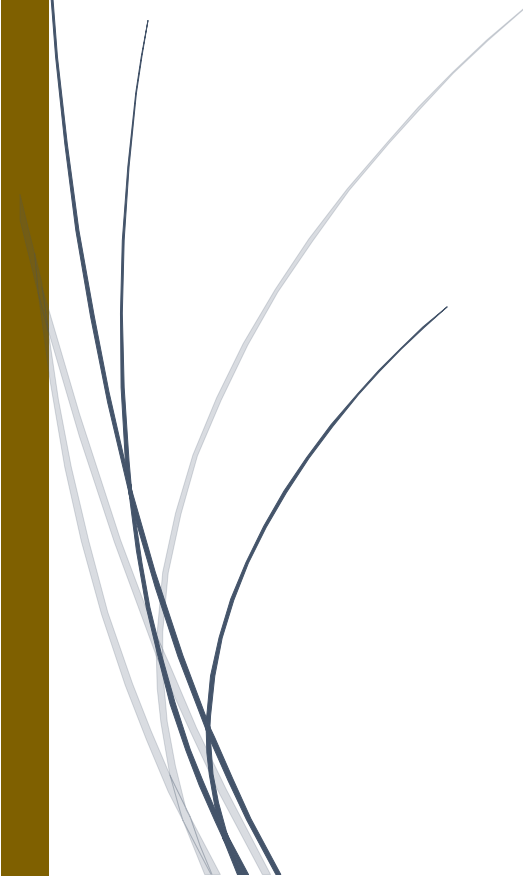


A thick, dark olive-green vertical bar runs down the left side of the page. A horizontal arrow of the same color points to the right, overlapping the vertical bar.

**SAMPLE TERMLY SCHEME OF LEARNING
TERM THREE (3)**

BASIC FOUR

A series of thin, curved lines in shades of blue and grey originate from the bottom left corner and sweep upwards and to the right, creating a decorative, organic shape.

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THIRD TERM SCHEME OF LEARNING – ENGLISH LANGUAGE

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	Oral Language	Conversation, talking about oneself, family, people, places, customs etc.	B4.1.6.3	B4.1.6.3.1	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Vocabulary	B4.2.6.3	B4.2.6.3.2.	
	Grammar	Verbs	B4.3.5.1	B4.3.5.1.3.	
	Writing	Narrative Writing	B4.4.10.1	B4.4.10.1.1	
	Writing Conventions & Grammar Usage	Using Conjunctions	B4.5.8.1	B4.5.8.1.1.	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
2	Oral Language	Conversation, talking about oneself, family, people, places, customs etc.	B4.1.6.3	B4.1.6.3.2.	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Vocabulary	B4.2.6.4	B4.2.6.4.1	
	Grammar	Verbs	B4.3.5.1	B4.3.5.1.4.	
	Writing	Creative/Free Writing	B4.4.11.1	B4.4.11.1.1.	
	Writing Conventions & Grammar Usage	Using Conjunctions	B4.5.8.1	B4.5.8.1.1.	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
3	Oral Language	Conversation, talking about oneself, family, people, places, customs etc.	B4.1.6.3	B4.1.6.3.3	Word cards, sentence cards, letter cards,

	Reading	Vocabulary	B4.2.6.4	B4.2.6.4.2	handwriting on a manila card and a class library
	Grammar	Verbs	B4.3.5.1	B4.3.5.1.4.	
	Writing	Descriptive Writing	B4.4.12.1	B4.4.12.1.1	
	Writing Conventions & Grammar Usage	Using Conjunctions	B4.5.8.1	B4.5.8.1.1.	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
4	Oral Language	Listening Comprehension	B4.1.7.1	B4.1.7.1.4	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Vocabulary	B4.2.6.4	B4.2.6.4.3	
	Grammar	Verbs	B4.3.5.1	B4.3.5.1.5	
	Writing	Argumentative/Persuasive Writing	B4.4.13.2	B4.4.13.2.2	
	Writing Conventions & Grammar Usage	Using Simple, Compound and Complex Sentences	B4.5.9.1	B4.5.9.1.1	
Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1		
5	Oral Language	Listening Comprehension	B4.1.7.1	B4.1.7.1.5	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Comprehension	B4.2.7.2	B4.2.7.2.1	
	Grammar	Verbs	B4.3.5.1	B4.3.5.1.5	
	Writing	Argumentative/Persuasive Writing	B4.4.13.2.	B4.4.13.2.3	

