

LESSON 10

Unit 1 Recap and Document Formatting Workshop

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U1.3

Outcome M1.U1.1

WHAT THIS LESSON DOES

Audit your Unit 1 portfolio documents for filing, templates, formats and styles. Note one problem for class troubleshooting. Create a reflection on your formatting habits and practice goals for your project portfolio.

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.
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

- Demonstrate Unit 1 outcomes on filing, templates, save formats, and styles
- Troubleshoot a personal Unit 1 problem with class support
- Reflect on three confident formatting habits and one area for more practice

BEFORE THE BELL

- Prepare a strong sample sm1 folder structure on screen.
- Be ready to create the five sub-folders once on the board machine for zero-state students. They make their own blank sm1_doc1_from_template.docx with New, so there is nothing to share.
- Have one unfinished student-style document ready for warm-up and fallback demos.
- Have one strong sample sm1 folder structure and one unfinished student-style document ready on the classroom screen. Be ready to spot-check missing Unit 1 files in the first 2 minutes.
- Project the key-concepts table; no extra handout required unless you prefer paper copies for weaker readers.
- Students need cloud login and Project_Portfolio/09_specialism/sm1. Be ready to demo the five sub-folders once for true zero-state students, who make their own blank sm1_doc1_from_template.docx with New.
- Board or screen ready for up to 3 clinic problems. Common issues table is the live fix sheet for this beat.
- Students stay in sm1/01_drafts. Confirm filename sm1_unit1_reflection on both platforms.
- Be ready to verify each student has a named sm1_unit1_reflection file in the correct sm1 location before the end of the block.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
8 min	activity	Step-by-step task: Unit 1 audit
5 min	content	Troubleshooting clinic
7 min	activity	Step-by-step task: Reflection skeleton
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Protect sm1_unit1_reflection as the single non-negotiable output; full document repair is optional extra evidence during Independent Practice only.
- Clinic script: max 3 board problems, one fix each; model one reflection sentence in the last 20 seconds.
- Project Concept + Example columns only; say the "why" aloud for two rows max, then go to audit.
- Keep the final discussion to two volunteers, 30 seconds each, then run the dismissal file check.
- Early-finisher handover note stays in teacher notes, do not compete with the dismissal check on the student summary.

WHAT TO WATCH FOR

- Students cannot locate documents, guide them to search in Project_Portfolio and sort by date, or use the blank-file fallback.
- Reflections are too general, point them at the on-card sentence starters, the Work Experience supervisor fallback, and their real project filename.
- Incorrect folder structure, note students missing sub-folders for follow-up next lesson.
- Clinic sentence left inside the project file, redirect to scrap paper or a notes app.

DIFFERENTIATION

- Support: Sentence starters are already in the skeleton and Independent Practice card.
- Support: Allow paired work during the audit phase for collaborative problem-solving; true zero-state students make their own blank file with New, as the fallback step shows.
- Extension (early finishers only): Move finished reflection to 03_finished, export PDF to 04_evidence, or write the handover note.