RECORD OF WORK COVERED

ICT • GRADE 10 • TERM 2

Main Reference: KLB Excelling ICT Learner's Book

School: ..... **Teacher:** ..... **T.S.C No.:** .....

WEEK 1

TERM	WEEK	DATES	MON	TUE	WED	THU	FRI
Term 2	**Week 1**						

Records of Work Covered

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK(S) & PAGES	REMARKS
ICT Grade 10			**Productivity Tools — Word Processing – Importance of Word Processing in Document Production** Defined word processing and word processing tools; Explained the importance of word processing in document production; Related word processing to everyday document creation like letters, reports and assignments	KLB Excelling ICT Learner's Book pg. 55	
ICT Grade 10			**Productivity Tools — Word Processing – Features and Selection of Word Processing Tools; Opening Microsoft Word and Creating a Document** Identified examples of word processing applications; Discussed factors to consider when selecting a word processing tool; Connected word processing tool selection to workplace requirements like office documentation	KLB Excelling ICT Learner's Book pg. 57	

GENERAL COMMENTS (IF ANY)	HEAD TEACHER	DATE