

LESSON 4

Creating a Document from a Template

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U1.2

Outcome M1.U1.1

WHAT THIS LESSON DOES

You will open a chosen template without overwriting it, replace placeholder text with details from your Something Real project, and save the new document as sm1_doc1_from_template.docx in the correct folder in your Project Portfolio.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.2	Create and edit basic word processing documents.
M1.U1.1	Demonstrate proficiency in creating and managing a filing framework (opening, saving, folders within folders, etc.).

WHAT STUDENTS SHOULD BE ABLE TO DO

- Start a new document from a chosen template without overwriting the template
- Modify template content while preserving layout structure
- Save a project-relevant first document as sm1_doc1_from_template.docx in the correct Specialism folder

BEFORE THE BELL

- Confirm that every student has the Project_Portfolio / 09_specialism / sm1 / folder with the working folders from earlier filing work
- Pre-check template gallery access on school Microsoft and Google accounts
- Plan the teacher-only Heading styles alternate if the gallery is disabled
- Have a three-option board list ready (CV / flyer / minutes) and one non-CV gallery card to flash before Independent Practice
- Check cloud logins work. Pre-check that the Word for the web and Google Docs template galleries are available on the school accounts. Have one CV template and one flyer template ready to demo. Confirm sm1/03_finished folders exist. Put a three-option board list ready: CV / flyer / minutes.
- No prep needed beyond the demo template already open for the next step. Have Sam's three header lines ready on the board in large writing.
- Projector on. Sample CV template open in Word for the web and Google Docs template gallery. Students need Project_Portfolio path ready. Confirm gallery access; prepare Title / Heading 1 alternate only if gallery is blocked. Know the onedrive.com Move rescue if Save as is flaky.
- No prep needed beyond knowing whether the school gallery is available.
- Be ready to approve template choices quickly. Have two backup ideas for students stuck on project fit (CV vs simple flyer). Watch for Sam practice files wrongly renamed to the KA filename. Have one non-CV gallery thumbnail ready to flash.

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Run the 60-second folder and project-name checklist before the warm-up
- Model the workflow on the classroom screen for five minutes using the main software in the room; read the first three student steps aloud
- Keep Sam O'Brien as sm1_practice_sam_cv only; bank sm1_doc1_from_template.docx from Independent Practice
- Before IP, say one fit sentence and flash a non-CV template; read out the header map from the step notes
- Circulate to verify correct folder location and KA filename before checking content quality
- Refer to the full fixes in the Common issues step notes when students raise their hands
- Use reflection minute one as a silent portfolio open for the KA file
- Spot-check five random portfolios for the correct filename and folder before dismissal

WHAT TO WATCH FOR

- Overwriting the original template: always work in a new document created from the gallery
- Using the practice filename as the Key Assignment file: rename Sam to sm1_practice_sam_cv and keep sm1_doc1_from_template.docx for the real project
- Saving in the wrong folder: direct students to Project_Portfolio/09_specialism/sm1/03_finished
- Google Docs students downloading as Word too early: leave the working file as a Doc in 03_finished
- Altering the template design: edit only the placeholder text and leave styles unchanged
- Defaulting to a CV when the project is enterprise or community: steer to flyer, minutes, or report

DIFFERENTIATION

- Support: guide students individually through folder navigation if they struggle with file paths; trim guided edits to name line if needed
- Extension: encourage early finishers to update one additional body section with project content
- Support: use the Common issues fixes to resolve problems like finding the template gallery quickly