

## **EaD Comprehensive Lesson Plans**



or



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### **BASIC 9**

### **WEEKLY LESSON PLAN – WEEK 5**

Strand:	Productive Software		Sub-Strand:	Introduction to Desktop Publishing	
Content Standard:	B9.2.3.1. Critique a Desktop Published Document				
Indicator (s)	B9.2.3.1.1 Create and present a desktop published document (flyer, advertisement, invitation cards, business cards)		Performance Indicator: Learners can identify examples of desktop publishing apps.		
Week Ending	09-02-2024				
Class	B.S.9	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack				
Teaching / Learning Resources	Personal Computer, Poster, Pictures, YouTube Videos.		Core Competencies:	<ul style="list-style-type: none"><li>▪ Creativity and Innovation (CI),</li><li>▪ Communication and Collaboration (CC), Digital Literacy (DL), Critical</li><li>▪ Thinking and Problem Solving (CP)</li></ul>	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
TUESDAY	<p>Discuss with the Learners about the meanings of keywords and terminologies in the lesson.</p> <p><b>Terminologies;</b></p> <ul style="list-style-type: none"><li>• Flyer</li><li>• Template</li><li>• Customizable</li><li>• Publisher</li><li>• Design</li><li>• Promotion</li><li>• Business card</li><li>• Page layout</li></ul>	<p>1. Using a Poster displaying the meaning of “Desktop Publishing”, assist Learners to explain the concept.</p> <p>2. Learners brainstorm to identify examples of Desktop Publishing apps.</p> <p>3. Assist Learners to launch a Desktop Publishing app and explore the features.</p> <p><b>Desktop publishing (DTP)</b> is the creation of documents using page layout software on a personal ("desktop") computer.</p> <p><b>Desktop publishing software for Windows</b></p> <ul style="list-style-type: none"><li>• XEditpro Automated Publishing Tool - DiacriTech, 1997</li><li>• Adobe InDesign</li><li>• Adobe FrameMaker</li><li>• Adobe PageMaker, discontinued in 2004</li><li>• Affinity Publisher</li><li>• CatBase</li><li>• Calamus</li><li>• CorelDRAW</li></ul>			<p>Learners in small groups to discuss and report to the class on functions of desktop publishing.</p> <p><b>Exercise;</b></p> <p>1. What is Desktop Publishing?</p> <p>2. State 3 examples of Desktop Publishing apps.</p>

		<ul style="list-style-type: none"> <li>• Corel Ventura, previously <i>Ventura Publisher</i>, originally developed by Xerox, now owned by Corel</li> <li>• FrameMaker, now owned by Adobe</li> <li>• InPage - DTP which works with English + Urdu, Arabic, Persian, Pashto etc.</li> <li>• MadCap Flare</li> <li>• Microsoft Publisher</li> <li>• PageStream, formerly known as Publishing Partner</li> <li>• Prince XML, by YesLogic</li> <li>• QuarkXPress</li> <li>• RagTime</li> <li>• Ready, Set, Go!</li> <li>• Xara Designer Pro X</li> <li>• Xara Page &amp; Layout Designer</li> </ul> <p><b>Desktop publishing software for macOS</b></p> <ul style="list-style-type: none"> <li>• Adobe InDesign</li> <li>• Adobe PageMaker, discontinued in 2004</li> <li>• Affinity Publisher</li> <li>• CatBase</li> <li>• iCalamus</li> <li>• iStudio Publisher – desktop publishing and page layout software for Mac OS X</li> <li>• Pages, by Apple, Inc.</li> <li>• QuarkXPress</li> <li>• Ready, Set, Go!</li> <li>• Print Shop, originally produced by Broderbund</li> </ul> <p><b>Online desktop publishing software</b></p> <ul style="list-style-type: none"> <li>• Canva</li> <li>• Fatpaint</li> <li>• Lucidpress – desktop publishing and page layout software that is web-based and collaborative.</li> <li>• Piktochart</li> <li>• Infogram</li> </ul>	
<b>FRIDAY</b>	Demonstrate on how to create invitation and greeting cards using Publisher.	<ol style="list-style-type: none"> <li>1. Discuss with the Learners about the functions of the features of the desktop Publisher application window.</li> <li>2. Assist Learners to practice creating flyer, advertisement, invitation cards, business cards and greeting cards using Desktop</li> </ol>	<p>Learners brainstorm to insert pictures and texts in Desktop Publishing documents.</p> <p><b>Exercise;</b></p> <p>State the steps to</p>

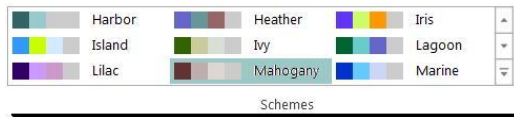
		<p>Publisher application software.</p> <p>3. Engage Learners in personalizing invitation and greeting card with templates on 'Microsoft Create'.</p> <p><b>Making greeting cards and invitations using Publisher</b></p> <p><b>Pick a template</b></p> <ol style="list-style-type: none"><li>1. Start Publisher and choose a category of cards.<ul style="list-style-type: none"><li>▪ In Publisher 2016 and Publisher 2013, click <b>Built-in &gt; Greeting Cards</b> or <b>Invitation Cards</b>.</li><li>▪ In Publisher 2010, click <b>Greeting Cards</b> or <b>Invitation Cards</b> in the list of templates.</li></ul></li><li>2. Scroll through the predesigned card publications. When you find one that you like, click it to see a larger image preview.</li><li>3. Under <b>Customize</b> and <b>Options</b>, you can modify many design elements before you open the publication:<ul style="list-style-type: none"><li>▪ Under <b>Customize</b>, click the color scheme and font scheme that you want.</li><li>▪ Under <b>Customize</b>, click the business information set that you want, or create a new one.</li><li>▪ Under <b>Options</b>, select the page size that you want, such as <b>Half-page side fold</b> or <b>Quarter-page top fold</b>.</li><li>▪ Under <b>Options</b>, select the layout that you want.</li></ul></li><li>4. Click <b>Create</b>.</li></ol> <p>If you don't see a design that you like, you can search for additional <u>card</u> and <u>invitation</u> templates on <u>Microsoft Create</u>.</p> <ul style="list-style-type: none"><li>• Personalize your card<ul style="list-style-type: none"><li>▪ <u>Make global design changes</u></li><li>▪ <u>Work with the pictures</u></li><li>▪ <u>Work with the text</u></li></ul></li></ul>	<p>follow to create a flyer with Desktop Publisher.</p>
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- **Make global design changes**

