

Writing a Lesson Plan for Teachers

Depending on the amount of material you want to use, and on the number of available tuition hours, you can decide to write a lesson plan for the students. This will provide both the students and yourself, as a teacher, with a better insight into the course material. You can adapt the lesson plan to your own situation, depending on the number of available hours. For example, you can do this by including or excluding various components from the *Textbook MOS Word 2016 and 2013 + Extra Exercises* into or from the course material, or by giving them as homework.

In the accompanying *Excel* document, all the components are listed per chapter, stating the average duration of the lesson for each component. This is how the chapters are arranged, in the textbook as well as in the workbook:

Chapter 1 Creating and Editing Text

Chapter 2 Creating Lists and Tables

Chapter 3 Pictures

Chapter 4 WordArt, SmartArt and More

Chapter 5 Formatting Paragraphs and Headings

Chapter 6 Formatting Documents

Chapter 7 Adding References

Chapter 8 Document and Print Views

Chapter 9 Text Editing Made Easy

1.1 Writing a Lesson Plan

On the first tab of the accompanying *Excel* document you will find all the components that are part of the course material of *MOS Word 2016 and 2013*, with the estimated amount of time for each component. The amount of time needed, may depend on the competence level of your students. You can adapt this duration to your own situation. In the *Excel* document, the components have been arranged per chapter.

The components are:

- Course material from the textbook
- Exercises from the workbook

On the second tab of the *Excel* document you will find an example of a lesson plan, in which lessons 1, 2, and 3 have already been filled in. You can use this sheet as a basis for your lesson plan. Various components in the *Excel* document contain comments that provide you

with additional explanations. To view these comments, just hover the pointer over the red triangles within the cells.

1.2 Arranging the course materials

In the first column, you choose whether you want to include or exclude a component in the lesson plan, for instance, the component that goes with Chapter 1. Just type a Y or an N in the first column, in front of the component. In the second column, you choose the lesson in which you want to discuss the course material. Here, you type Lesson 1, Lesson 2, etc. Next, you use the third column to indicate whether you want to discuss the component during the lesson, or give it as homework. Select Lesson or Homework from the drop-down menu.

	A	B	C	D	E
1			Lesson plan MOS Word 2016 and 2013		
2					
3	Y/N	Lesson	Lesson/Homework	Subject	Time
4	Y	lesson 1	Lesson	Textbook Ch1 section 1.1 to 1.24	30
5	Y	lesson 1	Lesson	Textbook Ch1 section 1.25 Exercise in textbook	10
6	Y	lesson 1	Lesson	Textbook Ch1 section 1.26 Tips	5
7	N	lesson 1	Lesson	Workbook Ch1 Footsteps exercise 1	15
8	Y	lesson 1	Lesson	Workbook Ch1 Do-It-Yourself exercise 1	10
9			Total Lesson		70

In column E you can find the estimated duration for each component, in minutes. The duration of each of the selected components is added up and can be viewed by **Total Lesson** or **Total Homework**.

C	D	E
Lesson plan MOS Word 2016 and 2013		
Lesson/Homework	Subject	Time
Lesson	Textbook Ch1 section 1.1 to 1.24	30
Lesson	Textbook Ch1 section 1.25 Exercise in textbook	10
Lesson	Textbook Ch1 section 1.26 Tips	5
Lesson	Workbook Ch1 Footsteps exercise 1	15
Lesson	Workbook Ch1 Do-It-Yourself exercise 1	10
Total Lesson		70
Homework	Workbook Ch1 Do-It-Yourself exercise 2	10
Homework	Workbook Ch1 MOS exam exercise 1	10
Homework	Workbook Ch1 MOS exam exercise 2	10
Total Homework		30

Do you want to discuss multiple chapters or components in a different lesson? Then you can cut the line you want to move, by right-clicking just to the left of the line. Next, you right-click the line in which you want to insert the line you have cut, and then you click *insert cut cells*.

