

7

Lesson Exemplar for TLE

Quarter 1

Lesson

4

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Lesson Exemplar for TLE Grade 7
Quarter 1: Lesson 4 (Week 4)
SY 2024-2025

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TLE/ QUARTER 1/ GRADE 7

I. CURRICULUM CONTENT, STANDARDS, AND LESSON COMPETENCIES	
A. Content Standards	The learners will <ul style="list-style-type: none">• Demonstrate an understanding of using productivity software.
B. Performance Standards	The learners perform the utilization of productivity tools in a safe and responsible manner.
C. Learning Competencies and Objectives	Learning Competencies Create word documents with page breaks, auto tables of contents, mail merge, and references. Learning Objectives At the end of the lesson, the learners shall be able to: <ol style="list-style-type: none">1. Identify Page break commands.2. Create MS Word documents with page breaks.3. Create a simple document with Automatic Table of Contents4. Practice safe and responsible use of Auto Table of Contents.
D. Content	Word Processing Software <ul style="list-style-type: none">• page breaks• auto tables of contents
E. Integration	SDG 4: Quality Education SGD 9: Industry, Innovation and Infrastructure

II. LEARNING RESOURCES
Insert or remove a page break. (n.d.). https://support.microsoft.com/en-us/office/insert-or-delete-a-page-break-183d9245-b791-4cd3-9ec2-093258a78a52 OfficeBeginner, T. (2022, October 23). <i>How to add a table of contents in a word document - OfficeBeginner</i> . OfficeBeginner. https://officebeginner.com/msword/how-to-add-a-table-of-contents-in-a-word-document/#more-2002

III. TEACHING AND LEARNING PROCEDURE		NOTES TO TEACHERS
<p>A. Activating Prior Knowledge</p>	<p>DAY 1 AND 2</p> <p>1. Short Review</p> <p>Word processing software is a powerful tool that many of us use daily without even realizing it. But what exactly is word processing software? In simple terms, it is a computer program designed to create, edit, format, and print documents.</p> <p>One of the most common examples of word processing software is Microsoft Word. With Word, you can type up essays, reports, letters, and more. The software allows you to easily change the font style, size, and color of your text. You can also add images, tables, and even graphs to make your documents more visually appealing.</p> <p>Another great feature of word processing software is the ability to check for spelling and grammar errors. This can be super helpful, especially when you're working on an important school project or preparing a document for work.</p> <p>One of the biggest advantages of using word processing software is the ability to easily make changes to your documents. Instead of having to rewrite an entire page just to fix a typo, you can simply go back and edit the mistake with a few clicks of your mouse. Overall, word processing software simplifies the process of creating and editing written documents. It makes tasks like typing up assignments, crafting letters, or even drafting stories much more efficient and organized.</p> <p>2. Feedback (Optional)</p>	
<p>B. Establishing Lesson Purpose</p>	<p>1. Lesson Purpose</p> <p>Word processing is a crucial skill for students to master as it allows them to create, edit, and format text documents efficiently. The purpose of learning word processing goes beyond simply typing; it involves learning how to use various tools like spell check, formatting options, and inserting images to enhance the overall appearance of their work. By understanding the purpose of word processing, students can improve their communication skills, organize their ideas effectively, and prepare professional-looking documents for a variety of purposes, including school assignments and future careers.</p> <p>2. Unlocking Content Area Vocabulary</p> <ul style="list-style-type: none"> • Word Processing Software - is a type of application that allows users to manipulate and design text documents. It's commonly used for creating, editing, saving, and printing various types of written content. • Page Break - is a command that forces content following it to start on a new page. It ensures that specific sections or elements (such as tables, images, or chapters) begin on fresh pages. 	

