### Digital Literacy (21st Century Literacies)  
**Microsoft Document- 1**  
**Lesson Plan**

**Objective:**
Participants will be able to understand basics of MS word and apply formatting & page layout techniques in document

**Total Time:** 90 Minutes

**Material:** Computer lab with projector and screen, MS Word installed on all the computers for students

**Instructor Note:**
This session is the beginning of MS Word. Based on the understanding level and pre-existing skill set of students, use demonstration as a training method and make students practice as much as possible. In this session, Home and Layout menus will be discussed in detail.

**Opening Protocol:**
- Greet the participants
- Take attendance
- In pairs, ask participants to share with each other how they are feeling

5 Minutes

**Concept Discussion:**
- Ask students if they have used MS word before
- Based on their response, tell them the uses of MS Word. Tell them that using MS Word is as basic as using a pen and a paper
- With the help of PPT explain the basic functions of MS word and how to start, open and save a document
- Also explain basic things they see on a document like scrollbar, ribbons, icons and options

10 Minutes

**Activity 1: Get started**
- Demonstrate opening a blank document on the projector and ask students to open MS Word on their computers.
- Tell them to type their own introduction on a blank document in 10 minutes

15 Minutes

**Demonstration: Basics and Home Menu**
- Demonstrate the following functions on the document while presenting your screen
  - Alignment (left, right, justify)
  - Font Size, Font color, Font type
  - Bold, Italic, Underline
  - Cut, Copy, Paste
  - Paragraph formatting
  - Bullets and Numbering
  - Find and replace
  - Undo Redo
  - Printing option
  - Page layout

20 Minutes
### Activity 2: Practice
- To make their document look presentable, ask students to apply maximum options that they have just learnt
- Give them 10 minutes to do that
- After 10 minutes ask students if they faced any problem or if they have any questions
- Use remaining 10 minutes to either make them practice the options or to answer their queries by demonstrating the options they might be finding difficult

#### Activity 3: Shortcut keys
- Ask students to open their handbook and read the shortcut keys
- Give 10 minutes to participants to practice shortcut keys of all the options that they have learned in the session

#### Closing Protocol:
- Thank the participants for their time
- Announce the next time you will be visiting them
- Share the topic of the next session
- Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session
- Click pictures of the artefacts for documentation