



SUBJECT / GRADE	Computer Applications Technology – Gr10	
TERM 1	Week 7	
TOPIC	Start Working with Text	
AIM OF LESSON	Core Concepts: Text, Basic punctuation, Formatting marks and Formatting	
RESOURCES	Paper based resources	Digital resources
	Gr. 10 DBE Practical Textbook: Ch. 2 (p. 19 – 50) <i>(Use school issued textbook for the same content)</i>	Links on the WCED ePortal or the links below: Data Files Practical Textbook The e-resources below has the actual URL to the websites
INTRODUCTION	<p>In Week 6 the learners worked with file management, structure of a word processing document, ribbons, tabs and menus. This week, week 7 is an introduction to the program Word. In this lesson they work for the first time with text, the formatting of text, basic punctuation, special characters, font types, styles and colours. Paragraph alignment, borders, shading, indent and quick styles.</p> <p>Every textbook differs in the way it is planned and display the content differently. The purpose is to make text more readable and interesting. Emphasis can be placed on certain text by display it different from the rest of the text. In this week's lesson we will look at different ways how text can be displayed.</p>	
CONCEPTS AND SKILLS	<p>The learners will be guided as follows: Open the document <u>A Hectic Day</u></p> <p>The following instructions will be given to the learners.</p> <ol style="list-style-type: none"> 1. Enter the word "Satur" between the word hectic and day (A hectic Saturday) 2. Delete the 3rd word in the first sentence (radio). To delete text one can double click on the word and press Delete on the keyboard or click with the mouse in front of the word and press delete or click after the word and press Backspace. 3. One space must be left open between words and one space after punctuation. Guide the learners by showing how this program display a spelling mistake and how a punctuation mistake is displayed. In line 3 and 4 some text is underlined with red. When you right click with the mouse on the red word, a suggestion will be given. 	

- entering, editing and deleting text, special characters (symbols)
- one space after all punctuation, including periods
- Font type, style, size, colour, highlight and effects
- Paragraph: spacing (paragraph and line), alignment, borders, shading and indents (simple, increase and decrease)
- Using existing quick styles in gallery (simple)

4. Fix it by choose one of the options in the dropdown list.

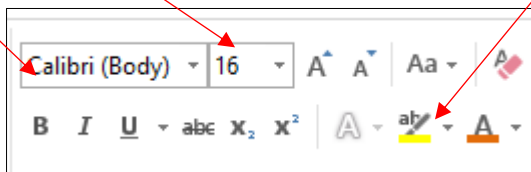
5 new messages.The M
Oh no,I forgot to wash n

5. Select the paragraph in blue by clicking 3x on it. Change the font type, size and colour to the following.

Broadway 12

Time to grab some breakfast - a quick bowl of Jungle Cats heated for 1 minute in the microwave! Let me flip to channel 47 and watch the cartoon network while I have breakfast.

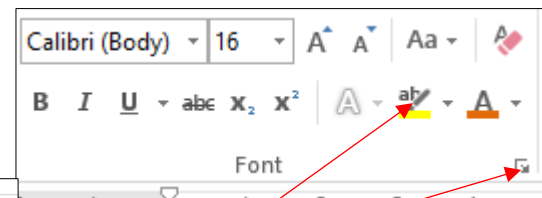
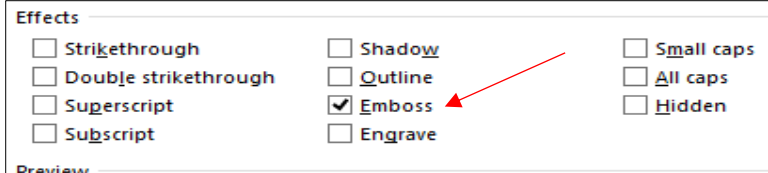
To be able to change this, the following option in the Home ribbon will be used to make the different options.



6. Select the paragraph in red and change it as follows: Highlight it in yellow and apply an Emboss effect on it.

he just likes gadgets. I don't think he has learnt to use that GPS system he installed or the CD shuttle for that matter! **OH NO, HE HAS SET THE ALARM OFF IN THE HOUSE AGAIN. HE CAN NEVER REMEMBER HIS ACCESS CODE TO ARM THE HOUSE. WE'D BETTER NOT BE LATE - COACH WANTS US TO WARM UP PROPERLY AND CHECK OUR HEART RATES ON THE MONITOR HE BORROWED FROM THE SPORTS INSTITUTE.**

To be able to apply an Emboss effect, learners must be guided to find the options in the small arrow in Font options. The yellow highlight will also be found in that group.