	1	Homework	Workbook Ch1 Do-It-Yourself exercise 2	10
	1	Homework	Workbook Ch1 MOS exam exercise 1	10
	1	Homework	Workbook Ch1 MOS exam exercise 2	10
		Total Homework		30
	2	Lesson	Textbook Ch2 section 2.1 to 2.20	35
	2	Lesson	Textbook Ch2 section 2.21 Exercise in textbook	10
	2	Lesson	Textbook Ch2 section 2.22 Tips	5
	2	Lesson	Workbook Ch2 Footsteps exercise 2	20
	2	Lesson	Workbook Ch2 Do-It-Yourself exercise 3	15
		Total Lesson		70


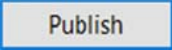
	1	2	3	4	5
				Total Lesson	70
1				Homework	Workbook Ch1 Do-It-Yourself exercise 2
1				Homework	Workbook Ch1 MOS exam exercise 1
1				Homework	Workbook Ch1 MOS exam exercise 2
1				Total Homework	30
1				Lesson	Textbook Ch2 section 2.1 to 2.20
1				Lesson	Textbook Ch2 section 2.21 Exercise in textbook
1				Lesson	Textbook Ch2 section 2.22 Tips
1				Lesson	Workbook Ch2 Footsteps exercise 2
1				Lesson	Workbook Ch2 Do-It-Yourself exercise 3

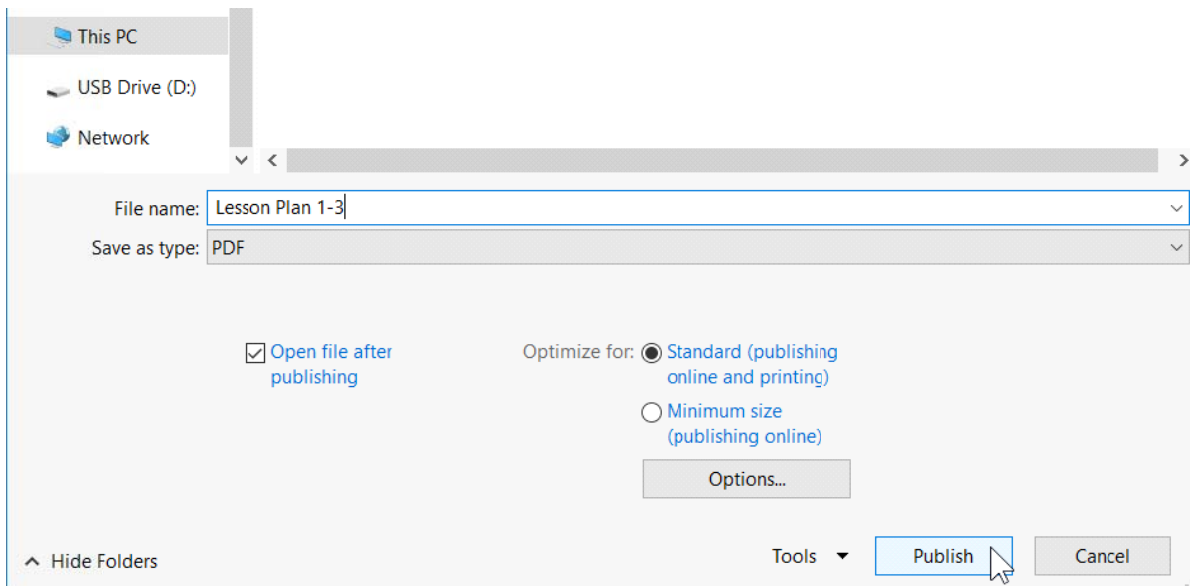
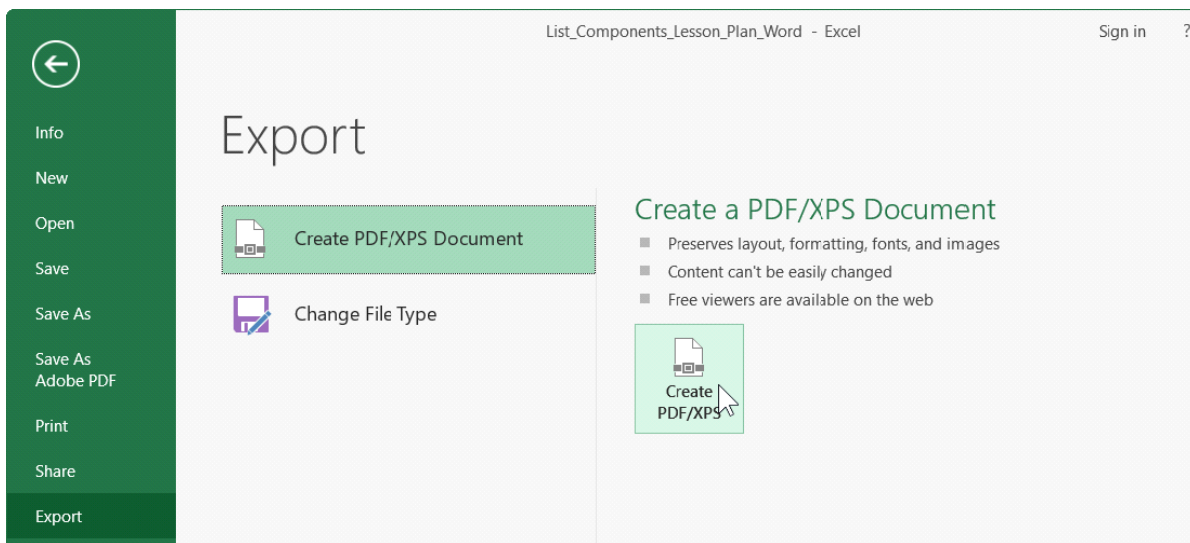
If you have decided not to discuss a certain component, you click the filter button Y/N at the top of the first column, and then uncheck the box by N. Now the component will no longer be displayed and the duration of the lesson will automatically be recalculated.