	Writing Conventions & Grammar Usage	Using Simple, Compound and Complex Sentences	B4.5.9.1	B4.5.9.1.1	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
6	Oral Language	Listening Comprehension	B4.1.7.1.	B4.1.7.1.6	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Comprehension	B4.2.7.2	B4.2.7.2.2	
	Grammar	Verbs	B4.3.5.1	B4.3.5.1.6	
	Writing	Argumentative/Persuasive Writing	B4.4.13.2	B4.4.13.2.4	
	Writing Conventions & Grammar Usage	Using Simple, Compound and Complex Sentences	B4.5.9.1	B4.5.9.1.1	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
7	Oral Language	Giving and Following Commands/ Instructions	B4.1.9.1.	B4.1.9.1.2.	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Comprehension	B4.2.7.2	B4.2.7.2.3	
	Grammar	Verbs	B4.3.5.1	B4.3.5.1.7	
	Writing	Expository/Informative Writing	B4.4.14.1	B4.4.14.1.1	
	Writing Conventions & Grammar Usage	Using Simple, Compound and Complex Sentences	B4.5.9.1	B4.5.9.1.2.	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
8	Oral Language	Presentation	B4.1.10.1	B4.1.10.1.1-3	Word cards, sentence cards, letter cards, handwriting on a manila
	Reading	Comprehension	B4.2.7.2	B4.2.7.2.4	

	Grammar	Adverbs	B4.3.6.1	B4.3.6.1.2	card and a class library
	Writing	Expository/Informative Writing	B4.4.14.1	B4.4.14.1.2	
	Writing Conventions & Grammar Usage	Using Simple, Compound and Complex Sentences	B4.5.9.1	B4.5.9.1.2.	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
9	Oral Language	Presentation	B4.1.10.2	B4.1.10.2.1-2	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Silent Reading	B4.2.8.1	B4.2.8.1.3.	
	Grammar	Idiomatic Expressions	B4.3.7.1	B4.3.7.1.1	
	Writing	Expository/Informative Writing	B4.4.14.1	B4.4.14.1.2	
	Writing Conventions & Grammar Usage	Using Simple, Compound and Complex Sentences	B4.5.9.1	B4.5.9.1.2.	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
10	Oral Language	Presentation	B4.1.10.3	B4.1.10.3.1-3	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Fluency	B4.2.9.1	B4.2.9.1.1	
	Grammar	Conjunctions	B4.3.8.1	B4.3.8.1.1	
	Writing	Letter Writing	B4.4.15.1	B4.4.15.1.1.	

	Writing Conventions & Grammar Usage	Spelling	B4.5.10.1	B4.5.10.1.1	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
11	Oral Language	Presentation	B4.1.10.3	B4.1.10.3.4-5	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Fluency	B4.2.9.1	B4.2.9.1.2.	
	Grammar	Modals	B4.2.9.1	B4.2.9.1.2.	
	Writing	Letter Writing	B4.4.15.1	B4.4.15.1.1.	
	Writing Conventions & Grammar Usage	Spelling	B4.5.10.1	B4.5.10.1.1	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	
12	Oral Language	Presentation	B4.1.10.3	B4.1.10.3.6-7	Word cards, sentence cards, letter cards, handwriting on a manila card and a class library
	Reading	Summarizing	B4.2.10.1	B4.2.10.1.1-2	
	Grammar	Prepositions	B4.3.10.1	B4.3.10.1.1	
	Writing	Letter Writing	B4.4.15.1	B4.4.15.1.1.	
	Writing Conventions & Grammar Usage	Spelling	B4.5.10.1	B4.5.10.1.1	
	Extensive Reading	Building the love and culture of reading	B4.6.1.1	B4.6.1.1.1	