	<ul style="list-style-type: none"> • Column Break - similar to a page break, a column break forces content to start in a new column within a multi-column layout. • Text Wrapping Break - this type of break affects how text wraps around an object (like an image or shape). It allows you to control how text flows around the object, ensuring readability and visual appeal. • Table of Contents - is a helpful way to organize and navigate through the different sections of a document. It provides readers with an overview of what topics or sections are covered and allows them to jump directly to specific parts of the content. • Document- A file created in Word that can contain text, images, tables, and other elements. 	
<p>C. Developing and Deepening Understanding</p>	<p>SUB-TOPIC 1: Page Break</p> <p>1. Explicitation</p> <p>When working on a document in Microsoft Word, you may encounter the need to start a new page at a specific point in your text. This is where a page break comes in handy. A page break is a tool that allows you to control where one-page ends, and the next one begins. Additionally, in long documents, it's essential to manage how content is distributed across pages and provide a navigation tool like a table of contents.</p> <p>Page breaks are essential for controlling where a new page begins within your document. They allow you to separate content logically and ensure that specific sections start on fresh pages.</p> <p>These features improve readability and professionalism.</p> <p>The following question will be asked to the learners to prompt thoughtful responses and encourage discussion.</p> <ol style="list-style-type: none"> 1. When would you use a page break in a document? 2. How can a table of contents benefit the reader of a long document? <p>By using page breaks effectively, you can ensure that your document is well-organized and neatly formatted. Whether you are working on a school project, a report, or any other document in Word, knowing how to insert and manage page breaks will help you create professional-looking documents.</p> <p>2. Worked Example</p> <p>How to insert Page Break in MS Word.</p>	

Step #1: Open the Word document.

- Open the Word document that has page breaks in it. By default, these are not visible.

Idea C
The eCAD software typically starts a schematic layout as a blank page, the size of which you can select depending on the complexity of your project. Most programs will allow the schematic to be drawn in multiple pages if necessary, with uniquely named signals traveling to and from one page to another.
You start the schematic layout by accessing required parts from the library and positioning their decal within the page. This also requires defining the type of package you want each component to use. Depending on the package, each component will have its pins numbered numerically or alphabetically in its decal. Once you interconnect the component pins, the eCAD software will track all interconnections in an internal net list.
A neatly laid out schematic diagram helps in locating mistakes in interconnections and troubleshooting improperly functioning circuits later. The eCAD software allows editing, and its final output is a net list.

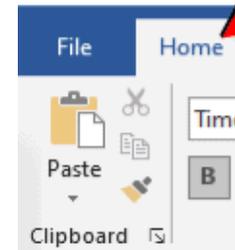
page 6 of 14

How is a PCB Fabricated

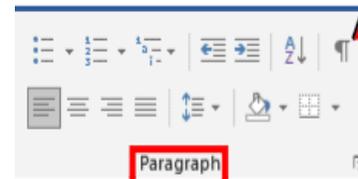
Idea D
The next part of the eCAD software prepares a representation of all the components as you will place them on the PCB. The reference here is the final net list from the schematic layout. The net list pulls the specified packages of the parts from the library and places them within an empty board layout.

Step #2: Display page breaks

- Click on the Home tab in the top menu bar to change the ribbon.



- In the Paragraph section, click on the Pilecrow icon to show hidden characters.



- Along with other hidden characters, Word will display page breaks.
- You can click the Pilecrow icon again to hide the page breaks.

A neatly laid out schematic diagram helps in locating mistakes in interconnections and troubleshooting improperly functioning circuits later. The eCAD software allows editing, and its final output is a net list. ¶

Page Break ¶

page 6 of 14 ¶

How is a PCB Fabricated ¶

Idea D ¶
The next part of the eCAD software prepares a representation of all the components as you will place them on the PCB. The reference here is the final net list from the schematic layout. The net list pulls the specified packages of the parts from the library and places them within an empty board layout. ¶

- Use page breaks to control where a page ends and where a new page begins.

<https://support.microsoft.com/en-us/office/insert-or-delete-a-page-break-183d9245-b791-4cd3-9ec2-093258a78a52>

Step #3: Insert a page break

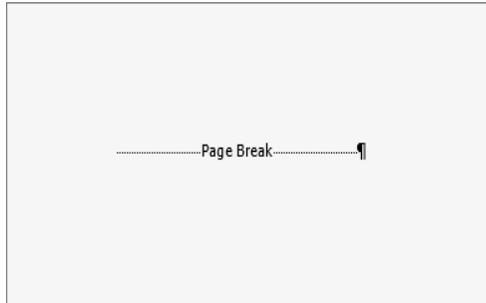
1. Place the cursor where you want to start a new page.
2. Select **Insert > Page Break**.