1	2	3	A	B	C	D	E
	1				Lesson plan MOS Word 2016 and 2013		
	2						
	3		Y/N	Lesson	Lesson/Homework	Subject	Time
						Textbook Ch1 section 1.1 to 1.24	
						Textbook Ch1 section 1.25 Exercise in textbook	
						Textbook Ch1 section 1.26 Tips	
						Workbook Ch1 Footsteps exercise 1	
						Workbook Ch1 Do-It-Yourself exercise 1	
						Lesson	
						work	
						Workbook Ch1 Do-It-Yourself exercise 2	
						work	
						Workbook Ch1 MOS exam exercise 1	
						work	
						Workbook Ch1 MOS exam exercise 2	
						Homework	
						Textbook Ch2 section 2.1 to 2.20	
						Textbook Ch2 section 2.21 Exercise in textbook	
						Textbook Ch2 section 2.22 Tips	
						Workbook Ch2 Footsteps exercise 2	

2. Exporting the course material

After you have arranged the course materials per lesson, you can quickly and easily export the document to a PDF file. This way, the information is well-organized for the students, and easy to print.

In order to do this, you click *File* and then *Export*. Next, you click . Choose the location where you want to save the document and click .



You can choose to select only certain lessons for your lesson plan, at first. In order to do this, you click the filter button by the column *Lesson/Homework*. Only check the boxes by the lessons you want to display and export the file as described above. The other lessons will not be displayed in the PDF document.

	A	B	C	D	E
1			Lesson plan MOS Word 2016 and 2013		
2					
3	Y/N	Lesson	Lesson/Homework	Subject	Time
				Textbook Ch1 section 1.1 to 1.24	30
				Textbook Ch1 section 1.25 Exercise in textbook	10
				Textbook Ch1 section 1.26 Tips	5
				Workbook Ch1 Footsteps exercise 1	15
				Workbook Ch1 Do-It-Yourself exercise 1	10
			Lesson		70
			work	Workbook Ch1 Do-It-Yourself exercise 2	10
			work	Workbook Ch1 MOS exam exercise 1	10
			work	Workbook Ch1 MOS exam exercise 2	10
			homework		30
				Textbook Ch2 section 2.1 to 2.20	35
				Textbook Ch2 section 2.21 Exercise in textbook	10
				Textbook Ch2 section 2.22 Tips	5
				Workbook Ch2 Footsteps exercise 2	20

