

Text Formatting: Fonts, Sizes, Emphasis

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.2

WHAT THIS LESSON DOES

Learn to format vocational documents with appropriate fonts, sizes and emphasis. Compare noisy and clean versions of a sample paragraph before applying clean formatting to your proposal draft. Understand the less-is-more rule for professional appearance.

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

- Apply font, size, bold and italic appropriately on a vocational document
- Practise underline and colour on a sample only, and judge when they become noise in formal documents
- Apply the less-is-more rule to readable vocational documents
- Format the proposal draft with a readable font, clear heading and exactly one key bold or italic emphasis (no underline or colour on the final proposal)

BEFORE THE BELL

- Check at the door or at login that every student can open 03_proposal_draft, and start recovery immediately for anyone who cannot.
- Absentees missing 03_proposal_draft use the starter template printed on the Introduction step, and can finish typing during Key concepts.
- Prepare one projected clean versus noisy sentence pair.
- Nothing to pre-load: the heading and paragraph for 03_formatting_practice are printed on the step-by-step task for anyone who needs to paste them.
- Prepare one anonymised student-style proposal sentence for the 60-second live three-move demonstration before the Portfolio Build.
- Door/login file check for 03_proposal_draft. Absentees use the starter template printed on the step. Confirm cloud access.
- Prepare one projected clean vs noisy sentence pair if possible.
- Students need Word Online or Google Docs and Project Portfolio access. Nothing to pre-load: the practice text is printed on the step for anyone who needs to paste it.
- Students need existing 03_proposal_draft open. Prepare one anonymised proposal sentence for a 60-second live three-move demo. Plan three mandatory visual checkpoints during the block.

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Project clean versus noisy, then read the Do-this-today line and the colour boundary aloud with the class before practice.
- State aloud that only the clean path is required, and that the optional blocks can be left out if the class is moving on.
- Say "select the text first" to the room just before the first Bold click.
- After about four minutes, move slow typists to pasting the practice text printed on the step.
- Before the Portfolio Build, demonstrate the three-move quick order on an anonymised proposal sentence for 60 seconds.
- Run the three checkpoints (body font, heading, name-the-emphasis) and bank 03_proposal_draft with the verify checklist.
- Common issues is a one-minute point at the table, not a full teach.
- If the checkpoints overrun, the reflection can be brief, because checkpoint 3 already has the student naming the emphasis aloud.

WHAT TO WATCH FOR

- Applying formatting without selecting text.
- Over-formatting the entire document; keep one key emphasis on the real proposal.
- Taking practice colour onto 03_proposal_draft.
- Selecting hard-to-read fonts; guide towards standard 11-12 pt typefaces.
- Editing the wrong file or renaming the proposal.

DIFFERENTIATION

- Support: paste the practice text into 03_formatting_practice instead of typing it, and paired work on the comparison if needed.
- Extension: a second matching heading on 03_proposal_draft, still with one emphasised phrase only.