

Inserting and Formatting Images, Graphics, Drawn Objects

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U3.1

WHAT THIS LESSON DOES

Insert images and set wrapping so text flows around them neatly. Crop pictures in-document (rotate only if needed). Draw shapes or arrows and group objects to direct attention. Update your table document with one image and one drawn element.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U3.1	Insert and format tables, images and objects.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Set image wrapping so text and tables stay readable beside a picture
- Crop an image in-document (rotate only if the subject is crooked)
- Draw one shape or arrow and group objects when two shapes are used
- Add at least one image and one drawn object to the table document

BEFORE THE BELL

- Confirm sm1_doc3_table_document.docx is available in each student's Project_Portfolio/09_specialism/sm1 folder
- Prepare one royalty-free demo image and a small bank of safe sample images
- Confirm students can open sm1_doc3_table_document.docx in Project_Portfolio/09_specialism/sm1/. Keep a class template copy of that file ready for absentees or broken paths. Prepare one royalty-free sample image for the class demo (phone, tool kit, club crest, or product photo). Check Word Online and Google Docs both load on the demo machine. Have the layout concept image ready on the board.
- No extra prep beyond the demo image already loaded for the introduction. Keep the layout concept image available on screen.
- Students need word-processor access (Word Online or Google Docs), cloud access to Project_Portfolio, and one image each (phone camera photo, free stock image, or teacher-supplied sample). Demo machine ready with both suites if the class is mixed. Keep a sample table page ready for the non-optional table-side re-demo before independent practice (not during this drill).
- Sample table page ready on the demo machine for the non-optional 60-second table-side re-demo before IP.
- Students need sm1_doc3_table_document.docx plus one usable image each. Have a small bank of teacher-safe sample images ready for anyone without a phone photo. Keep the class template copy ready for anyone still missing the table file. Table-side re-demo already run before release.
- Quick visual check of open student screens or file timestamps in the sm1 folder for sm1_doc3_table_document.

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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

- NEW 15 Sep: picture border and matching an image's width are now included, about 5 minutes. The border is a named style in the format pane, not a shape drawn round the image. For width, read the table's width and type the number in rather than dragging a corner.
- Model the blank-page wrap and arrow during the step-by-step demonstration, and leave the version on a real table page until Common issues, so students meet it just before they open their own document
- Hold the class until that 60-second table-side demonstration has been on the board, then release them to independent practice
- Checkpoint: every student has image + Square/Wrap before starting shapes
- Treat crop as if-needed; callout + group as stretch after one arrow
- Circulate for wrap failures, images dropped inside cells, and wrong filenames first
- Re-demonstrate wrapping if several students need support
- Focus discussion on using relevant images for the project

WHAT TO WATCH FOR

- Image stays In line creating empty space: change to Square or Wrap text and reposition
- Image dropped inside a table cell: drag to the margin beside the table
- Text or cells hide under the image: reset wrap and drag beside the table, not Behind text
- Students Save As a v2 or Untitled file: redirect to edit sm1_doc3_table_document.docx in place
- Drawn objects not grouped when two shapes are used: multi-select and Group after setting shape wrap
- Word Online callout will not take text: empty shape + normal text label, or desktop Word

DIFFERENTIATION

- Support: pair students for the step-by-step task; accept image-only minimum exit if time is short
- Extension: second purposeful shape only if a partner still reads the data first
- Support: provide a quick recap of basic insert functions if needed