

Design Principles: Layout, Hierarchy, Whitespace

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U3.4

WHAT THIS LESSON DOES

Learn four essential design principles to make your documents look clear and professional. Fix a sample community notice using Contrast, Repetition, Alignment and Proximity, then redesign one of your own portfolio documents for better readability.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U3.4	Understand the structure of an email and be able to create, send and receive email with consideration of security concerns and risks.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Apply Contrast, Repetition, Alignment, and Proximity (CRAP) to a document
- Improve visual hierarchy and whitespace for a professional feel
- Revise one existing portfolio document using design principles

BEFORE THE BELL

- Write the four CRAP principles on the board ready for the introduction.
- Pre-place messy sm1_crap_demo.docx (six cramped lines already typed) in each student's sm1/01_drafts folder or a shared class location.
- Prepare the messy draft of the Saturday Skills Swap notice to project beside a cleaner version if you have one.
- Know the fallback: students without a finished SM1 artefact personalise sm1_crap_demo.docx and still produce sm1_doc5_crap_applied.
- Pre-place messy sm1_crap_demo.docx in sm1/01_drafts for the class. Have one messy sample flyer ready on the classroom screen (side by side with a cleaned version if you have one). Students need Project_Portfolio open; ideally at least one finished one-page SM1 document to redesign, plus the fallback path using today's demo.
- Project a messy one-page flyer beside a cleaned version if you have one. No extra printouts required.
- Pre-place messy sm1_crap_demo.docx in Project_Portfolio/09_specialism/sm1/01_drafts. Students need Word Online or Google Docs. Optional: one denser sample (newsletter or letter) ready to flash CRAP on before independent practice.
- No prep needed beyond circulating during the step-by-step.
- Students need either an existing simple SM1 portfolio document to copy or the fallback sm1_crap_demo.docx from this lesson. Spot-check that copies land in sm1/03_finished as sm1_doc5_crap_applied.
- No prep needed.
- Quick filename check on a sample of machines before the end of class.

Design Principles: Layout, Hierarchy, Whitespace

HOW THE LESSON RUNS

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

TEACHING MOVES

- Demonstrate Contrast and Proximity on screen before students begin; pause mid-task for Align left and one paragraph-spacing control.
- Flash one denser layout (newsletter or letter) before independent practice so CRAP transfers, but default student choice to one-page notice or short letter.
- Circulate during independent practice to confirm students edit a copy and land the KA filename in sm1/03_finished.
- Use whole-class discussion to review the reflection questions at the end.
- Model restraint by limiting fonts and colours in your examples; colour accent and PDF evidence stay extension-only.
- This lesson is the full first teach of CRAP for documents; later presentation design should recap briefly and focus on format fit.

WHAT TO WATCH FOR

- Students overuse fonts and colours: limit to two fonts and one accent colour.
- Double Enter for spacing: demonstrate Home-ribbon paragraph spacing instead.
- Scattered contact details: group related items using proximity.
- Overwriting the only copy of an earlier artefact: insist on Make a copy / Copy to first.
- Choosing a dense table or merge letter as the main file: steer back to notice or short letter shape.

DIFFERENTIATION

- Support: Use the model section wording and size-14 bold headings instead of Styles.
- Support: Fallback redesign of sm1_crap_demo.docx if no prior SM1 document exists.
- Support: If time is tight, accept stronger title, matching headings, and one tight contact block as a valid partial pass.
- Extension: Apply CRAP to a second simple document or add a restrained accent colour on the title only.
- Support: Pair students needing extra help with a peer for the redesign.