

LESSON 5

Save and export: .docx, .pdf, and .rtf

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U1.1

Outcome M2.U3.3

WHAT THIS LESSON DOES

Learn to select the correct file format for sharing your documents. Export your project work to docx, pdf and rtf formats, with odt as an optional stretch. Then verify that each file opens properly in a different application to ensure compatibility for professional use.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.1	Demonstrate proficiency in creating and managing a filing framework (opening, saving, folders within folders, etc.).
M2.U3.3	Evaluate the advantages and disadvantages of different digital formats for different purposes.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Choose appropriate file formats for working, finished, and fallback use
- Convert a document between .docx, .pdf, and .rtf
- Verify each export opens correctly in a second application

BEFORE THE BELL

- Door-task: as students sit, they open Project_Portfolio/09_specialism/sm1/03_finished and thumbs-up when sm1_doc1_from_template.docx is visible (lesson 4 saved it there). Anyone whose folder is empty makes a short new document from a template in 03_finished and names it sm1_doc1_from_template.docx. Everything for today stays in 03_finished: the document, its three copies and the checklist.
- Decide the single room RTF route if Word Online omits RTF (whole-class numbered Google Docs path, or a desktop Word station) and be ready to demonstrate it once on the board.
- Students build sm1_format_skills_checklist themselves in 03_finished (a five-column table, headers in the top row), so there is nothing to put in their folders.
- Choose the room default checklist recipient (Work Experience supervisor recommended).
- Door-task ready: students open sm1/03_finished and thumbs-up on sm1_doc1_from_template.docx before the welcome slide. Have one sample file ready to demonstrate export menus. Decide the room RTF route before class (whole-class Google Docs download path, or a desktop Word station) if Word Online omits RTF.
- No prep needed beyond projecting the three-line guide as a cheat-sheet during the export block.
- Students need cloud access to Project_Portfolio/09_specialism/sm1/03_finished and sm1_doc1_from_template. Have the other suite's tab of the step-by-step ready to show instead of a second demo. Confirm whether Word Online shows RTF and pick the single room fallback (Google Docs numbered path or desktop Word). Project the numbered Docs RTF strip when Word Online lacks RTF.
- Students need at least their PDF in 03_finished; full triad preferred. Decide the room default recipient (Work Experience supervisor recommended). Optional: printed header-only checklist for support groups.

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Demonstrate one suite live on the board and show the other suite's tab in the step-by-step, so the class watches only one set of clicks instead of two full demonstrations.
- In the export block, the PDF and its open check come first for everyone, the portable .docx second, and the RTF last by the one route you chose for the room. After the PDF, stop the class and call "03_finished on screen, show me the PDF."
- If the clock hits about 15 minutes and students are still on PDF, drop the neighbour checks and finish the RTF together from the board, and leave .odt for the early finishers in the summary.
- Before independent practice, name the default recipient and think one sample checklist row aloud, then let students fill their own.
- Two exits: the full version is all three files plus three checklist rows; students who run out of time bank the PDF and its checklist row today and write the RTF row in the first five minutes of the next lesson.

WHAT TO WATCH FOR

- Saving exports to Downloads instead of 03_finished; use the PDF check partway through the block and a portfolio-folder reset if needed.
- Attempting to convert by renaming the file extension; explain that proper export is required.
- Treating a plain-looking RTF as failure; normalise dropped logos and tables.
- Leaving portable .docx under browser names (Copy of...); insist on renaming to sm1_doc1_from_template.docx.

DIFFERENTIATION

- Support: the five-column checklist ready in the folder saves setup time; pairs are allowed on the checklist, and a printed header sheet helps if needed.
- Extension: .odt export plus a file-size comparison on the checklist, offered in the summary.
- Support: the shorter exit means students who are behind still bank PDF evidence this class.