

Unit 2 Recap and Multi-format Document Workshop

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U2.1

Outcome M1.U2.3

Outcome M1.U3.2

WHAT THIS LESSON DOES

Review your portfolio documents by auditing them against Unit 2 skills in columns, sections, review, and proofing. Fully tighten one priority file, run a shorter pass on the other, then identify the skill that improved your work most.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.1	Create documents and understand how and where to save them.
M1.U2.3	Proof and edit a document before printing.
M1.U3.2	Use a web browser and manage settings.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Demonstrate Unit 2 outcomes across columns, sections, review, and proofing
- Fully tighten one priority portfolio document and run a shorter consistency-and-proofing pass on the other
- Identify which Unit 2 skill most improved the portfolio documents

BEFORE THE BELL

- Prepare a clipboard or tablet with the Unit 2 outcomes checklist for circulation
- Optional: print simplified six-check Pass/Fix slips for mixed-ability support (six checks also appear on the student page)
- Confirm sample audit table is ready to project
- Practise the 60-second Word Online demo: section break before wide object, landscape, section break after, portrait restore
- Confirm students can open Project_Portfolio; have a sample Unit 2 audit checklist ready on the classroom screen
- Project the sample audit table; optional printed six-check checklist for mixed-ability support
- Students need word processor access and both Unit 2 portfolio documents where available; project the six-check list; 60-second orientation demo ready before students start
- Be ready to demo section-based orientation (break before and after) on Word Online and the Docs wide-table workaround, plus Accept/Reject on both apps
- Unit 2 outcome checklist for circulating checks; 10-minute reflection-file checkpoint and triage line; support students missing a document
- No prep needed; have fallback one-sentence share-back ready
- Roster tick list for sm1_unit2_reflection existence only; deeper spot-checks next lesson

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Lead with warm-up and folder locate, not a long LO wall
- Model two audit rows on screen, then let students drive
- Demo Word section orientation (break before and after) and the Docs wide-table workaround before students start the guided steps
- Point at Common issues as a help sheet; do not walk every row
- Circulate during independent practice; force the 10-minute reflection-file checkpoint and triage line
- Keep the class discussion as a short share-back; use the one-sentence fallback if files are unfinished
- Exit ticket: roster tick of sm1_unit2_reflection only; debris and second-file checks next lesson

WHAT TO WATCH FOR

- Students cannot find their documents: guide search in Project_Portfolio/09_specialism/sm1/
- Leaving checklist debris in portfolio files: hard no; notes belong in sm1_unit2_reflection only
- One section break only in Word: rest of file stays landscape; insist on break after and Portrait restore
- Assuming Docs supports per-section landscape: correct gently and use resize or split
- Mac students hitting Cmd+H in Word Online: redirect to Ctrl+H or the ribbon

DIFFERENTIATION

- Support: paired work on the step-by-step task; printed six-check slip; teacher-supported orientation fix
- Core: one full tighten + shorter second pass + reflection frame
- Extension (homework): PDF print-candidate check; deepen the second file; second full tighten as catch-up