Step #4: Change page break settings

1. Select **Layout**.
2. In the **Paragraph** group, select the small arrow.
3. In the **Paragraph** dialog box, select **Line and Page Breaks**.
4. Under **Pagination**, choose the option that works best for you:
 - **Widow/Orphan control**
 - **Keep with next**
 - **Keep lines together**
 - **Page break before**

Step #5: Delete a page break

1. Select **Home > Show/Hide** .
This will display non-printing characters—paragraph markers, section breaks, page breaks, etc.—that you may want to see while you're working on your document.
2. Double-click the page break so that it's selected, and then press **Delete**.



Adjust automatic page breaks

You can't remove automatic page breaks, but you can prevent them from landing in awkward places, such as between lines of text you'd like to keep together. You can adjust the page break settings for selected paragraphs.

1. Select the paragraphs you want to apply the settings to.
2. Go to **Layout** or **Page Layout** and select the **Paragraph** dialog box launcher.
3. On the **Line and Page Breaks** tab, choose one or more of the following:
 - **Widow/Orphan control** places at least two lines of a paragraph at the top or bottom of a page.
 - **Keep with next** prevents breaks between paragraphs you want to stay together.
 - **Keep lines together** prevents page breaks in the middle of paragraphs.
 - **Page break before** adds a page break before a specific paragraph.

3. Lesson Activity

(See worksheet activity no.1 for students to accomplish.)

Lesson activities related to page breaks in MS Word to engage learners in creative and practical ways:

1. **Introduction**
 - **Engage** students by discussing the importance of formatting in documents.
 - **Explain** that page breaks are used to separate chapters, sections, or content for a clean and professional look.
 - **Discuss** how page breaks ensure uniformity across different software platforms.
2. **Demonstration**
 - **Open** Microsoft Word on the projector or shared screen.
 - **Show** students how to insert a page break:
 - **Place** the cursor where you want the page break.
 - **Go to** the **Insert** tab in the ribbon.
 - **Click** on the **Page Break** button.
 - **Discuss** scenarios where page breaks are useful (e.g., starting a new chapter, separating sections).
3. **Guided Practice:**
 - **Distribute** sample documents to students.
 - **Instruct** them to insert page breaks at appropriate places (e.g., between chapters).
 - **Monitor** their progress and provide assistance as needed.
4. **Independent Practice:**
 - **Ask** students to create their own short document.
 - **Require** them to use page breaks to organize their content.
 - **Encourage** creativity in formatting.
5. **Closure:**
 - **Review** the importance of page breaks.
 - **Remind** students that page breaks can be removed by placing the cursor before the break and hitting 'Backspace.'
 - **Summarize** the key points.

DAY 3 AND 4

SUB-TOPIC 2: Auto Table of Contents

Observation: Monitor students during guided and independent practice.

Discussion: Engage students in a discussion about the benefits of using page breaks.

1. Explicitation

Auto Table of Contents in MS Word is a handy feature that automatically generates a table of contents based on the headings in your document.

To use this tool safely and responsibly, it's essential to ensure that your document headings are correctly formatted with the appropriate heading styles.

This not only helps MS Word accurately generate the table of contents but also makes your document more accessible and organized for readers.

Remember to regularly update your table of contents as you make changes to your document to keep it current and user-friendly. By practicing caution and vigilance when using the Auto Table of Contents feature, you can enhance the readability and professionalism of your documents.

The teacher will ask the learners the following elicitation questions to develop understanding on the topic.

1. What is the purpose of using the auto table of contents feature in MS Word?
2. How does MS Word generate the auto table of contents based on the document's content?
3. Can you explain the benefits of utilizing the auto table of contents function for organizing a lengthy document?

2. Worked Example

When reading a book, the table of contents makes it easier to navigate through the contents. You can also generate a table of contents in your Word document.

