

Information Communication Technology (ICT) Curriculum

Primary School Level

Topic No.5: Creating word processed documents.

Class	Learning Outcomes	Content	Strategy Options	Assessment	Linkages with subjects	References
Time Period : 4 class periods						
Academic Year 07/08		Wks Beginning: _____				
Std 4	<p>5.1 Understand and identify uses of word processed documents.</p> <p>5.2 Using the correct typing stance, create a competent paragraph of 250 words.</p> <p>5.3 Save and print a word processed document.</p>	<p>Refer to Appendix 1 and to the ETES Introduction to computers UNIT III for content base.</p> <p>Class Progression:</p> <p>1st Class: assistance / practice on typing and giving out of the document topic.</p> <p>2nd Class: Opening and saving document with their name.</p> <p>3rd Class: Gathering of information for their document and practice typing using correct typing stance.</p> <p>4th Class: Typing of document, saving and printing.</p>	<p>5.1 Class use website in reference section to identify uses of word processing and then have a open discussion.</p> <p>Create a Word Bank</p> <p>5.2 Assign a topic relevant to that of another class and ask them to create a 250 word processed document on it. (eg. Christopher Columbus)</p>	<p>Use the saved and printed document. Mark on the use of sentences, spelling and relevance to the assigned topic</p>	<p>History</p> <p>The paragraph can be on a history topic such as Christopher Columbus.</p> <p>Any current subject which would fit this criteria....</p>	<p>5.2</p> <p>http://www.teachingideas.co.uk/english/genre/word.htm</p> <p>Content is also based on the ETES Introduction to Computers Curriculum Guide. Obtained from the Cayo Education Center.</p> <p>Available online at : http://ThePECBelize.50webs.com</p> <p>Or contact TheBCLP@yahoo.com</p>

Comment [FF1]: Look at the good website example and what work have they done on WP anything that we can use?

Time Period: __ Class Period

Std 5						
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Time Period: 1 Class Period

Std 6						
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Appendix 1

Standard 4 : Class Progression

1st Class: assistance / practice on typing and giving out of the document topic.

2nd Class: Opening and saving document with their name.

3rd Class: Gathering of information for their document and practice typing using correct typing stance.

4th Class: Typing of document, saving and printing.

Content Details:

INFORMATION SHEET

1. There are different versions of word processors such as OpenOffice and Microsoft. They all have the same task abilities however are in slightly different format designs. The one used in this class is Microsoft Word. A word processing program can be used to create any type of written communication. A word processor can be used to produce letters, reports, memos, essays, or any other type of correspondence. When documents are saved in computer storage devices, they are called files.

There are many advantages for using a word processor to create written documents compared to typing them or writing them out longhand. Some of these advantages include the ability to save your work and come back to it at a later date. You can also change your document at any time and edit it until it is perfect. There are also tools such as spelling checkers, grammar checkers, and thesauruses built into word processing programs that enable you to produce more error-free documents than is possible otherwise.

2. To open a new Microsoft Word document:

- Click **Start**
- Point to **Programs**
- Click **Word Processing Application (depends on the software used eg. Microsoft Word, OpenOffice Writer)**
- The window appears, displaying a blank page.