GRADE 10 ICT TERM 3 RECORDS OF WORK – SPOTLIGHT

Week 1

TERM	WEEK	DATES	MON	TUE	WED	THU	FRI
Term 3	1						

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
Grade 10 ICT			**Productivity Tools - Desktop Publishing (Importance in Document Publication):** Examined sample publications; analyzed challenges of using basic word processors and discussed the importance of DTP software.	Spotlight ICT Grade 10 pg. 147	
Grade 10 ICT			**Productivity Tools - Desktop Publishing (Selecting a Tool):** Explored common desktop publishing software; compared tool features and identified selection criteria for various publication tasks.	Spotlight ICT Grade 10 pg. 149	

General comments if any	Headmaster	Date

Week 2

TERM	WEEK	DATES	MON	TUE	WED	THU	FRI
Term 3	2						

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
Grade 10 ICT			**Productivity Tools - Desktop Publishing (Creating, Managing and Navigating):** Created publications from	Spotlight ICT Grade 10 pg. 151	

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
			scratch and built-in templates; practiced navigation controls, saving with Save As, and retrieving saved files.		
Grade 10 ICT			**Productivity Tools - Desktop Publishing (Editing and Formatting):** Edited text and images; formatted fonts, colours, and page layouts, and arranged inserted graphic elements.	Spotlight ICT Grade 10 pg. 154	

General comments if any	Headmaster	Date

Week 3

TERM	WEEK	DATES	MON	TUE	WED	THU	FRI
Term 3	3						

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
Grade 10 ICT			**Productivity Tools - Desktop Publishing (Sharing Hard Copies and PDFs):** Configured printer settings to produce hard copies; exported publications to PDF and shared files via email and Google Drive.	Spotlight ICT Grade 10 pg. 158	
Grade 10 ICT			**Productivity Tools - Desktop Publishing (Integration, Mail Merge and Creation):** Imported Word content; linked Excel data sources to execute mail merge and generated various customized publications.	Spotlight ICT Grade 10 pg. 157, 160	