A table of contents helps especially when your document is large. It allows the reader to locate and navigate to a specific topic of interest. This also makes your document more user-friendly. At the same time, it becomes easier for you to edit the content in your document.

To add a table of contents, your document must be using the first three heading styles. These are Heading 1, heading 2, and Heading 3. You can add the heading styles as you are writing the document. But if you have not done so, you can add them later as well. Once you have added the heading styles, you can create the table of contents.

Word allows you to:

- **Create a table of contents**
- **Update the table of contents**
- **Remove the table of contents**

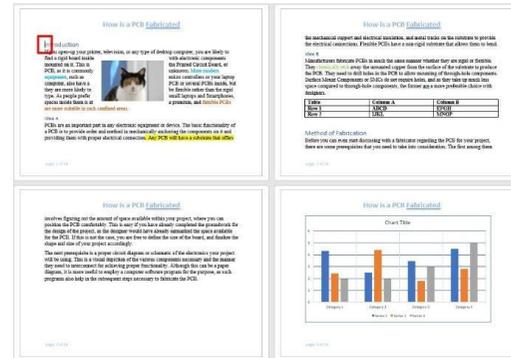
How to Create a Table of Contents in MS Word

Step #1: Open the document.

- Open the Word document where you want to insert the table of contents.

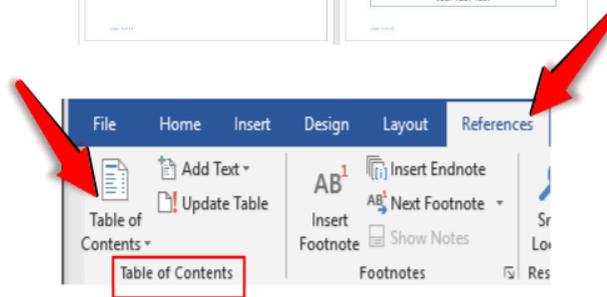
It is customary to create the table of contents at the beginning of the document. However, some authors prefer to create it at the end.

- Place your cursor where you want the table of contents to appear. Highlights: Introduction.



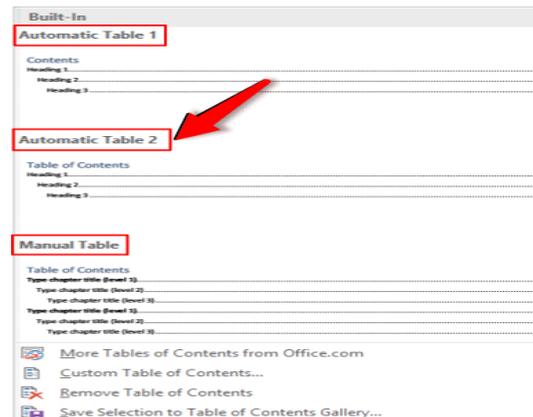
Step #2: Open the built-in list.

- Click on the Reference tab on the top menu bar to change the ribbon.



In the section Table of Contents, click on the Table of Contents icon.

This opens the built-in list for the table of contents.



Step #3: Insert a table of contents.

The built-in list offers three choices:

- **Automatic Table 1** – Word applies the main heading as Contents. It copies headings and subheadings from those in the document.
- **Automatic Table 2** – Word applies the main heading as Table of Contents. It copies headings and subheadings from those in the document.

- **Manual Table** – Word applies the main heading as Table of Contents. It allows you to manually add headings and subheadings of your choice.

You can click on any one of the three. Let us click on Automatic Table 2. Word introduces a table of contents.



In the table of contents, you can press Ctrl and click on any heading or subheading to navigate to it.

Update the Table of Contents

Step #1: Open the document.

- Open the Word document that has a table of contents.



- Click on the main heading – Table of Contents. A small box will open above the main heading.

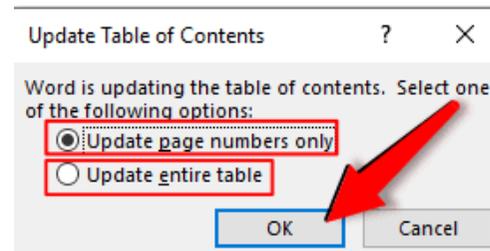
Step #2: Update table

- Click on Update Table. A dialog box to Update Table of Contents will open.

