

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

<p><u>Objective:</u> Participants will be able to understand basics of MS word and apply formatting & page layout techniques in document</p>	
<p><u>Total Time:</u> 90 Minutes</p>	
<p><u>Material:</u> Computer lab with projector and screen, MS Word installed on all the computers for students</p>	
<p><u>Instructor Note:</u> 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.</p>	
<p><u>Opening Protocol:</u></p> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling 	<p>5 Minutes</p>
<p><u>Concept Discussion:</u></p> <ul style="list-style-type: none"> ● 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 	<p>10 Minutes</p>
<p><u>Activity 1: Get started</u></p> <ul style="list-style-type: none"> ● 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 	<p>15 Minutes</p>
<p><u>Demonstration: Basics and Home Menu</u></p> <ul style="list-style-type: none"> ● Demonstrate the following functions on the document while presenting your screen <ul style="list-style-type: none"> - 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 	<p>20 Minutes</p>

<p>Activity 2: Practice</p> <ul style="list-style-type: none"> ● 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 	20 Minutes
<p>Activity 3: Shortcut keys</p> <ul style="list-style-type: none"> ● 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 	15 Minutes
<p>Closing Protocol:</p> <ul style="list-style-type: none"> ● 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 	5 Minutes