THIRD TERM SCHEME OF LEARNING – MATHEMATICS

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	Number	Counting, Representation And Cardinality	B4. 1.1.3	B4. 1.1.3.3-5	Counters, bundle and loose straws base ten cut square, patterns made from Manila cards, Bundle of sticks
2	Number	Counting Representation And Cardinality	B4. 1.1.3 B4.1.1.4	B4.1.1.3.6 B4.1.1.4.1-2	
3	Number	Number Operations	B4.1.2.5 B4.1.2.6	B4.1.2.5.1 B4.1.2.6.1	Counters, bundle and loose straws base ten cut square, patterns
4	Number	Decimal Fractions	B4.1.4.1	B4.1.4.1.1-3	Paper strips, cut out cards
5	Number	Percentages	B4.1.5.1	B4.1.5.1.1-2	Counters, bundle and loose straws base ten cut square, patterns
6	Algebra	Patterns and Relationships	B4.2.1.3	B4.2.1.3.1-2	
7	Algebra	Unknown Expression And Equations	B4.2.2.1 B4.2.2.2	B4.2.2.1.1-2 B4.2.2.2.1-3	Counters, bundle and loose straws base ten cut square, patterns
8	Algebra	Unknown Expression And Equations	B4.2.2.2	B4.2.2.2.4-7	
9	Geometry And Measurement	Measurement- (Perimeter and Area)	B4.3.3.1 B4.3.3.2	B4.3.3.1.4 B4.3.3.2.1-3	Ruler, rope, meter rule
10	Geometry And Measurement	Measurement- (Perimeter and Area)	B4.3.3.2	B4.3.3.2.4-5	
11	Data	Data Collection And Organization	B4.4.1.1	B4.4.1.1.1-4	Class registers, school based assessment
12	Data	Data Collection And Organization	B4.4.1.2	B4.4.1.2.1-2	

THIRD TERM SCHEME OF LEARNING – SCIENCE

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	Forces And Energy	Forces And Movements	B4.4.3.1	B4.4.3.1.1	Balls, boxes, tables, chairs, plants, balloons, bottle, bottle opener
2	Forces And Energy	Forces And Movements	B4.4.3.1	B4.4.3.1.1	
3	Humans And The Environment	Personal Hygiene And Sanitation	B4. 5.1.1	B4. 5.1.1.1	Sponge, soaps, tooth brushes and paste, finger nails cutter, towels, brooms
4	Humans And The Environment	Personal Hygiene And Sanitation	B4. 5.1.1	B4. 5.1.1.1	
5	Humans And The Environment	Personal Hygiene And Sanitation	B4. 5.1.1	B4. 5.1.1.2	Sponge, soaps, tooth brushes and paste, finger nails cutter, towels, brooms
6	Humans And The Environment	Personal Hygiene And Sanitation	B4. 5.1.1	B4. 5.1.1.2	
7	Humans And The Environment	Diseases	B4.5.2.1	B4.5.2.1.1	Pictures and videos depicting food-borne diseases and measles.
8	Humans And The Environment	Diseases	B4.5.2.1	B4.5.2.1.1	
9	Humans And The Environment	Diseases	B4.5.2.1	B4.5.2.1.2	Pictures and videos depicting food-borne diseases and measles.
10	Humans And The Environment	Diseases	B4.5.2.1	B4.5.2.1.2	
11	Humans And The Environment	Climate Change	B4.5.4.1	B4.5.4.1.1	Pictures and videos or charts showing burning of fossil fuel and changing weather pattern
12	Humans And The Environment	Climate Change	B4.5.4.1	B4.5.4.1.1	