Save and close the document.

1. Open the document **Menu** and instruct the learners to change it to display more attractive. Only formatting must be use in this document.

Menu

Crayfish Surprise
Fresh Salad

Beef Stroganoff
Fresh Vegetables Lightly Steamed
Wild Rice

Fresh Fruit Medley
Vanilla Ice Cream and Chocolate Sauce

Enjoy the evening!

Save and close the document.

1. Open the document **Symbols** and guide the learners to insert the different symbols as shown in the example.

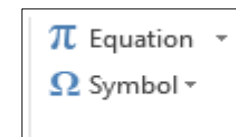
Insert Symbols activity

Insert the appropriate symbols and complete the following table to look like the example below. Save the document.

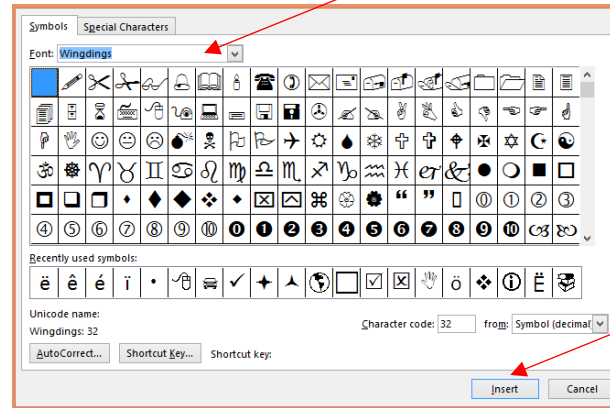
Wingdings						
High five	Yip!	Cut here	Plus minus	Danger	Snail Mail	Please Wait
Webdings						
Well done!	Info	Tra-lala!	Walkies	1 Dec	My family	Vote
Normal Text						
Smart quote	Brrr!	Pi	Club	Copyright	Divide	Ohms

The symbols will be found under the ribbon Insert – Symbol

2. Insert the correct symbol by placing it in the correct block in the table.



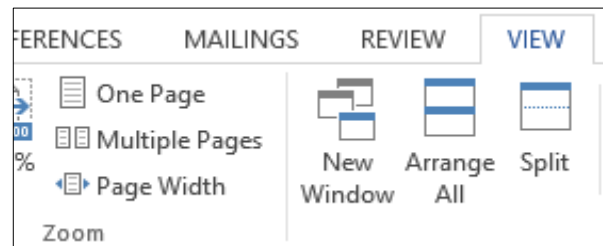
From the down drop list, select Windings, find the correct symbol and click on insert.



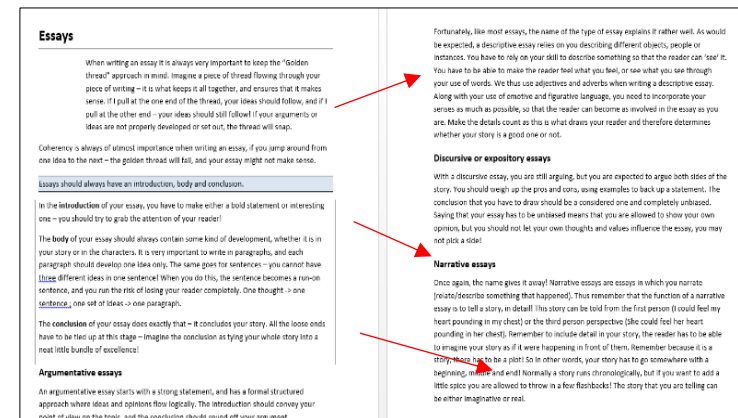
Save and close the document.

1. Explain and demonstrate the following to the learners concerning paragraphs.
Open the document **TypesEssays**.

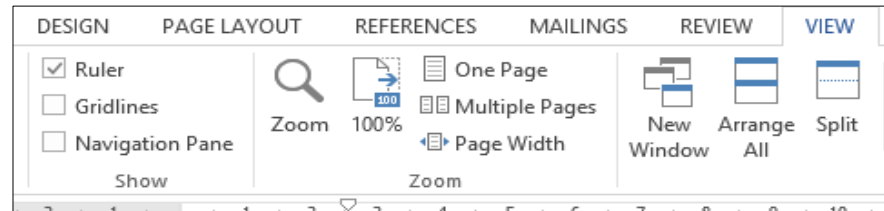
Display the document on the screen by choosing multiple pages. This option can be found under the View Ribbon.



Change page 2 the same way the paragraphs are displayed on page 1.



