

Lesson Plan 8 | Form 1 | Word Processing Assessment

Objective

Students will be graded on their knowledge of basic formatting operations in the word processor of their choice (MS Word or LibreOffice Writer).

Warm-up

None.

Presentation

None.

Guided Practice

None.

Independent Practice (requires central file server)

In the topmost central file server directory, place a PNG/JPG/etc of a document that contains text formatted with various operations covered in the previous two word processing lessons (see below for the image used in February 2017). Have students open this image on their computers, then tell them to produce a document that looks exactly like this. They can use either MS Word or LibreOffice Writer to create the document. **Most importantly, they must save their document to their central file server directory in order to receive a grade.** It's a good idea to have students show that they have saved prior to dismissing them from class.

Closing

None.

In Hindsight

02/03/2017: Students in both streams had issues with saving on time. Trying to balance the personal responsibility aspect of saving work with the acknowledgement that many of these students don't have much experience with computers has been a prominent challenge. As for students' performance, some of them did quite well in recreating the document, others seem to have forgotten where the basic formatting buttons despite their work in the past week, likely because they were focused on their own content/formatting.

Test Image

(redacted)