You might want to make changes that affect the entire publication. For example, you might want to try other color or font schemes. You can make such changes at any time, but it is best to do it before you insert the text and pictures.

Do either of the following:

- To try a different color scheme, on the **Page Design** tab, click the color scheme that you want. If you hover over the color schemes you'll immediately see how your greeting card will look if you choose the color scheme.



- To try a different font scheme, on the **Page Design** tab, click **Fonts**, and then choose the font scheme that you want.



- To change the page size, on the **Page Design** tab, click **Size**, and then select a new page size.

For more information, see [Change page size, paper size, or orientation](#).

#### Top of Page

#### Work with the pictures

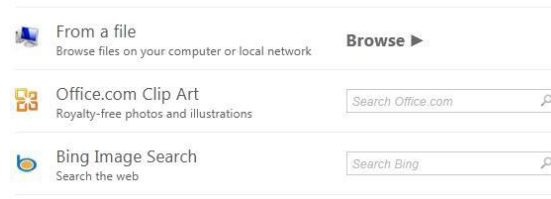
For more information about working with pictures, see [Tips for working with images](#).

#### **Replace the placeholder pictures with your own pictures**

1. Right-click the placeholder picture, click **Change Picture** > **Change Picture**.
2. In the Insert Picture dialog, either browse to

find pictures on your own computer or on your local network, or search for pictures on Office.com or from Bing.

#### Insert Pictures



3. Repeat, as needed, for other pictures in your publication.

#### Add a new picture

1. On the **Insert** tab, click a picture option in the **Illustrations group** (such as **Pictures** or **Online Pictures**).
2. Browse for pictures on your computer, or search Office.com or Bing for images, and click **Insert**.

#### Work with the text

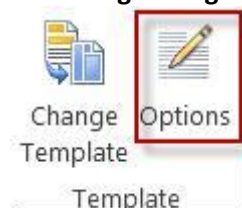
To replace the placeholder text with your own message, simply select the placeholder text, and then type your own message.

#### Add new text

1. On the **Insert** tab, click **Draw Text Box**.
2. In your card, point to where you want one corner of the text to appear, and then click and drag diagonally until you have a box that is the size that you want. Click inside the box to type and format your text.

#### Replace the placeholder text with a verse

1. In the **Page Design** tab, click **Options**.

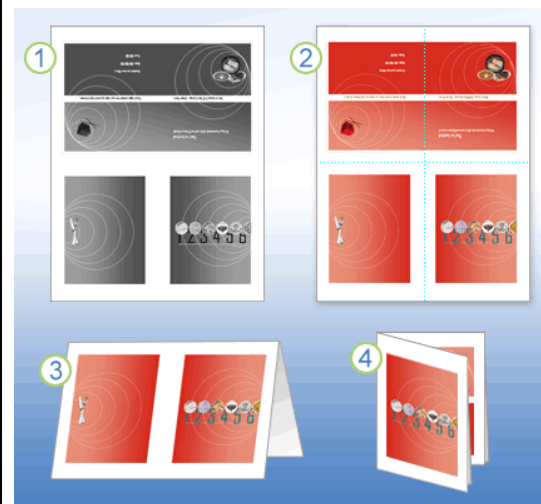


2. For **Category**, click the message category that you want. Under **Available messages**, click the message that you want, preview the two parts of the message on the right, and then click **OK**.



Print and finish the card

In Publisher, cards are set up to be printed on specific sizes of paper. For example, if you select a design that is sized for letter-size paper, you need to make two folds in the paper after you print the card.



**1** When you preview the card before you print it, it looks like step 1.

**2** When you print the card on a color printer, before it is folded, it looks like step 2.

**3** In step 3, you fold the card in half from top to bottom.

**4** In step 4, you fold the card from side to side.

Print the card

		<ol style="list-style-type: none"> <li>1. When the card looks the way that you want, save the file.</li> <li>2. Click <b>File &gt; Print</b>, and then under <b>Settings</b>, verify that the appropriate format is selected, such as <b>Side-fold, quarter sheet, Side-fold, half sheet</b>, or <b>Booklet, side-fold</b>.</li> <li>3. The preview pane shows how your publication will look on the printed page. Make any changes you like to the printing options, such as the number of copies, and then click <b>Print</b>.</li> </ol> <p>Purchase card stock that is designed for greeting cards from specific manufacturers. These packages usually include envelopes. Print one or two test cards on plain paper to verify that your publication prints as you expect before you print on the manufacturer's product or more expensive card stock.</p>	
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School:

District: