

EaD Comprehensive Lesson Plans

Strand:	Productive Software	Sub-Strand:	Introduction to desktop publishing
Content Standard:	B8.2.3.1. Demonstrate how to use MS-Publisher.		



or



0248043888

<https://www.TeachersAvenue.net>

<https://TrendingGhana.net>

<https://www.mcgregorinriis.com>

BASIC 8

WEEKLY LESSON PLAN – WEEK 5

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	09-02-2024				
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:	<ul style="list-style-type: none">Personal development and leadership Critical thinking and Problem Solving	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
MONDAY	Discuss the meaning of “Desktop Publishing” with the Learners.	<ol style="list-style-type: none">Learners brainstorm to launch the MS-Publisher software.Assist Learners to identify the features and their functions of the MS-Publisher.Discuss with Learners the importance of using MS-Publisher.Learners in small groups to discuss about examples of Desktop Publishing Softwares and report to the class. How to Open MS-Publisher; <ul style="list-style-type: none">Click on the Start buttonSelect Microsoft Office from the list of All ProgramsClick on MS-Publisher.If this is the first time that you have used the program you will be prompted by a dialog box that will ask for your personal or company information.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.			Through questions and answers, conclude the lesson. Exercise; <ol style="list-style-type: none">What is MS-Publisher?State 5 features of MS-PublisherExplain 4 importance of MS-Publisher.



Desktop Publishing Softwares

- Canva.
- Adobe InDesign.
- Microsoft Publisher.
- Foxit PDF Editor.
- Adobe Creative Cloud Express.
- Visme.
- Quark.
- Affinity Publisher.

THURSDAY

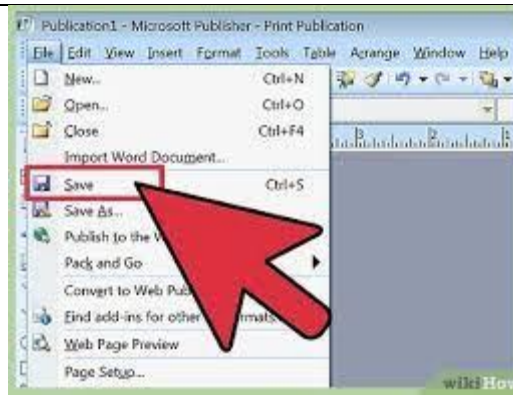
Show a video of how to create a new document under MS-Publisher from a blank document or a template.

1. Discuss the steps to follow to create a new document under MS-Publisher.
2. Learners practice creating new documents with MS-Publisher.
3. Demonstrate whilst Learners observe how to save a new document created with MS-Publisher.
4. Assist Learners to create new documents from templates and blank documents and save them under a name.

Creating a new document;

- ❖ Click on File
- ❖ Select New
- ❖ Choose one of the Featured templates and click Create.
- ❖ 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.

Learners in small groups to discuss and report to the class on the importance of saving a created document.



Name of Teacher:

School:

District: