

LESSON 9

Using Styles Consistently Across a Document

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U1.3

WHAT THIS LESSON DOES

In this lesson you will learn to change heading styles so your document looks consistent throughout. Update styles once and see the changes apply everywhere, then check for inconsistencies and apply the same look on your project document.

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

- Update Heading styles from a formatted sample so the document has a clear visual identity
- Verify a global style update and fix fake headings that use direct formatting only
- Keep body text readable on Normal after heading changes, and apply consistent Heading 1 and Heading 2 on a project document

BEFORE THE BELL

- Nothing to share: every student makes sm1_styles_sample from the practice text printed on the step-by-step task. Make your own copy the same way for the demo: Heading 1 on What it is, Who it is for and Timeline; Heading 2 on Startup costs and Running costs; Costs and pricing left on Normal and made bold and 16 pt by hand as the planted fake. Leave the real headings on default blue for a clear live before and after.
- Say aloud that anyone without a styled project file works on the sample for the whole lesson and still saves a named v5 file.
- Have a pair list ready on the board, including a plan for an odd number, before the guided task.
- Make your own demo copy of sm1_styles_sample from the practice text on the step-by-step task (H1: What it is, Who it is for, Timeline; H2: Startup costs, Running costs; planted fake, bold Normal: Costs and pricing). Nothing to share: students make their own. Confirm Word Online or Google Docs access and Project_Portfolio/09_specialism/sm1 for Independent Practice.
- Two screenshots or your live sample file showing default Heading 1 versus a modified project-branded Heading 1 on the same multi-section document.
- Your own copy of sm1_styles_sample, made from the practice text on this step, for the demo (planted fake: Costs and pricing); pair list pre-written on the board (including odd-number plan); students signed into Word Online or Google Docs with access to Project_Portfolio / 09_specialism / sm1 for later IP.
- No extra prep beyond your own sample file with its planted fake heading. Desk-card print optional.
- Confirm each student has either a real project document or their own sm1_styles_sample in sm1. Verify every machine ends with a named v5 file before exit.
- No written reflection sheet required for this lesson.

Using Styles Consistently Across a Document

HOW THE LESSON RUNS

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

TEACHING MOVES

- Demonstrate update-to-match on the classroom screen before students start, mirroring the written steps exactly. Aim to start independent practice by about minute 30.
- Name the planted fake, Costs and pricing, so weaker students know what "did not change" looks like.
- Keep Modify Style and Google default styles as stretch only, offered beside the student.
- The independent practice card includes a short Heading 2 how-to; demonstrate Heading 2 for a small group if several students stall.
- Circulate during independent practice to assist students still using direct formatting.
- The common issues table on that step works well as circulation support; project it once after guided practice and leave it available on screen while students work.
- Exit check: every student has sm1_doc1_from_template_v5 or sm1_styles_practice_v5 in sm1 before leaving. Do not set the portfolio save as homework, because devices and apps differ at home and the evidence file often never arrives.
- If time runs short, drop the extension or the reflection rather than the v5 save.

WHAT TO WATCH FOR

- Students update a style but headings remain unchanged because direct formatting was used; the fix is to re-apply the style.
- Body text shifts after a bad update; use Undo, then re-apply Normal, and caution students not to redesign Normal casually.
- Right-click fails on Chromebook trackpads; teach the two-finger tap, touch-and-hold, or the style-chip arrow and Styles pane.

DIFFERENTIATION

- Support: pair students for the spot-check, allow a sample-only evidence file for today, and stay with Heading 1 plus one fake heading if that is enough.
- Extension: an optional one-sentence audience note at the end of the v5 document; spacing or Modify Style only if you are beside the student and the dialog is available.
- Support: provide a printed step list for students who need extra guidance.