Weekly planner

Week-4

Name of the faculty: Chumki Sinha

Subject: Computer Science

Day: Monday and Wednesday Date: 04/02/2024- 08/02/2024	**Learning objective & outcome: By the end of the lesson the students will be able to-** ● **day 1 [create and edit tables.** ● **insert and delete rows and columns in a table.** ● **enter data** ● **change row height and column width]** ● **day-2 [split and merge cells** ● **apply border and shading** ● **resize tables** ● **align text]**	
Chapter & topic/concept	**Learning engagements:**	**Tools & Resources**
Chapter 3. Word Processor and Tabular Presentation	**Day 1:** **Ice breaking (5 minutes):** **Greetings** and a short recap on the row and column.. **Development Activities: (30 minutes):** **Lab class will be taken** Teacher will state the definition of the word processor 1. **create and edit tables.**	Text Book, Marker, Board, Image, Chart paper,

	2. **insert and delete rows and columns in a table.** 3. **enter data** 4. **change row height and column width.** **Closing activities (5 minutes):** Students will share if they have any query.	
Topic: Algorithm and flowchart Chapter: 6	**Day 2:** **Ice breaking (5 minutes):** **Greetings** and a short recap on the split and merge cells. **Development Activities: (30 minutes):** Teacher will describe it with an example. 1. **change row height and column width** 1. **split and merge cells** 2. **apply border and shading** **Group Work:** **Q1 & 2 from book** Some questions will be made by students. **Closing activities (5 minutes):** Feedback session and diary writing	Text Book, Marker, Board, Image, chart paper **Assessment tools & strategies:** Formative **Reflection (if any):**
Differentiation: By content/ process/ product/environment	**Home work:** Q1-2 from pg: 58	**Assessment tools & strategies:** Formative Assessment **Reflection (if any):**