

Page Layout: Margins, Orientation, Headers and Footers

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.2

WHAT THIS LESSON DOES

In this lesson adjust page margins and choose orientation. Add a header with name, project and date. Include page numbers in the footer. Preview the document before printing or PDF export.

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

- Set page margins and choose portrait or landscape appropriately
- Insert headers, footers and page numbers in Word and Docs
- Preview how a document will look on paper or as a finished PDF
- Add name, project and date header plus page-number footer to the proposal

BEFORE THE BELL

- Prepare printed examples of documents with correct and incorrect page layouts for demonstration.
- Confirm every student can open 03_proposal_draft in Project Portfolio / 03_documents, or have a one-page class sample ready to save under that name.
- Pre-open Word Online and Google Docs on the projector; plan to model one path fully and point the other once.
- Students need cloud access to their existing 03_proposal_draft in Project Portfolio / 03_documents. Confirm Word Online or Google Docs is available. Pre-open both platform paths on the projector. Keep a short class sample proposal ready for anyone missing their file.
- Students need Word Online or Google Docs and their Project Portfolio cloud folder open at 03_documents. Pre-open both apps on the projector; model one path fully and point the other once.
- Students work in their existing 03_proposal_draft in Project Portfolio. Spot-check headers before dismissal so KA evidence is not left with the sample name.

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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

- Model the menu navigation on a shared screen before students attempt the steps; demo the sample header on the teacher machine first on one platform only.
- Lead a whole-class discussion when reviewing the key concepts table with the Aoife worked example on screen.
- Before Independent Practice timers start, read the three non-negotiables aloud: no Save As, full Aoife sample replace, title bar still 03_proposal_draft.
- Move around the room during independent practice to observe header and footer work.
- Before dismissal, spot-check that sample Aoife Byrne text is gone and the title bar still shows 03_proposal_draft.

WHAT TO WATCH FOR

- Placing the full project title in the header using large text. Solution: Use only name, project label and date.
- Header text showing on the first page only. Solution: Check that the Different first page setting is turned off.
- Page numbers failing to appear. Solution: Verify the cursor is in the footer, then insert page numbers (Insert or Header & Footer tools) and refresh the preview.
- Leaving the sample header on the portfolio file. Solution: Require own name, project and date before students leave.

DIFFERENTIATION

- Support: Offer additional guidance on locating menu options for students needing extra help.
- Extension: Invite early finishers to test different margin settings and note the effects.
- Support: Allow paired work during practice to discuss choices together.