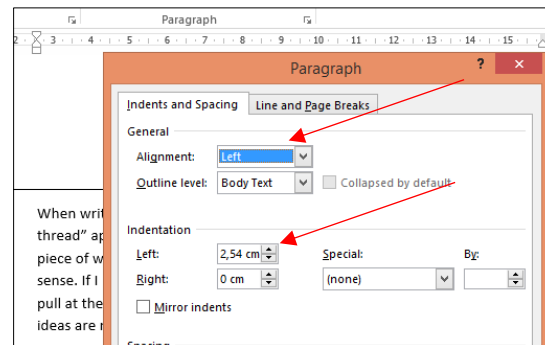
2. **Indent:** For you to do the exercises on indenting text, the ruler must be visible and ready to use. For the ruler to be visible it can be found under : View – Click then Ruler.



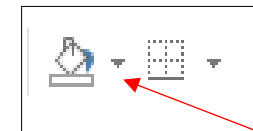
Method: click 3x on the paragraph to select it. Demonstrate to the learners to click in the small arrow in the Paragraph box to find the indent options.

Change the left indent to 2,54

Show the learners that the Indent also moved on the ruler.



3. Select the next paragraph and add shading as well as a top and bottom border.



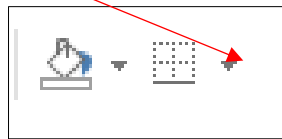
Demonstrate that the easiest method to add shading to a paragraph is by choosing the colour from the **paint bucket**.

Steps: click 3x on the paragraph and select your favorite colour from the paint bucket by clicking on the arrow next to the bucket.

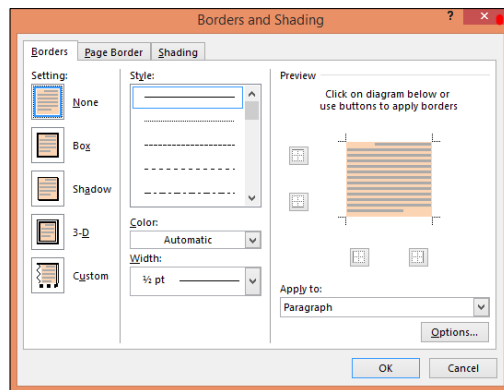
Discursive or expository essays

With a discursive essay, you are still arguing, but you are expected to argue both sides of the story. You should weigh up the pros and cons, using examples to back up a statement. The conclusion that you have to draw should be a considered one and completely unbiased. Saying that your essay has to be unbiased means that you are allowed to show your own opinion, but you should not let your own thoughts and values influence the essay, you may not pick a side!

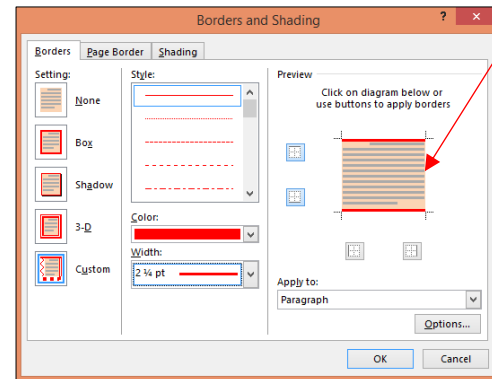
4. To add borders can be difficult, demonstrate the following: while the paragraph is selected, click on the **borders** option next to the paint bucket.



Choose the Style, Colour and Width



Click on the different sides of the paragraph to display the different side borders.



5. Change the 3rd paragraph on page 2 to the same way as the 3rd paragraph on page 1

Discursive or expository essays

With a discursive essay, you are still arguing, but you are expected to argue both sides of the story. You should weigh up the pros and cons, using examples to back up a statement. The conclusion that you have to draw should be a considered one and completely unbiased. Saying that your essay has to be unbiased means that you are allowed to show your own opinion, but you should not let your own thoughts and values influence the essay, you may not pick a side!

Narrative essays

Once again, the name gives it away! Narrative essays are essays in which you narrate (relate/describe something that happened). Thus remember that the function of a narrative essay is to tell a story, in detail! This story can be told from the first person (I could feel my heart pounding in my chest) or the third person perspective (She could feel her heart pounding in her chest). Remember to include detail in your story, the reader has to be able to imagine your story as if it were happening in front of them. Remember because it is a story, there has to be a plot! So in other words, your story has to go somewhere with a beginning, middle and end! Normally a story runs chronologically, but if you want to add a little spice you are allowed to throw in a few flashbacks! The story that you are telling can be either imaginative or real.

6. Demonstrate paragraph alignment. Text can be align as follows: Left, Right, Centre and Justified. These options can be found under the Home ribbon.