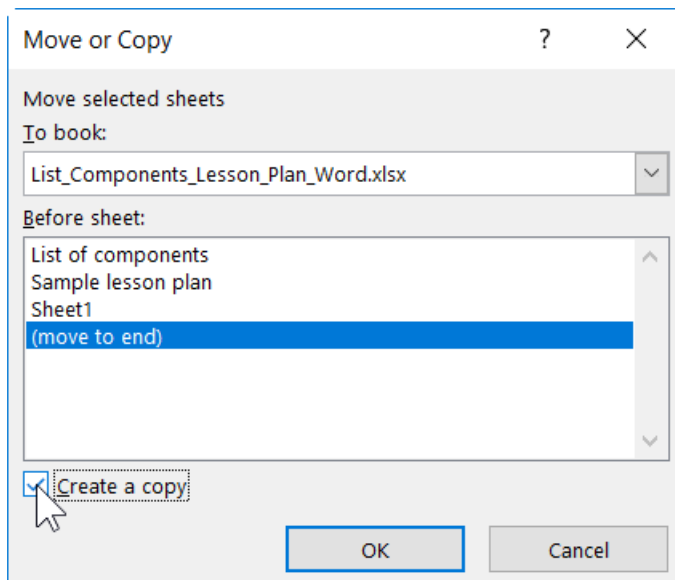
3. Tips

- If you want to group multiple lessons, you need to select the rows you want to group together. On the **Data** tab, you click the **Group** button.

	A	B	C	D	E	F	G	H
31	Y	lesson 3	Homework	Workbook Ch3 MOS exam exercise 5	10			
32	Y	lesson 3	Homework	Workbook Ch3 MOS exam exercise 6	10			
33			Total Homework		20			
34			Subtotal		310			
35								
36				Textbook Ch4 section 4.1 to 4.6	14			
37				Textbook Ch4 section 4.7 Exercise in textbook	4			
38				Textbook Ch4 section 4.8 Tips	4			
39				Workbook Ch4 Footsteps exercise 4	15			
40				Workbook Ch4 Do-It-Yourself exercise 7	15			
41				Workbook Ch4 Do-It-Yourself exercise 8	15			
42				Workbook Ch4 MOS exam exercise 7	15			
43				Workbook Ch4 MOS exam exercise 8	15			
44								
45				Textbook Ch5 section 5.1 to 5.7	11			
46				Textbook Ch5 section 5.8 Exercise in textbook	4			

- If you want to create multiple lesson plans for different classes, for instance, you can copy the contents of the worksheet *Sample lesson plan* to a new worksheet. This is easy, just right-click the name of the sheet. Next, you click *Move or Copy*. Make sure you have checked the box by *Create a copy*.

13			Total Homework			30
14	Y	lesson 2	Lesson		h2 section 2.1 to 2.20	35
15	Y	lesson 2	Lesson		h2 section 2.21 Exercise in textbook	10
16	Y	lesson 2	Lesson		h2 section 2.22 Tips	5
17	Y	lesson 2	Lesson		Ch2 Footsteps exercise 2	20
18	Y	lesson 2	Lesson		Ch2 Do-It-Yourself exercise 3	15
19			Total Les			70
20	Y	lesson 2	Homewc		Ch2 Do-It-Yourself exercise 4	15
21	Y	lesson 2	Homewc		Ch2 MOS exam exercise 3	15
22	Y	lesson 2	Homewc		Ch2 MOS exam exercise 4	15
23			Total Ho			60
24	Y	lesson 3	Lesson		h3 section 3.1 to 3.15	20
25	Y	lesson 3	Lesson		h3 section 3.16 Exercise in textbook	5
26	Y	lesson 2	Lesson		h2 section 2.17 to 2.18 Background information & Tips	10



In case something is not clear to you, or if you have any questions, you can send an email to info@visualsteps.com. We will help you solve your problem.