

GRADE 10 INFORMATION AND TECHNOLOGY (ICT) TERM 2 SCHEMES OF WORK

W K	LS N	STRAND	SUB-STRAND	SPECIFIC LEARNING OUTCOMES	LEARNING EXPERIENCES	KEY INQUIRY QUESTION S	LEARNING RESOURCES	ASSESSMENT METHODS	REF
1	1	Productivity Tools	<ul style="list-style-type: none"> Word Processing - Importance of word processing in document production Word Processing - Selecting a word processing productivity tool 	<p><i>By the end of the lesson, the learner should be able to:</i></p> <ol style="list-style-type: none"> Explain the meaning of word processing Discuss the importance of word processing in document production Relate word processing to everyday document needs such as writing letters, reports and newsletters 	<ul style="list-style-type: none"> Study handwritten and computer-typed documents and discuss the differences Brainstorm on the meaning and importance of word processing in document production Use print or digital media to search for the meaning and importance of word processing Share findings with classmates 	How has word processing transformed the way documents are created and shared in schools and offices?	<ul style="list-style-type: none"> Spotlight ICT Grade 10 pg. 60 Digital devices Sample handwritten and typed documents Internet access Spotlight ICT Grade 10 pg. 62 	<ul style="list-style-type: none"> Oral questions Observation Written assignments 	
	2	Productivity Tools	<ul style="list-style-type: none"> Word Processing - Creating, saving, navigating and closing a text document Word Processing - Retrieving a text document and using editing tools 	<p><i>By the end of the lesson, the learner should be able to:</i></p> <ol style="list-style-type: none"> Create a new text document using a word processing productivity tool Save, navigate and close a text document Value the skill of creating and managing digital documents for personal and academic use 	<ul style="list-style-type: none"> Launch a word processing application and create a blank document Type a letter of appreciation to a teacher Save the document using Save As command to a specific location Navigate within the document using scroll bars and cursor positioning Close the document using File tab 	Why is it important to properly save and organise documents created in a word processor?	<ul style="list-style-type: none"> Spotlight ICT Grade 10 pg. 63 Digital devices with word processing software Spotlight ICT Grade 10 pg. 67 Internet access 	<ul style="list-style-type: none"> Practical work Observation Oral questions 	
2	1	Productivity Tools	<ul style="list-style-type: none"> Word Processing - Using 	<p><i>By the end of the lesson, the learner should be</i></p>	<ul style="list-style-type: none"> Enable and use AutoComplete to accept word suggestions while 	How can AutoCorrect, AutoComple	<ul style="list-style-type: none"> Spotlight ICT Grade 10 pg. 	<ul style="list-style-type: none"> Practical work Observation 	

			AutoComplete, AutoCorrect and Find & Replace <ul style="list-style-type: none"> Word Processing - Formatting text in a document 	<i>able to:</i> <ol style="list-style-type: none"> Use AutoComplete and AutoCorrect features to speed up typing Apply Find and Replace to locate and change words or phrases in a document Relate these tools to improving efficiency when typing assignments, reports and official documents 	typing <ul style="list-style-type: none"> Configure AutoCorrect to fix common typing mistakes automatically Use Find and Replace to locate specific words and replace them throughout a document Practise editing a document using all three tools 	e and Find & Replace save time when creating long documents?	69 <ul style="list-style-type: none"> Digital devices with word processing software Spotlight ICT Grade 10 pg. 72 	<ul style="list-style-type: none"> Oral questions 	
	2	Productivity Tools	<ul style="list-style-type: none"> Word Processing - Formatting paragraphs Word Processing - Formatting columns and page layout 	<i>By the end of the lesson, the learner should be able to:</i> <ol style="list-style-type: none"> Apply paragraph alignment, line spacing and indentation to a document Format text using bullets, numbering and tab stops Connect paragraph formatting skills to organising content neatly in school assignments and professional reports 	<ul style="list-style-type: none"> Align text using Left, Centre, Right and Justify options in the Paragraph group Change line spacing and adjust space before and after paragraphs Adjust indentation using the Layout tab Apply bullets and numbering to lists Insert tab stops using the ruler and Tabs dialog box 	What role does paragraph formatting play in making documents neat and professional?	<ul style="list-style-type: none"> Spotlight ICT Grade 10 pg. 75 Digital devices with word processing software Spotlight ICT Grade 10 pg. 81 	<ul style="list-style-type: none"> Practical work Observation Oral questions 	
3	1	Productivity Tools	<ul style="list-style-type: none"> Word Processing - Inserting symbols, shapes and images 	<i>By the end of the lesson, the learner should be able to:</i> <ol style="list-style-type: none"> Insert and format symbols, shapes and images in a Word document 	<ul style="list-style-type: none"> Insert symbols using the Insert tab and format them Insert and customise shapes using Shape Format tab Insert images from device 	How do graphics such as symbols, shapes and images enhance the visual appeal	<ul style="list-style-type: none"> Spotlight ICT Grade 10 pg. 88 Digital devices with word processing software 	<ul style="list-style-type: none"> Practical work Observation Oral questions 	