The Update Table of Contents dialog box offers two choices:

- **Update page numbers only**
- **Update entire table**

You may have edited the contents of your document, but not the headings and subheadings.



This will change the page numbers for different sections in your document. Select **Update page numbers only** to show the changes in page numbers in the table of contents.

If you have added or deleted headings and or subheadings, you must Update the entire table. This will update all headings, subheadings, and page numbers.

- After making your choice, click on Ok.
Word will update the table of contents accordingly.
- Click anywhere in your document to close the small box above the table of contents.

How is a PCB Fabricated

Table of Contents

Introduction	2
Idea A	2
Idea B	3
Method of Fabrication	3
Idea C.....	6
Idea D.....	7

3. Lesson Activity

(See worksheet activity no.2 for students to accomplish.)

A. Creating an automatic table of contents in Microsoft Word can be a helpful tool for organizing and navigating long documents. This worksheet will guide the learners through the process of setting up an auto table of contents in Word.

1. Introduction:

- **Engage** students by discussing the importance of clear document organization.
- **Explain** what a table of contents is and why it's useful.
- **Discuss** scenarios where TOCs are commonly used (e.g., research papers, reports, manuals).

2. Formatting Headings:

- **Open** Microsoft Word on the projector or shared screen.
- **Show** students how to format headings using built-in styles:
 - **Heading 1:** For main sections (e.g., chapters, major topics).
 - **Heading 2:** For subsections within Heading 1 (e.g., subtopics).
 - **Heading 3:** For further subdivisions (if needed).

<https://officebeginner.com/msword/how-to-add-a-table-of-contents-in-a-word-document/#more-2002>

Assessment:

- **Observation:** Monitor students during independent practice.
- **Discussion:** Engage students in a discussion about the advantages of automatic TOCs.

- **Emphasize** that consistent formatting is crucial for automatic TOCs.
- 3. **Creating an Automatic TOC:**
 - **Insert** sample content into a Word document (e.g., a fictional report).
 - **Apply** Heading Styles to the headings within the content.
 - **Place** the cursor where you want the TOC to appear.
 - **Navigate** to the **References** tab.
 - **Choose** either **Automatic Table 1** or **Automatic Table 2** from the **Table of Contents** dropdown menu.
 - **Discuss** how Word generates the TOC based on the formatted headings.
- 4. **Updating the TOC:**
 - **Edit** the sample content by adding or removing headings.
 - **Show** students how the TOC automatically updates:
 - **Right-click** on the TOC.
 - Select **Update Field > Update Entire Table**.
 - **Explain** that any changes to headings will reflect in the TOC.
- 5. **Independent Practice:**
 - **Provide** students with their own document.
 - **Instruct** them to create a TOC using Heading Styles.
 - **Challenge** them to add or modify headings and observe the automatic updates.
- 6. **Closure:**
 - **Review** the steps for creating an automatic TOC.
 - **Highlight** the benefits of using TOCs for document navigation.
 - **Encourage** students to explore other formatting options and customize their TOCs.

B. Fill in the blank with the correct words.

1. To create an auto table of contents, you must first _____ your document with appropriate heading styles.
2. Once the headings are formatted, you can insert the _____ table of contents at the beginning of your document.
3. The _____ tab in the ribbon allows you to access the table of contents options.
4. You can customize the table of contents by selecting different _____ and _____ from the available options.

	5. Updating the table of contents is easy; simply _____ the document and the table will automatically update.	
D. Making Generalizations	<p>1. Learners' Takeaways The teacher will ask the learners:</p> <ul style="list-style-type: none"> • Teachers will emphasize the importance of the different computer number systems. • The teacher will ask the learners to expound or recap the concept of the different computer number systems. • The teacher will process their answers and let the students again create a single generalization. <p>2. Reflection on Learning The teacher will ask the learner this question:</p> <ul style="list-style-type: none"> • How do you find today's lesson? Was it hard? Which part of the lesson do you find difficult? 	

