**BRIEF DESCRIPTION OF THE CHAPTER:**

☞ Uses of MS Word 2010

☞ Starting MS Word 2010

☞ Parts of MS Word 2010

☞ Working with MS Word 2010

☞ Saving a Document

☞ Opening a Saved Document

☞ Printing a Document

☞ Closing MS Word

**LEARNING OBJECTIVES:**

**SPECIFIC OBJECTIVES:**

This lesson will enable the students to –
**SP1-** understand the parts of MS Word window. (U)
**SP2-** understand the uses of MS Word. (U)
**SP3-** learn the steps to open MS Word. (K)
**SP4-**create a new Word file. (AP)
**SP5-** type text in Word document. (AP)
**SP6-** save a document. (AP)
**SP7-** open a saved document. (AP)
**SP8-** print a document. (AP)
**SP9-** close MS Word. (AP)

**BEHAVIOURAL OBJECTIVES:**

This lesson will enable the students to
**B1-** use MS Word for typing letters, stories, poems etc.

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

**A1-**Children will be asked to open MS Word 2010 and make a list of various components/parts of MS Word 2010. (AP)
**A2-**Children will be asked to type a letter to their father telling him about our Annual Day (Save the letter + Exit MS Word). (AP)

## WRITTEN WORK:

- After explaining the chapter, let the students do the course book exercises given on Pages 41 and 42 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 43 of the main course book. help the students to solve these questions

## ASSESSMENT:

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

## LEARNING OUTCOMES:
Students

**L1-** will learn the different parts and its uses in MS Word document. (K)
**L2-** will learn to start MS Word. (K)
**L3-** will learn to create, save, open, print, and close MS Word document. (K)

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

| Topic/Duration/ Assessment<br>Topic:  Introduction to MS Word 2010<br>Duration: 4 periods | | | | | |
|---|---|---|---|---|---|
| | Knowledge | Understanding | Application | Analysis | Synthesis | Evaluation |
| Objectives | **SP3 L1 L2 L3** | **SP1 SP2** | **SP4 SP5 SP6 SP7 SP8 SP9 A1 A2** | | | |
| Instructional Activities | | | | | | |