BASIC 8

WEEKLY LESSON PLAN – WEEK 7

Strand:	Productive Software		Sub-Strand:		Introduction to desktop publishing
Content Standard:	B8.2.3.1. Demonstrate how to use MS-Publishers,				
Indicator (s)	B8.2.3.1.5 Add and modify pictures from different sources B8.2.3.1.6 Add and modify text B9.2.3.1.7 Create and present a Publisher document (flyer, advertisement, invitation cards, business cards)		**Performance Indicator:** Learners can create flyers, Posters, invitation cards and business cards using MS-Publisher.		
Week Ending	23-02-2024				
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:**	• Personal development and leadership • Critical thinking and Problem Solving	

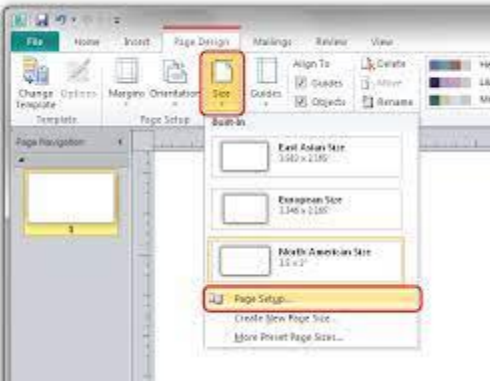| DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN	PHASE 3: REFLECTION
MONDAY	Through questions and answers, review Learners knowledge on the previous lesson.	1. Discuss with Learners about the ways of adding pictures from different sources to MS-Publisher document. 2. Assist Learners to modify pictures in documents. 3. Demonstrate whilst Learners observe how to add and modify texts in MS-Publisher documents. 4. Individual Learners practice adding and modifying texts in MS-Publisher document using different font types. **Methods of Inserting or adding Pictures to MS-Publisher documents;** ✦ Method 1: Use "Insert" Tab. ✦ Method 2: Paste a Picture. ✦ Method 3: Drag and Drop. ✦ Method 4: Choose "Link to File".	Reflect on adding and modifying Pictures and texts in MS-Publisher documents. **Exercise;** 1. State the steps to follow to add; i. Pictures ii. Texts in MS-Publisher. 2. What does it mean to modify pictures in MS-Publisher?
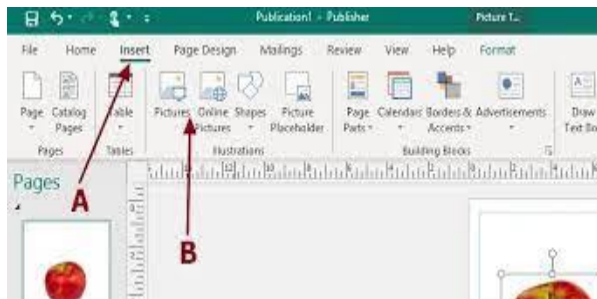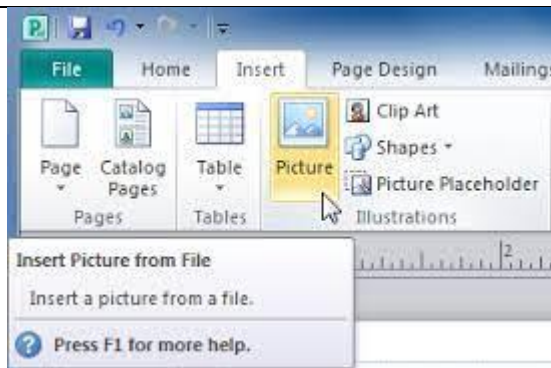
Editing pictures in MS-Publisher;

1. Adjust the brightness, contrast, or sharpness. Select the picture. Select Picture Format and select Corrections.
2. Apply artistic effects. Select the picture.
3. Change the colour. Select the picture.
4. Apply picture effects. Select the picture.
5. Add a border. Select the picture.
6. Compress the picture. Select the picture.

Add text and link text boxes in Publisher

1. Click Home > Draw Text Box, and drag the cross shaped cursor to draw a box where you want text.
2. Type text in the text box. If the text you type is too long for the text box, you can make the text box bigger, or link it to another text box.

| THURSDAY | Demonstrate creating a one-page Publisher document. | 1. Discuss the steps to follow to create a One-Page Publisher document.
2. Learners brainstorm to create MS-Publisher documents.
3. Learners in small groups to create more documents using MS-Publisher and present on a Projected screen to the class.

How do I make one page in Publisher;

➕ On the View menu, click Master Page.
➕ On the Master Page tab, in the Page Navigation pane, select the two-page master page that you want to change to a single-page master page
➕ then click Two Page Master on the toolbar.
➕ In response to the message Do you want to switch to one master page, click OK.

 | Through questions and answers, conclude the lesson.

Exercise;

State the steps to follow to create a one page document under MS-Publisher. |

Name of Teacher: **School:**   **District:**