

# *EaD Comprehensive Lesson Plans*



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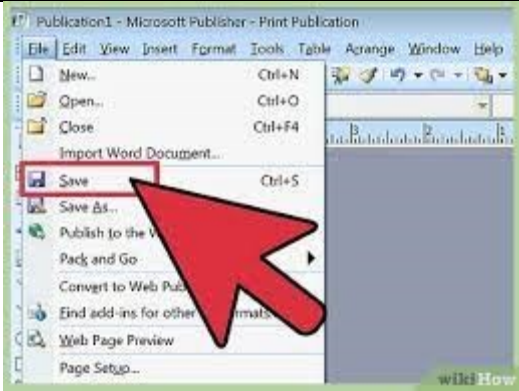
<https://www.mcgregorinriis.com>

**BASIC 8**

**WEEKLY LESSON PLAN – WEEK 5**

Strand:	Productive Software		Sub-Strand:	Introduction to desktop publishing	
Content Standard:	B8.2.3.1. Demonstrate how to use MS-Publisher.				
Indicator (s)	B8.2.3.1.1. Explain the importance of desktop publishing software (DTP)  B8.2.3.1.2 Create and save a new document from a blank or pre- designed template		Performance Indicator: Learners can create documents using the MS-Publisher software.		
Week Ending	05-05-2023				
Class	B.S.8	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack, Textbook.				
Teaching / Learning Resources	Computer, Smart Phone, Pictures, Projector, Power Point Presentation.		Core Competencies:	• Personal development and leadership  Critical thinking and Problem Solving	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
MONDAY  01-05-2023	Discuss the meaning of “Desktop Publishing” with the Learners.	<div>1. Learners brainstorm to launch the MS-Publisher software.</div> <div>2. Assist Learners to identify the features and their functions of the MS-Publisher.</div> <div>3. Discuss with Learners the importance of using MS-Publisher.</div> <div>4. Learners in small groups to discuss about examples of Desktop Publishing Softwares and report to the class.</div> <div>How to Open MS-Publisher;</div> <div><div>○ Click on the Start button</div><div>○ Select Microsoft Office from the list of All Programs</div><div>○ Click on MS-Publisher.</div><div>○ If this is the first time that you have used the program you will be prompted by a dialog box</div></div>			<div>Through questions and answers, conclude the lesson.</div> <div>Exercise;</div> <div><div>1. What is MS-Publisher?</div><div>2. State 5 features of MS-Publisher</div><div>3. Explain 4 importance</div></div>

		<p>that will ask for your personal or company information.</p> <ul style="list-style-type: none"> <li>Once this is filled out, Publisher will place this in any publication that you create. The information can be edited at a later time, so if you hit Cancel it will place an info box with generic information as a placeholder.</li> </ul>  <p><b>Desktop Publishing Softwares</b></p> <ul style="list-style-type: none"> <li>Canva.</li> <li>Adobe InDesign.</li> <li>Microsoft Publisher.</li> <li>Foxit PDF Editor.</li> <li>Adobe Creative Cloud Express.</li> <li>Visme.</li> <li>Quark.</li> <li>Affinity Publisher.</li> </ul>	of MS-Publisher.
<p><b>THURSDAY</b></p> <p><b>04-05-2023</b></p>	<p>Show a video of how to create a new document under MS-Publisher from a blank document or a template.</p>	<ol style="list-style-type: none"> <li>Discuss the steps to follow to create a new document under MS-Publisher.</li> <li>Learners practice creating new documents with MS-Publisher.</li> <li>Demonstrate whilst Learners observe how to save a new document created with MS-Publisher.</li> <li>Assist Learners to create new documents from templates and blank documents and save them under a name.</li> </ol> <p><b>Creating a new document;</b></p> <ul style="list-style-type: none"> <li>❖ Click on File</li> <li>❖ Select New</li> <li>❖ Choose one of the Featured templates and click Create.</li> <li>❖ To use one of the templates installed in Publisher, choose Built-in scroll to click the category you want, choose a template, and click Create.</li> </ul>	<p>Learners in small groups to discuss and report to the class on the importance of saving a created document.</p>

		 <p>The screenshot shows the 'File' menu of Microsoft Publisher. The 'Save' option is highlighted with a red rectangle, and a large red arrow points to it. The menu items visible are: New... (Ctrl+N), Open... (Ctrl+O), Close (Ctrl+F4), Import Word Document..., Save (Ctrl+S), Save As..., Publish to the Web..., Pack and Go..., Convert to Web Publication..., Find add-ins for other programs..., Web Page Preview, and Page Setup... The window title is 'Publication1 - Microsoft Publisher - Print Publication'.</p>	
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***Name of Teacher:***

***School:***

***District:***