercises given on Pages 36, 37 and 38 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 38 of the main course book. Help the students to solve these questions.
- In Creative Assignment, activity like Fun in Lab given on Page 39 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, assessment will be conducted.

**LEARNING OUTCOMES:**

Students will

**L1-** Understand the concept of editing and its purpose in modifying existing text. (U)

**L2-**Gain knowledge of text selection techniques using both the mouse and keyboard. (K)

**L3-**Acquire the skill to delete text using various methods based on user requirements. (U)

**L4-**Learn how to insert text by positioning the cursor and typing at the desired location. (U)

**L5-**Familiarize with the Undo and Redo features to cancel and reverse actions in text editing. (U)

**L6-**Identify the icons and shortcut keys associated with the Undo and Redo actions. (U)

**L7-**Comprehend the concepts of cutting and copying text for moving and duplicating content. (SY)

**L8-**Demonstrate the ability to perform Cut-Paste and Copy-Paste operations in a Word document. (U)

**L9**-Explore the Spelling and Grammar Check feature in MS Word and its importance in error detection. (A)

**L10**-Recognize the visual representation of spelling and grammar mistakes through colored wavy lines. (U)

**L11**-Develop proficiency in utilizing the Spelling and Grammar Check feature effectively. (SY)

**Placement of objective, Instructional Activities and Assessment**

| Topic/Duration/ Assessment<br>Topic: Editing in MS Word 2010<br>Duration: 3 periods |               |   |             |          |           |            |
|---|---------------|---|-------------|----------|-----------|------------|
|   | Knowledge     | Understanding   | Application | Analysis | Synthesis | Evaluation |
| Objectives  | SP5, SP6, SP8 | SP1, SP2, SP3, SP4, SP7, SP9, L1, L3, L4, L5, L6, L8, L10 | L9          |          | L7, L11   |            |
| Instructional Activities  |               |   | A1          |          |           |            |