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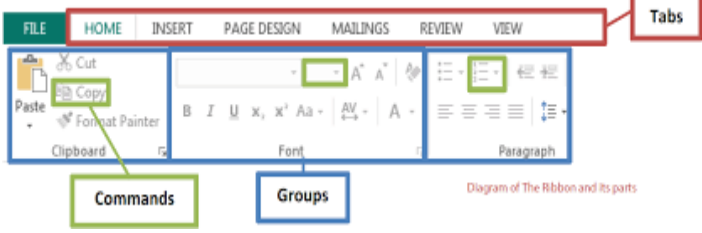
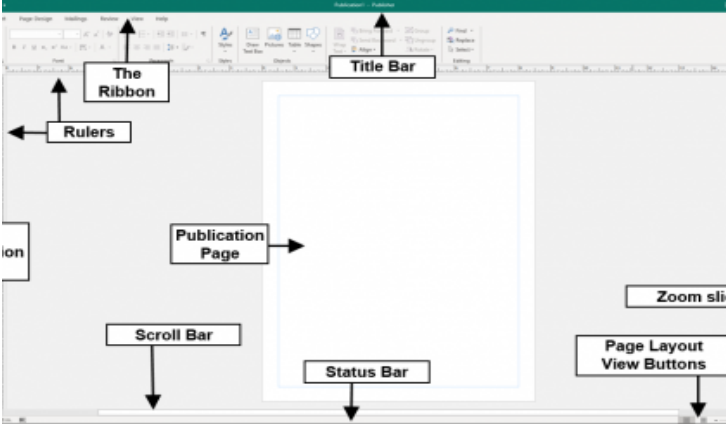
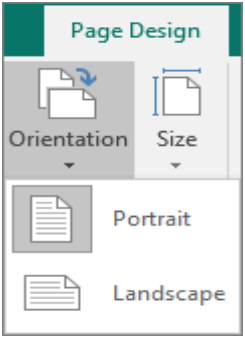
<https://TrendingGhana.net>

<https://www.mcgregorinriis.com>

**BASIC 8**

**WEEKLY LESSON PLAN – WEEK 6**

|                               |  |  |  |  |   |
|-------------------------------|--|--|--|--|---|
| Strand:                       | Productive Software  |  | Sub-Strand:  | Introduction to desktop publishing   |   |
| Content Standard:             | B8.2.3.1. Demonstrate how to use MS-Publisher  |  |  |  |   |
| Indicator (s)                 | B8.2.3.1.3 Demonstrate the use of the commands in MS-Publisher ribbons under each tab (Home, Page Design, Mailings, Review, View)<br><br>B8.2.3.1.4 Change the orientation and margins of a document |  | Performance Indicator: Learners can use the tools under the Home, Page Design, Mailing, Review and View tab. |  |   |
| Week Ending                   | 12-05-2023   |  |  |  |   |
| 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<br><br>Critical thinking and Problem Solving |   |
| DAY/DATE                      | PHASE 1 : STARTER  | PHASE 2: MAIN  |  |  | PHASE 3: REFLECTION   |
| MONDAY<br><br>08-05-2023      | Review Learners knowledge on the features of MS-Publisher.   | 1. Assist Learners to identify the command tools under each of the ribbons of the MS-Publisher. (Home tab, Page Design, Mailings, Review tab and the View tab).<br>2. Demonstrate using the commands in a desktop publishing software<br>3. Learners in small groups practice using commands in MS-Desktop Publisher.<br><br>The Ribbons<br><br>Like the ribbons in other Microsoft Office applications, Microsoft Publisher has ribbons which are always present (HOME, INSERT, PAGE DESIGN, MAILINGS, REVIEW, and VIEW) as well as ribbons which only appear when needed (TABLE TOOLS – DESIGN, TABLE TOOLS – LAYOUT, DRAWING TOOLS, PICTURE TOOLS, TEXT BOX TOOLS, etc.). |  |  | Reflect on the how to use the command tools under each ribbon.<br><br>Exercise<br><br>Draw the MS-Publisher interface and label the parts |

|   |  |  |  |
|---|--|--|--|
|   |  |  <p>Diagram of The Ribbon and its parts</p> <p>The ribbons are divided into groups, some of which have a small icon in the lower-right corner: which, when clicked, will open a dialog box (hovering over the icon with a mouse will produce a pop-up which describes what the dialog box does, but unlike other Microsoft Office applications, the pop-up does not display keyboard shortcuts.) HOME Ribbon F</p>    |  |
| <p><b>THURSDAY</b></p> <p><b>11-05-2023</b></p> | <p>Learners brainstorm to distinguish between the two types of page orientation.</p> | <ol style="list-style-type: none"> <li>1. Discuss the steps to follow to change the page orientation of MS-Publisher document.</li> <li>2. Demonstrate and Project using a Projector to show Learners how to change margins of MS-Publisher documents.</li> </ol>  <p><b>You can change the orientation of your page to and from Portrait and Landscape.</b></p> <ol style="list-style-type: none"> <li>1. Select the Page Design tab.</li> <li>2. In the Page Setup group, select the Orientation drop-down menu and select either Portrait or Landscape.</li> </ol> | <p>Through questions and answers, conclude the lesson.</p> <p><b>Exercise;</b></p> <p>State the steps to follow to change the margin of MS-Publisher document.</p> |

**Name of Teacher:**

**School:**

**District:**