

Character and Word Formatting: Best Practice Rules

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U1.3

WHAT THIS LESSON DOES

A document can look unprofessional with poor formatting. This lesson shows how to use two fonts maximum, readable body sizes of 10 to 12 points, and purposeful emphasis on your project document to make it ready for real readers.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.3	Apply different formats to documents to enhance them before printing, and show best practice in choosing the appropriate formatting options.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Apply the two-fonts-maximum rule and readable body sizes (10-12 pt)
- Use bold, italic, underline, and colour with purpose rather than noise
- Apply a clear sans-serif heading and serif body pairing (Arial + Georgia, or the class fallback)

BEFORE THE BELL

- Write the class pairing on the board: Headings = Arial 16 bold · Body = Georgia 11 · Bold/italic sparingly · no underline in body · colour off.
- Confirm students can reach Project_Portfolio/09_specialism/sm1 and still have sm1_doc1_from_template.docx. Any student whose file is missing or almost empty types the starter Work Experience paragraph printed in the Independent practice task on their own screen, so there is no class starter file to place.
- Prefill a half-built sample for the under-2-minute step-by-step demo, and have a deliberately messy sample template ready for the multi-section demo before Independent practice.
- Prepare two short versions of the same vocational paragraph (clean vs overloaded) for the classroom screen. Confirm students can reach Project_Portfolio/09_specialism/sm1 and still have sm1_doc1_from_template.docx from the template lesson (or a class starter file ready).
- Write the class pairing on the board before students arrive. Confirm Arial and Georgia are available in the classroom word processors.
- Students need Word Online or Google Docs and access to Project_Portfolio/09_specialism/sm1/. Have the sample paragraph ready to display or dictate. Prefill a half-built sample for the under-2-minute demo.
- No extra prep. Be ready to name a fallback font pair if school machines strip Georgia.
- Confirm each student still has sm1_doc1_from_template.docx, or place a class starter file in the shared sm1 folder. Be ready to demo a 2-3 minute multi-section strip-and-rebuild on screen before release.

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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 clean sample on screen while stating the rules aloud during the Step-by-step task; start from the half-built sample so the demo stays short.
- Before releasing Independent practice, demo one multi-section strip-and-rebuild on the messy sample.
- Use whole-class discussion for the reflection questions at the end.
- Collect suite-safe names: sm1_doc1_from_template_v2 in Word or Docs form; export .docx only if your submission route requires it.
- Emphasise application to real vocational documents such as reports and CVs.
- Students without 01_drafts work loose in sm1, that is fine.

WHAT TO WATCH FOR

- Changing font for single words only; tell students to select the full paragraph before applying.
- Unable to locate the required fonts; display Arial and Times New Roman as the fallback pair.
- Overusing bold or colour; remind students to apply emphasis only where it carries meaning.
- Overwriting the original template instead of making a v2 copy.

DIFFERENTIATION

- Support: display the fallback font pair and the apply checklist on the board during practice.
- Support: point absentees and students with an empty template to the Path B starter paragraph on their screen; one heading plus one body paragraph is enough.
- Extension: challenge students to apply the rules to an additional document such as a CV.
- Support: pair students who finish early with those still working so they can talk a neighbour through the font menu.