GRADE 10 ICT TERM 3 RECORDS OF WORK – KLB EXCELLING

Week 1

TERM	WEEK	DATES	MON	TUE	WED	THU	FRI
Term 3	1						

SUBJECT & GRADE	DAY	PERIOD	STRAND & WORK COVERED	REFERENCE / MAIN BOOK AND ITS PAGES	REMARKS
Grade 10 ICT			**Productivity Tools - Desktop Publishing (Importance, Categories and Creating Publications):** Defined DTP tools; identified open-source and non-open-source categories; discussed selection criteria and practiced opening Microsoft Publisher to create basic publications.	Excelling ICT Learner's Book pg. 144, 147	
Grade 10 ICT			**Productivity Tools - Desktop Publishing (Navigating, Saving and Retrieving Publications):** Practiced navigating publication interfaces; saved files to specific locations and retrieved existing design documents.	Excelling ICT Learner's Book pg. 151	

General comments if any	Headmaster	Date

Week 2

TERM	WEEK	DATES	MON	TUE	WED	THU	FRI
Term 3	2						