

Lesson Plan

Customising Word Extension Task

Objectives

The task is designed as extension work aimed at the more able student. It will introduce them to some of the advanced features of Word.

After completing the worksheet and follow on task students will:

- Be able to record macros
- Link macros to a toolbar
- Identify a situation where this level of customisation is appropriate
- Plan and implement a solution using macros
- Develop an understanding that a computer can be programmed to follow a set of instructions and that the instructions (macro) must be exactly and correctly given.
- Develop their understanding of technical vocabulary such as toolbar, macro, button, template.

Prior Knowledge and Skills Assumed

- General familiarity with Word – create/save documents, use menus
- Knowledge of templates – how to create/save a Word template.

Lesson Structure

Resources

Interactive Whiteboard. Worksheets, Task – Customising Word for the French Dept. Access to computers – one per students.

Timing

Worksheet – four sides – completed in two lessons

Task – design and implement toolbar – two lessons

Structure

Lesson 1

Introductory –15 minute intro to concept of macro. Short demonstration (interactive whiteboard or radio tablet) on recording a macro – emphasis that macro should be stored in document rather than in normal.dot – short aside to explain what normal.dot is.

Students begin work on worksheet. Aim to have the macro section completed – If it looks like students will not complete the formatting of their name within the time frame, tell them to format only the first part of their name.

Lesson 2

Students complete work on worksheet, section headed Customising the Toolbar.

Plenary – short discussion on tasks that could sensibly be tackled using a macro. Suggestions might include complex formatting, inserting long technical terms or formulae in science, standard paragraphs in business documents, taking an address from a letter and copying it to an envelope. Discuss the possibility of creating a toolbar specific to the task. If necessary demonstrate how a new toolbar can be created and saved in the current document (not normal.dot)

Homework Complete the planning for the French toolbar

Lesson 3

Introductory – short discussion on nature of task and how success could be identified or measured.

Students implement their solution.

Lesson 4

Students complete their solution – some students may not complete the full set of letters – explain that this does not matter – principle of the solution is important. May wish to complete for homework.

Plenary – short discussion on what has been learned. Evaluation of one or more solutions – projecting students work onto whiteboard. Discuss how a particular solution could be effectively evaluated – e.g by French staff or by pupils using the solution in a French Lesson.