Practice the alignment by changing the last paragraph first to centre alignment, then change it to right alignment and now to justify. Ask the learners if they could see the difference between left and justify.

Reflective/ personal/ creative/ imaginative essays

This type of essay is all about your observation of the world around you, and how you can relate to that- most of the time this will be a genuine situation that you are describing. This essay uses the first person perspective, because you are using your own experiences to draw from to tell the story, and it is written from your point of view. The point is that you have to make the story seem real to the person reading it by the way you tell it.

7. Paragraph spacing are changed at the icon next to the paint bucket. **Line and Paragraph spacing.**



Demonstrate and change the last paragraph's spacing to 2 line spaces (double). Show also the shortcut to the learners. **Control and 2.**

Reflective/ personal/ creative/ imaginative essays

This type of essay is all about your observation of the world around you, and how you can relate to that- most of the time this will be a genuine situation that you are describing. This essay uses the first person perspective, because you are using your own experiences to draw from to tell the story, and it is written from your point of view. The point is that you have to make the story seem real to the person reading it by the way you tell it.

8. Styles can be used to change headings. Styles can be useful when working with headings due to the fact that you do not have to change every heading separately. You can only change the style and all the headings will change simultaneously.
Save and close the document.

1. Open the document **MusicGenres**.
The styles can be found in the Home ribbon.



2. Select the Main heading **Music Genres** and change the style to Title.
Select the subheadings and change them to Heading 1.

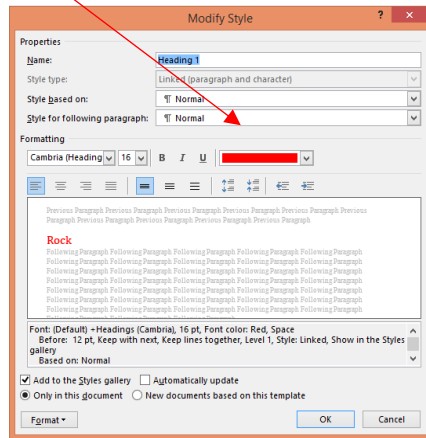
Music Genres

Rock
No it isn't just the cool guys you see looking all broody and screaming a is also one of the greatest forms of music. A heavy drum-beat and insar some of the best Rock music.
Rock has made like rockers do, and branched out into many other form biggest genres ever. The most popular forms of Rock, other than the or Hard Rock and Alternative Rock.
Rockers are guys like Green Day, Foo Fighters, Guns N Roses and AC/DC

Classical Music
Classical music, the most unlistened-to genre amongst teens, is softer a written as a whole to be performed with many other instruments. Class unlike most other forms of music.
The greatest composers of all times are probably Beethoven, Mozart ar

Gospel
Although Gospel music varies, it always carries a message of religion in sometimes almost sound like a rock-song but then also at other times li Gospel music is also one of the most popular non-pop music forms, alth

3. Demonstrate the use of the styles by modify Heading 1 to the colour red. Method: Right click on Heading 1 and choose Modify. The options are clear to change the colour.



Music Genres

Rock
No it isn't just the cool guys you see looking all broody and so is also one of the greatest forms of music. A heavy drum-beat some of the best Rock music.
Rock has made like rockers do, and branched out into many of the biggest genres ever. The most popular forms of Rock, other than Hard Rock and Alternative Rock.
Rockers are guys like Green Day, Foo Fighters, Guns N Roses and

Classical Music
Classical music, the most unlistened-to genre amongst teens, is written as a whole to be performed with many other instruments unlike most other forms of music.
The greatest composers of all times are probably Beethoven, Mozart and

Gospel
Although Gospel music varies, it always carries a message of hope and sometimes almost sound like a rock-song but then also at other times Gospel music is also one of the most popular non-pop music forms

Save and close the document.

CONSOLIDATION

- Recap the essence of the lesson by stipulating the following:
- Text can be edited, inserted or deleted.
 - Special characters can be used to make a document more interesting.
 - The correct spaces must be left open between words and before Punctuation.
 - By changing the font type, style, size, colour, highlighting and effects can make a great difference in the readability in assignments and projects.
 - By change paragraph spacing, alignment, borders, shading and indent also contribute to better display and readability.
 - By using quick styles from the gallery will save time if you want to change all the headings simultaneously to a different font, size or colour.

VALUES

Always consider your fellow man in your daily actions.

E-RESOURCES

Data files: <https://wcedportal.co.za/eresource/194231>
Practical Textbook: <https://wcedportal.co.za/eresource/88061>