

Paragraph Formatting: Alignment, Spacing, Indentation

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.2

WHAT THIS LESSON DOES

This lesson covers paragraph formatting including alignment, spacing and indentation. Practice these on samples then add three formatted paragraphs to your proposal draft so readers can quickly understand your plan.

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 left, centre and right alignment for the right purpose, and recognise when justified text helps or hurts
- Set line spacing, paragraph spacing and indents
- Fix common paragraph formatting mistakes using worked examples
- Add three full paragraphs to the proposal and apply clean spacing and alignment

BEFORE THE BELL

- Print handouts of the key concepts table as default support (not optional only).
- Optional: pre-share a paste-ready sample block or starter section of 03_proposal_draft so formatting time is protected.
- Have a one-line project picker ready on the board for Independent Practice.
- Students need cloud access to their Project Portfolio and 03_proposal_draft. Word Online or Google Docs ready. Have the intro layout image ready to project.
- Print the key-concepts table as a default handout for the class. Project the short model and demo double-Enter vs Spacing After live.
- Students need Word Online or Google Docs and their Project Portfolio cloud folder. Optional: pre-share a paste block or starter section of 03_proposal_draft.
- No prep needed beyond projecting the table for the pit-stop.
- Be ready to unblock missing 03_proposal_draft files and weak project wording. Board prompt: one-line project picker plus the three stems. Plan a 2-minute talk-aloud and a 10-minute draft-first checkpoint.

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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

- Project the short model first; teach double-Enter versus Spacing After live rather than reading the full table.
- After the paragraph-spacing step in the guided task, freeze and show one correct Spacing After result on the projector so students can match it before indent.
- Circulate during the step-by-step task to assist with paragraph selection (students select by the Title/Date/Purpose/Plan/Outcome labels).
- Run Common Issues as a show-of-hands pit-stop before Independent Practice.
- Before Independent Practice, do a 2-minute talk-aloud turning one bullet into two sentences on the board.
- At about 10 minutes into Independent Practice, checkpoint: paragraphs drafted first, formatting pass second.
- Facilitate whole-class discussion in the reflection if time permits.
- Remind students the file is Student Task / KA evidence and must use real project content with the purpose/plan/outcome stems.

WHAT TO WATCH FOR

- Centring the entire document - click inside each paragraph and apply left alignment.
- Creating gaps by pressing Enter twice - use the paragraph spacing option instead.
- Confusing alignment buttons - demonstrate selection on the projector.
- Saving a second Untitled file - check the filename is 03_proposal_draft in 03_documents.

DIFFERENTIATION

- Support: Provide a checklist based on the common issues table.
- Support: Allow students to work in pairs for the initial task.
- Support: Offer the three stems and bullet prompts for writers stuck on wording.
- Support: Prioritise must-hit criteria (three real paragraphs, left body, no double-Enter) before should-hit polish.
- Extension: Challenge early finishers to try a first-line indent via paragraph options and compare it with left indent.