



Republic of the Philippines
Region V (Bicol)
DEPARTMENT OF EDUCATION
Division of Legazpi City
BANQUEROHAN NATIONAL HIGH SCHOOL
Banquerohan, Legazpi City



A Lesson Plan in TLE (ICT)
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June 05, 2013

I. OBJECTIVES:

At the end of the lesson the students must be able to:

1. Identify the parts of MS Word
2. Familiarize with the MS Word processing program and all its features
3. Learn the command involved in MS Word

II. SUBJECT MATTER:

- A. Topic: Getting Ready with Microsoft Office Word
- B. Reference: Information and Computer Technology
By: Dennis Israel Nantes, Jade Cuarto, Mantuano Jr.
Marina de Torres
pp. 96 – 101
- C. Materials: Computer, LCD Projector, PowerPoint Presentation, Worksheets
- D. Skills: Knowing the basics of MS Word will help the students in many ways
- E. Values: cooperation, sense of responsibility

III. PROCEDURE:

- A. Daily Routine: Prayer, Checking of Attendance, Energizer
- B. Review of Past Lesson.
- C. Motivation.

TEXT TWIST. Arrange the following letters to form the correct words.

1. O D U M C N T E S - Documents
2. R O C E P S I N G S - Processing
3. O R C E S S O R P - Processor

D. LESSON PROPER:

1. Teacher will divide the class into 4 groups and distribute Worksheet 1 to the students for the preliminary activity.
2. Introduction about the lesson using the worksheet 1.
3. Discussion.
 - a. Features of MS word
 - b. Parts of MS word
 - c. Commands involved in the MS Word

IV. EVALUATION.

Performance Rubrics using EMOTICONS. Teacher will distribute Worksheet 2 .

V. ASSIGNMENT:

1. Explain the necessity of knowing the parts of MS Word windows and their uses.

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Noted by:

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