GRADE 10 ICT RECORDS OF WORK TERM 2

Week 1 Header

TERM	WEEK	DATES	MON	TUE	WED	THU	FRI
2	1						

Week 1 Main Records of Work

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
Grade 10 ICT		1	2.0 Productivity Tools - 2.1 Word Processing: Explain the meaning and importance of word processing tools. Why are word processing tools important in document creation? Brainstorm uses of word processors and discuss their role in offices and schools.	Computers, projector, word processing software	Observation, oral questions
Grade 10 ICT		2	2.0 Productivity Tools - 2.1 Word Processing: Identify examples of word processing software. Which word processing software do you know? Learners explore Microsoft Word, Google Docs and LibreOffice.	Computers, internet, projector	Checklist, oral questions

Week 1 Footer Table

General comments if any	Headmaster	Date

Week 2 Header

TERM	WEEK	DATES	MON	TUE	WED	THU	FRI
2	2						

Week 2 Main Records of Work

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
Grade		1	2.0 Productivity Tools - 2.1 Word	Computers,	Practical