

LESSON 5

Save and export: .docx, .pdf, and .rtf

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U1.1

Outcome M2.U3.3

WHAT THIS LESSON DOES

Learn to select the correct file format for sharing your documents. Export your project work to docx, pdf and rtf formats, with odt as an optional stretch. Then verify that each file opens properly in a different application to ensure compatibility for professional use.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.1	Understand and explain key concepts relating to Information and Communication Technology and computers.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Choose appropriate file formats for working, finished, and fallback use
- Convert a document between .docx, .pdf, and .rtf
- Verify each export opens correctly in a second application

BEFORE THE BELL

- Door-task: as students sit, they open Project_Portfolio/09_specialism/sm1/ and thumbs-up when sm1_doc1_from_template.docx is visible. Push a ready stub link to anyone empty. If masters are still in 03_finished, run a 60-second class move/copy into sm1 first.
- Decide the single room RTF route if Word Online omits RTF (whole-class numbered Google Docs path, or a desktop Word station) and be ready to demo it once on the board.
- Pre-stage a one-page File → Download/Export menu map for both suites.
- Pre-drop blank sm1_format_skills_checklist (five column headers filled) into every student's sm1 folder.
- Choose the room default checklist recipient (Work Experience supervisor recommended).
- Door-task ready: students open sm1 and thumbs-up on sm1_doc1_from_template.docx before the welcome slide. Have a ready stub file (or share link) to push to anyone still empty. Confirm whether any masters are still in 03_finished. Have one sample file ready to demonstrate export menus. Decide the room RTF route before class (whole-class Google Docs download path, or a desktop Word station) if Word Online omits RTF. Pre-drop blank sm1_format_skills_checklist (five-column headers filled) into every student's sm1 folder.
- No prep needed beyond projecting the three-bullet guide and keeping the formats table visible as a cheat-sheet during the export block.
- Students need cloud access to Project_Portfolio/09_specialism/sm1/ and sm1_doc1_from_template. Pre-stage a one-page File → Download/Export menu map for both suites. Confirm whether Word Online shows RTF and pick the single room fallback (Google Docs numbered path or desktop Word). Project the numbered Docs RTF strip when Word Online lacks RTF.
- No prep needed. Leave the Common issues table projected or linked for circulation support only.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
22 min	activity	Step-by-step task
2 min	content	Common issues
15 min	activity	Independent practice
5 min	content	Reflection
6 min	summary	Lesson summary

TEACHING MOVES

- Demo one suite live; project the other suite's menu map rather than dual full demos.
- Hard priority in the export block: PDF first (mandatory open verify), portable .docx second, RTF last via one pre-chosen room route only. Mid-block gate after PDF: "sm1 folder on screen, show me the PDF."
- If the clock hits about 15 minutes still on PDF, park neighbour checks and finish RTF via the board path; leave .odt for the summary extension only.
- Before independent practice: name the default recipient, think aloud one sample checklist row, then students fill their own.
- Two-tier exit: Tier A full triad + three rows; Tier B PDF + PDF row today, RTF row first five minutes next lesson.

WHAT TO WATCH FOR

- Saving exports to Downloads instead of sm1; use the mid-block PDF gate and a portfolio-folder reset if needed.
- Attempting to convert by renaming the file extension; explain that proper export is required.
- Treating a plain-looking RTF as failure; normalise dropped logos and tables.
- Leaving portable .docx under browser names (Copy of...); enforce rename to sm1_doc1_from_template.docx.

DIFFERENTIATION

- Support: Pre-dropped five-column checklist is the default; pairs allowed on the checklist; printed header sheet if needed.
- Extension: .odt export plus file-size compare on the checklist (summary challenge only).
- Support: Tier B exit so stragglers still bank PDF evidence this class.