IV. EVALUATING LEARNING: FORMATIVE ASSESSMENT AND TEACHER'S REFLECTION		NOTES TO TEACHERS
A. Evaluating Learning	<p>DAY 4</p> <p>1. Formative Assessment Multiple Choice Questions Directions: Choose the correct answer from the choices for each question.</p> <ol style="list-style-type: none"> 1. What is the purpose of using a page break in a document? <ol style="list-style-type: none"> a. To increase font size b. To force content to start on a new page c. To add images to the document d. To change the document's font style 2. Which of the following best describes the function of an auto table of contents feature in a document? <ol style="list-style-type: none"> a. Automatically generates a list of page numbers in a document b. Changes the document's font color c. Adds shapes to the document d. Creates a structured list of topics and corresponding page numbers 	<p>Answer Key:</p> <ol style="list-style-type: none"> 1. b 2. d 3. c 4. b 5. a 6. c 7. c 8. b 9. b

	<ol style="list-style-type: none">3. When should a page break be used in a document?<ol style="list-style-type: none">a. At the end of each sentenceb. Only in printed documentsc. To separate chapters or sectionsd. When inserting images4. How does an auto table of contents benefit the reader of a document?<ol style="list-style-type: none">a. It adds decorative borders to each pageb. It provides a quick overview of the document's structure and topicsc. It changes the document's font styled. It increases the document's word count5. Which of the following actions does NOT require a page break?<ol style="list-style-type: none">a. Inserting a page numberb. Starting a new chapterc. Adding a new sectiond. Including an image6. What feature might be used along with a page break to help navigate a lengthy document easily?<ol style="list-style-type: none">a. Auto Summarizeb. Auto Correctc. Auto Table of Contentsd. Auto Format7. In a document, how can you access the auto table of contents feature to automatically generate the content list?<ol style="list-style-type: none">a. Pressing Ctrl + Zb. Clicking on the page break iconc. Accessing the "References" tab and selecting the "Table of Contents" optiond. Changing the document's font size8. What is the primary benefit of utilizing both page breaks and an auto table of contents in a document?<ol style="list-style-type: none">a. Providing a visual representation of data in the documentb. Organizing the document layout and structure for a better reading experiencec. Adding animations to the textd. Increasing the document's file size9. Which of the following statements is true about the auto table of contents feature?<ol style="list-style-type: none">a. It can only be added manually to a documentb. It dynamically updates based on the document's headings and	10.a
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	<p>subheadings</p> <p>c. It changes the language of the entire document</p> <p>d. It adjusts the document's margins</p> <p>10. What is the main advantage of utilizing automated features like page breaks and auto table of contents in a document?</p> <p>a. Improving organization and accessibility of the content</p> <p>b. Making the document more challenging to navigate</p> <p>c. Decreasing readability for the audience</p> <p>d. Increasing the number of spelling errors in the document</p>			
<p>B. Teacher's Remarks</p>	<p><i>Note observations on any of the following areas:</i></p>	<p>Effective Practices</p>	<p>Problems Encountered</p>	<p>The teacher may take note of some observations related to the effective practices and problems encountered after utilizing the different strategies, materials used, learner engagement and other related stuff.</p> <p>Teachers may also suggest ways to improve the different activities explored/ lesson exemplar.</p>
	<p>strategies explored</p>			
	<p>materials used</p>			
	<p>learner engagement/ interaction</p>			
	<p>others</p>			
<p>C. Teacher's Reflection</p>	<p><i>Reflection guide or prompt can be on:</i></p> <ul style="list-style-type: none"> ▪ <u>principles behind the teaching</u> <i>What principles and beliefs informed my lesson? Why did I teach the lesson the way I did?</i> ▪ <u>students</u> <i>What roles did my students play in my lesson? What did my students learn? How did they learn?</i> ▪ <u>ways forward</u> <i>What could I have done differently? What can I explore in the next lesson?</i> 			<p>Teacher's reflection in every lesson conducted/ facilitated is essential and necessary to improve practice. You may also consider this as an input for the LAC/Collab sessions.</p>