THIRD TERM SCHEME OF LEARNING – OUR WORLD OUR PEOPLE

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	Our Nation Ghana	Being A Citizen	B4.4.1.1	B4.4.1.1.1.	Pictures, Charts, Video Clips
2	Our Nation Ghana	Being A Citizen	B4.4.1.1	B4.4.1.1.1.	
3	Our Nation Ghana	Being A Citizen	B4.4.1.2	B4.4.1.2.1	Pictures, Charts, Video Clips
4	Our Nation Ghana	Being A Citizen	B4.4.1.2	B4.4.1.2.1	
5	Our Nation Ghana	Being A Citizen	B4.4.1.3	B4.4.1.3.1.	Pictures, Charts, Video Clips
6	Our Nation Ghana	Being A Citizen	B4.4.1.3	B4.4.1.3.1.	
7	Our Nation Ghana	Authority And Power	B4.4.2.1	B4.4.2.1.1.	Pictures, Charts, Video Clips
8	Our Nation Ghana	Responsible Use Of Resources	B4.4.3.1	B4.4.3.1.1.	
9	Our Nation Ghana	Farming In Ghana	B4.4.4.1	B4.4.4.1.1.	Pictures, Charts, Video Clips
10	Our Nation Ghana	Farming In Ghana	B4.4.4.1	B4.4.4.1.1.	
11	My Global Community	Our Neighboring Countries	B4.5.1.1	B4.5.1.1.1.	Pictures, Charts, Video Clips
12	My Global Community	Our Neighboring Countries	B4.5.1.2	B4.5.1.2.1.	

THIRD TERM SCHEME OF LEARNING – RELIGIOUS & MORAL EDUCATION

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	The Family, Authority and Obedience	Authority And Obedience	B4.5.1.1	B4.5.1.1.1	Wall charts, wall words, posters, video clip, etc.
2	The Family, Authority and Obedience	Authority And Obedience	B4.5.1.1	B4.5.1.1.1	
3	The Family, Authority and Obedience	Authority And Obedience	B4.5.1.1	B4.5.1.1.1	
4	The Family, Authority and Obedience	Authority And Obedience	B4.5.1.1	B4.5.1.1.1	
5	The Family, Authority and Obedience	Authority And Obedience	B4.5.1.1	B4.5.1.1.1	Wall charts, wall words, posters, video clip, etc.
6	The Family, Authority and Obedience	Authority And Obedience	B4.5.1.1	B4.5.1.1.1	
7	The Family, Authority and Obedience	Roles Relationship in the Family and Character Formation	B4.5.2.1	B4.5.2.1.1	
8	The Family, Authority and Obedience	Roles Relationship in the Family and Character Formation	B4.5.2.1	B4.5.2.1.1	Wall charts, wall words, posters, video clip, etc.
9	The Family, Authority and Obedience	Roles Relationship in the Family and Character Formation	B4.5.2.1	B4.5.2.1.1	
10	The Family, Authority and Obedience	Roles Relationship in the Family and Character Formation	B4.5.2.1	B4.5.2.1.1	
11	The Family, Authority and Obedience	Roles Relationship in the Family and	B4.5.2.1	B4.5.2.1.1	Wall charts, wall

		Character Formation			words, posters, video clip, etc.
12	The Family, Authority and Obedience	Roles Relationship in the Family and Character Formation	B4.5.2.1	B4.5.2.1.1	

THIRD TERM SCHEME OF LEARNING – HISTORY

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	Colonization and Developments under Colonial Rule in Ghana	Establishing Colonial Rule in Ghana	B4.4.1.1	B4.4.1.1.1	Wall charts, word cards, posters, video clip, etc.
2	Colonization and Developments under Colonial Rule in Ghana	Establishing Colonial Rule in Ghana	B4.4.1.1	B4.4.1.1.1	
3	Colonization and Developments under Colonial Rule in Ghana	Establishing Colonial Rule in Ghana	B4.4.1.1	B4.4.1.1.1	Wall charts, word cards, posters, video clip, etc.
4	Colonization and Developments under Colonial Rule in Ghana	Establishing Colonial Rule in Ghana	B4.4.1.2	B4.4.1.2.1	
5	Colonization and Developments under Colonial Rule in Ghana	Establishing Colonial Rule in Ghana	B4.4.1.2	B4.4.1.2.1	Wall charts, word cards, posters, video clip, etc.
6	Colonization and Developments under Colonial Rule in Ghana	Establishing Colonial Rule in Ghana	B4.4.1.2	B4.4.1.2.1	
7	Independent Ghana	The Republics	B4.6.1.1	B4.6.1.1.1	Wall charts, word cards, posters, video clip, etc.
8	Independent Ghana	The Republics	B4.6.1.1	B4.6.1.1.1	
9	Independent Ghana	The Republics	B4.6.1.1	B4.6.1.1.1	
10	Independent Ghana	The Republics	B4.6.1.1	B4.6.1.1.1	Wall charts, word cards, posters, video clip, etc.
11	Independent Ghana	The Republics	B4.6.1.1	B4.6.1.1.1	
12	Independent Ghana	The Republics	B4.6.1.1	B4.6.1.1.1	

