

Columns and Newspaper Layout

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U3.3

WHAT THIS LESSON DOES

Discover how columns can improve the look of newsletters and other documents. Choose between single, two or three columns depending on your purpose, then create your own one-page project newsletter with a full-width heading and two-column body.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U3.3	Evaluate the layout features of a text for the intended audience.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Choose single-, two-, or three-column layout for purpose
- Insert column breaks and build a newsletter-style page
- Create a one-page project newsletter with two-column body and full-width heading

BEFORE THE BELL

- Prepare printed samples of single-column and multi-column documents for visual comparison during the introduction
- Write two fallback project titles on the board (for example Work Experience placement update, school club training notice)
- Have paste-ready Coastal Crafts body text ready to project (mandatory paste, not optional)
- State the room rule: desktop Word preferred for Microsoft users; Chromebook/browser-only Microsoft either use Google Docs or finish with balanced columns
- Optional: pre-create empty sm1_columns_practice and sm1_doc2_newsletter_v1 stubs in 09_specialism/sm1 for weaker students
- Have one single-column sample and one two-column newsletter sample ready to project. Confirm students can open Project_Portfolio/09_specialism/sm1 in OneDrive or Google Drive. Write the default folder path and two fallback project titles on the board.
- No prep needed beyond the sample documents from the introduction.
- Students need Word Online (and desktop Word only if available) or Google Docs and access to Project_Portfolio/09_specialism/sm1. State the room rule: desktop Word preferred for Microsoft; Chromebook/browser-only Microsoft either use Docs or finish with balanced columns. Project the Columns menu for both suites if possible. Paste-ready body text on the board or shared screen. Optional: pre-create empty practice stubs for weaker students.
- Confirm each student has a workable Something Real (or fallback) topic before they start typing. Board model of three mini-headings from one live project title is required before files open. Be ready for a 10-minute content checkpoint and single-column bank-with-note fallback.
- No prep needed beyond planning the exit folder walk.

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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 applying columns on the classroom screen before students start; lead Microsoft with the browser-complete path, desktop Word as upgrade
- Board model of three mini-headings from one live Something Real title is non-negotiable before Independent Practice files open
- Mid-IP checkpoint at about 10 minutes: heading + three short sections before columns polish
- Circulate to check students are working on their own Something Real projects
- Bank sm1_doc2_newsletter_v1 as SM1 portfolio evidence today; accept content-complete single-column with a fix-next-lesson note rather than losing the file
- Project the exit checklist and do a rapid folder walk before logout; do not dismiss until each location is seen or initialled

WHAT TO WATCH FOR

- Heading gets included in columns: body only (Word) or continuous section break under subtitle (Docs)
- Text does not split at desired point: insert a column break after the relevant section, or balance by editing length in browser Word
- Browser-only Word cannot insert column break: balanced columns still count as practice done
- Wrong folder or Untitled file: enforce 09_specialism/sm1 and sm1_doc2_newsletter_v1

DIFFERENTIATION

- Support: paste-ready body for practice; three-section frame and mini-heading example on the IP card; fallback project topics; optional pre-created file stubs
- Extension: horizontal line under subtitle, fourth section, or second column break to balance heights (only after layout is saved)
- Support: pair students who need help with peers who have completed the practice layout