

Inserting Special Characters and Symbols

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U2.2

WHAT THIS LESSON DOES

Learn to add Irish accented letters known as fadas, the euro currency symbol, and professional punctuation marks to your documents. Practice using the symbol insertion tools and keyboard shortcuts on Windows, Mac, or Chromebook to enhance your project work.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.2	Work with a word processing document, apply different formats and insert tables and images.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Insert Irish accented characters, currency symbols, and typographical characters
- Use the insert-symbol dialog and common keyboard shortcuts across Windows, Mac, and Chromebook
- Use at least six special characters correctly in project context

BEFORE THE BELL

- Prepare a messy example line on the board using a plain e for é and a hyphen for an en dash.
- Confirm students can open Project_Portfolio / 09_specialism / sm1/ (live folder gate at the start of class).
- Messy demo line and comparison image ready on screen; confirm students can open Project_Portfolio / 09_specialism / sm1/
- No prep needed beyond the sample page already on screen
- Word Online and Google Docs ready on the demo machine; both Insert Symbol / Special characters paths checked; demo script limited to one fada, euro, one en dash
- Be ready to suggest project-specific characters for students who claim they need none; plan mid-IP filename check at ~12 minutes and a final sm1/ glance before dismissal

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HOW THE LESSON RUNS

5 min	introduction	Introduction
4 min	content	Key concepts
18 min	activity	Step-by-step task
3 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Demonstrate Insert Symbol / Special characters on the classroom screen before students start the written steps; keep the demo to one fada, euro, and one en dash.
- Read the CORE sample block first, then only one why-it-matters line per concept row. Point out where guided rebuild stops (after Hours).
- Bankable artefact today: sm1_special_characters in 09_specialism/sm1/. Guided file stays as sm1_special_characters_sample.
- VPG CV / Work Experience transfer is optional extension only.
- Required IP marks are taught ones only (fadas, €, en dash). Curly quotes, ellipsis, © are stretch.
- Run the mid-IP filename and project-content check before the last few minutes.
- Keep the reflection oral with two volunteers if needed.

WHAT TO WATCH FOR

- Using a hyphen instead of an en dash, show a live correction on the demo screen.
- Searching for EUR text rather than the euro symbol, guide students to the symbol list.
- Overwriting the sample or saving as Untitled, insist on the two exact filenames.
- Repeating the sample content instead of their own project material, check screens for original content at the mid-IP checkpoint.

DIFFERENTIATION

- Support: symbol dialog only is enough; provide a short handout of optional shortcuts.
- Support: allow contact/place/Irish word substitutes when the student's own name has no fada (fallbacks on the IP card).
- Extension: require one successful shortcut; add curly quotes, ellipsis or ©; optional VPG draft fix.