THIRD TERM SCHEME OF LEARNING – CREATIVE ARTS

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	Visual Arts	Thinking and Exploring Ideas (Visual Arts)	CSE 1	B4. 1.1.1.3	Photos, videos, art paper, colors and traditional art tools, other materials available in the community
2	Performing Arts	Thinking and Exploring Ideas (Performing Arts)	CSE 1	B4. 2.1.1.3	
3	Visual Arts	Planning, Making and Composing (Visual Arts)	CSE 2&3	B4 1.2.2.3 B4 1.2.3.3	Photos, videos, art paper, colors and traditional art tools, other materials available in the community
4	Performing Arts	Planning, Making and Composing (Performing Arts)	CSE 2&3	B4 2.2.2.3 B4 2.2.3.3	
5	Visual Arts	Displaying and Sharing (Visual Arts)	CSE 4&5	B4 1.3.4.3 B4 1.3.5.3	Photos, videos, art paper, colors and traditional art tools, other materials available in the community
6	Performing Arts	Displaying and Sharing (Performing Arts)	CSE 4&5	B4 2.3.4.3 B4 2.3.5.3	
7	Visual Arts	Appreciating and Appraising (Visual Arts)	CSE 6&7	B4 1.4.6.3 B4 1.4.7.3	Photos, videos, art paper, colors and traditional art tools, other materials available in the community
8	Performing Arts	Appreciating and Appraising (Performing Arts)	CSE 6&7	B4 2.4.6.3 B4 2.4.7.3	
9	Visual Arts & Performing Arts	Thinking and Exploring Ideas School based project (Visual Arts & performing Arts)	CSE 1	B4.1.1.1 B4 2.1.1	Photos, videos, art paper, colors and traditional art tools, other materials available in the community

10	Visual Arts & Performing Arts	Planning, Making and Composing School based project (Visual Arts & Performing	CSE 2&3		Photos, videos, art paper, colors and traditional art tools, other materials available in the community
11	Visual Arts & Performing Arts	Displaying and Sharing School based project (Visual Arts & Performing Arts)	CSE 4&5		Photos, videos, art paper, colors and traditional art tools, other materials available in the community
12	Visual Arts & Performing Arts	Appreciating and Appraising School based project (Visual Arts & Performing Arts)	CSE 6&7		Photos, videos, art paper, colors and traditional art tools, other materials available in the community

THIRD TERM SCHEME OF LEARNING – GHANAIAI LANGUAGE

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	Oral Reading	Asking & Answering Questions.	B4.1.9.1.1	B4.1.9.1.1-2	Word cards, sentence cards, letter cards, handwriting on a manila card
		Giving & Following Instructions	B4.1.10.1	B4.1.10.1.1	
2	Oral Reading	Presentation	B4.1.11.1	B4.1.11.1.1-3	Word cards, sentence cards, letter cards, handwriting on a manila card
3	Oral Reading	Fluency	B4.2.8.1	B4.2.8.1.1-2	
4	Reading	Summarizing	B4.2.9.1	B4.2.9.1.1-2	
5	Reading	Informative & Academic Writing	B4.4.6.1	B4.4.6.1.1-3	Word cards, sentence cards, letter cards, handwriting on a manila card
6	Writing	Literary Writing	B4.4.7.1	B4.4.7.1.1-3	
7	Composition Writing	Letter Writing	B4.4.8.1	B4.4.8.1.1-3	
8	Writing Convention And Grammar Usage	Integrating Grammar In Written Language (Use of postpositions)	B4.5.5.1	B4.5.5.1.1-3	Word cards, sentence cards, letter cards, handwriting on a manila card
9	Writing Convention And Grammar Usage	Integrating Grammar In Written Language (Use of simple and compound sentences)	B4.5.6.1	B4.5.6.1.1-3	
10	Writing Convention And Grammar Usage	Integrating Grammar In Written Language (Spelling)	B4.5.7.1	B4.5.7.1.1-3	Word cards, sentence cards, letter cards, handwriting on a manila card
11	Writing Convention And Grammar Usage	Integrating Grammar In Written Language (Use Of Conjunction)	B4.5.8.1	B4.5.8.1.1.	
12	Extensive Reading	Reading Texts, And Short Stories	B.4.6.3.1	B.4.6.3.1.3-4	Word cards, class library

