RECORD OF WORK COVERED

ICT • GRADE 10 • TERM 2

Main Reference: Spotlight ICT Grade 10

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,** ▪ **Word Processing - Selecting a word processing productivity tool** Explained the meaning of word processing; Discussed the importance of word processing in document production; Related word processing to everyday document needs such as writing letters, reports and newsletters	▪ Spotlight ICT Grade 10 pg. 60	
ICT Grade 10			**Productivity Tools** — ▪ **Word Processing - Creating, saving, navigating and closing a text document,** ▪ **Word Processing - Retrieving a text document and using editing tools** Created a new text document using a word processing productivity tool; Save, navigate and close a text document; Valued the skill of creating and managing digital documents for personal and academic use	▪ Spotlight ICT Grade 10 pg. 63	

GENERAL COMMENTS (IF ANY)	HEAD TEACHER	DATE