

Lesson Plan 7 | Form 1 | Independently Finding LibreOffice Writer Features

Objective

Students will independently learn how to do basic formatting operations in LibreOffice Writer.

Warm-up

None.

Presentation

None.

Guided Practice

None.

Independent Practice (requires central file server)

On the whiteboard, write the following list:

1. bold text
2. italicized text
3. underlined text
4. centered text
5. big text
6. small text
7. list of text
8. change color of text
9. change font style of text
10. zoom in/out of page

Leave enough room for students to come up and draw the button in LibreOffice Writer that accomplishes the corresponding formatting task. Optionally, tell students to write their name next to the items they answer in order to give them extra credit.

Allow students to independently experiment with the application and find out features on their own, encouraging different students to come up and provide answers to the features they find.

Towards the end of class, have students save their documents in their shared directory on the central file server.

Closing

Remind students they could be asked on a test to do or describe any of the formatting operations placed on the board. Also, note the similarities between MS Word and LibreOffice Writer, and how both can be used to create and edit documents, with the main difference between that MS Word is expensive while LibreOffice Writer is free.

In Hindsight

02/02/2017: Students in both streams generally did fine with this, and found features much faster this time due to experience with MS Word. There were some differences in the LibreOffice user interface among the computers in the lab, so this confused a few students, but not enough to merit downgrading/upgrading the computers in question.