THIRD TERM SCHEME OF LEARNING – PHYSICAL EDUCATION

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	Motor Skill And Movement Patterns	Locomotive Skills	B4.1.10.1	B4.1.10.1.12	Pictures and Videos
2	Motor Skill And Movement Patterns	Locomotive Skills	B4.1.11.1	B4.1.11.1.13	Pictures and Videos
3	Motor Skill And Movement Patterns	Manipulative Skills	B4.1.12.1	B4.1.12.1.15	Pictures and Videos
4	Motor Skill And Movement Patterns	Rhythmic Skills	B4.1.13.1	B4.1.13.1.16	Pictures and Videos
5	Movement Concepts, Principles And Strategies	Body Management	B4.2.4.2	B4.2.4.2.4	Pictures and Videos
6	Movement Concepts, Principles And Strategies	Strategies	B4.2.5.2	B4.2.5.2.5	Pictures and Videos
7	Physical Fitness	Flexibility	B4.3.4.3	B4.3.4.3.4	Pictures and Videos
8	Physical Fitness	Endurance	B4.3.5.3	B4.3.5.3.5	Pictures and Videos
9	Physical Fitness Concepts, Principles And Strategies	Safety And Injuries	B4.4.4.4	B4.4.4.4.5	Pictures and Videos
10	Physical Fitness Concepts, Principles And Strategies	Substance	B4.5.4.4	B4.5.4.4.6	Pictures and Videos
11	Values And Psycho-Social Concepts, Principles And Strategies	Group dynamic	B4.5.3.5	B4.5.3.5.3	Pictures and Videos
12	Values And Psycho-Social Concepts, Principles And Strategies	Critical thinking	B4.5.4.5	B4.5.4.5.4	Pictures and Videos

THIRD TERM SCHEME OF LEARNING – COMPUTING

WEEKS	STRAND	SUB STRANDS	CONTENT STANDARD	INDICATORS	RESOURCES
1	Presentation	Introduction to MS PowerPoint	B4.2.1.1	B4.2.1.1.1	Images of clipboard, slides, fonts, paragraph and editing in the ribbons under the home ribbons section
2	Presentation	Introduction to MS PowerPoint	B4.2.1.1	B4.2.1.1.2	
3	Presentation	Introduction to MS PowerPoint	B4.2.1.1	B4.2.1.1.2	
4	Presentation	Introduction to MS PowerPoint	B4.2.1.1	B4.2.1.1.2	
5	Word Processing	Introduction To Word Processing	B4.3.1.1	B4.3.1.1.1	Images of clipboard, styles, fonts, paragraph and editing in in the Home Tab of MS – Word.
6	Word Processing	Introduction To Word Processing	B4.3.1.1	B4.3.1.1.1	
7	Word Processing	Introduction To Word Processing	B4.3.1.1	B4.3.1.1.1	
8	Word Processing	Introduction To Word Processing	B4.3.1.1	B4.3.1.1.1	
9	Word Processing	Introduction To Word Processing	B4.3.1.1	B4.3.1.1.2	Images of clipboard, styles, fonts, paragraph and editing in in the Home Tab of MS – Word.
10	Word Processing	Introduction To Word Processing	B4.3.1.1	B4.3.1.1.2	
11	Word Processing	Introduction To Word Processing	B4.3.1.1	B4.3.1.1.2	
12	Word Processing	Introduction To Word Processing	B4.3.1.1	B4.3.1.1.2	