

## Unit 2 Recap and Multi-format Document Workshop

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U2.1

Outcome M1.U2.3

Outcome M1.U3.2

### WHAT THIS LESSON DOES

Review your portfolio documents by auditing them against Unit 2 skills in columns, sections, review, and proofing. Fully tighten one priority file, run a shorter pass on the other, then identify the skill that improved your work most.

### CURRICULUM OUTCOMES

| Outcome        | What the specification asks for                                                                                                           |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>M1.U2.1</b> | Apply a variety of formatting options such as paragraphing, alignment and orientation to a document.                                      |
| <b>M1.U2.3</b> | Proof and edit a document in preparation for printing.                                                                                    |
| <b>M1.U3.2</b> | Demonstrate an ability to utilise features such as footer, headers, section breaks, page breaks, pagination and linked table of contents. |

### WHAT STUDENTS SHOULD BE ABLE TO DO

- Demonstrate Unit 2 outcomes across columns, sections, review, and proofing
- Fully tighten one priority portfolio document and run a shorter consistency-and-proofing pass on the other
- Identify which Unit 2 skill most improved the portfolio documents

### BEFORE THE BELL

- Prepare a clipboard or tablet with the Unit 2 outcomes checklist for circulation
- Optional: print simplified six-check Pass/Fix slips for mixed-ability support (six checks also appear on the student page)
- Confirm sample audit table is ready to project
- Practise the 60-second Word Online demo: section break before wide object, landscape, section break after, portrait restore
- Confirm students can open Project\_Portfolio; have a sample Unit 2 audit checklist ready on the classroom screen
- Project the sample audit table; optional printed six-check checklist for mixed-ability support
- Students need word processor access and both Unit 2 portfolio documents where available; project the six-check list; 60-second orientation demo ready before students start
- Be ready to demo section-based orientation (break before and after) on Word Online and the Docs wide-table workaround, plus Accept/Reject on both apps
- Unit 2 outcome checklist for circulating checks; 10-minute reflection-file checkpoint and triage line; support students missing a document
- No prep needed; have fallback one-sentence share-back ready
- Roster tick list for sm1\_unit2\_reflection existence only; deeper spot-checks next lesson

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### HOW THE LESSON RUNS

|               |              |                      |
|---------------|--------------|----------------------|
| <b>6 min</b>  | introduction | Introduction         |
| <b>5 min</b>  | content      | Key concepts         |
| <b>16 min</b> | activity     | Step-by-step task    |
| <b>2 min</b>  | content      | Common issues        |
| <b>20 min</b> | activity     | Independent practice |
| <b>5 min</b>  | content      | Reflection           |
| <b>6 min</b>  | summary      | Lesson summary       |

### TEACHING MOVES

- Lead with warm-up and folder locate, not a long LO wall
- Model two audit rows on screen, then let students drive
- Demo Word section orientation (break before and after) and the Docs wide-table workaround before students start the guided steps
- Point at Common issues as a help sheet; do not walk every row
- Circulate during independent practice; force the 10-minute reflection-file checkpoint and triage line
- Keep the class discussion as a short share-back; use the one-sentence fallback if files are unfinished
- Exit ticket: roster tick of sm1\_unit2\_reflection only; debris and second-file checks next lesson

### WHAT TO WATCH FOR

- Students cannot find their documents: guide search in Project\_Portfolio/09\_specialism/sm1/
- Leaving checklist debris in portfolio files: hard no; notes belong in sm1\_unit2\_reflection only
- One section break only in Word: rest of file stays landscape; insist on break after and Portrait restore
- Assuming Docs supports per-section landscape: correct gently and use resize or split
- Mac students hitting Cmd+H in Word Online: redirect to Ctrl+H or the ribbon

### DIFFERENTIATION

- Support: paired work on the step-by-step task; printed six-check slip; teacher-supported orientation fix
- Core: one full tighten + shorter second pass + reflection frame
- Extension (homework): PDF print-candidate check; deepen the second file; second full tighten as catch-up