

SECOND TERM

WEEKLY LESSON NOTES – B8

WEEK 3

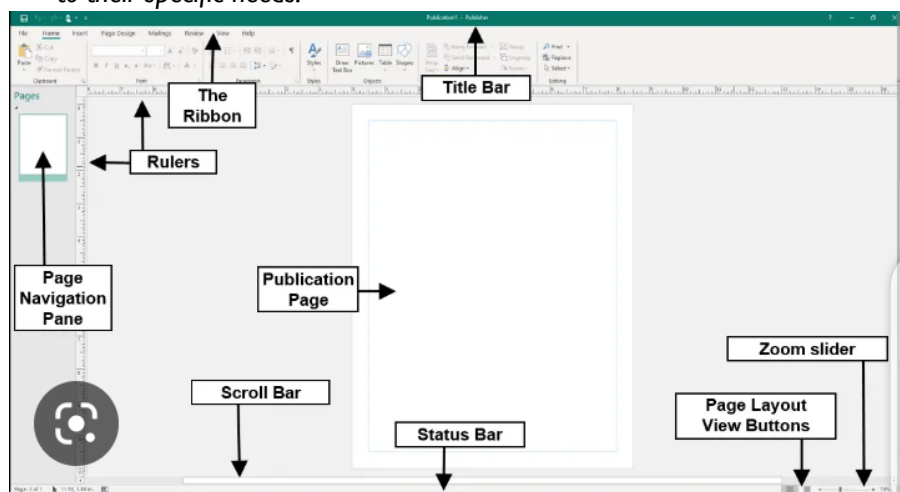
Week Ending: 21-04-2023	DAY:	Subject: Computing
Duration: 60mins		Strand: Productivity Software
Class: B8	Class Size:	Sub Strand: Introduction to Desktop Publishing
Content Standard: B8.2.3.1. Demonstrate how to use MS-Publisher	Indicator: B8.2.3.1.1. Explain the importance of desktop publishing software (DTP)	Lesson: 1 of 2
Performance Indicator: Learners can explain the importance of desktop publishing software		Core Competencies: CC8.2: CP6.1
Reference: Computing Curriculum P.g. 29		
Activities For Learning & Assessment		
Starter (5mins)		
Revise with learners to review their understanding in the previous lesson.		
Share performance indicators and introduce the lesson.		
Main (35mins)		
Guide learners to discuss the meaning of desktop publishing software. <i>Desktop publishing (DTP) is the process of using specialized software to create documents and publications that incorporate text, images, and other visual elements</i>		
Guide learners to identify some examples of desktop publishing softwares.		
<ul style="list-style-type: none"> • <i>Adobe InDesign: This is one of the most popular DTP software used by professionals in the graphic design and publishing industry.</i> • <i>QuarkXPress: Another popular DTP software, QuarkXPress offers a comprehensive set of tools for layout and design, as well as for creating interactive digital publications.</i> • <i>Serif PagePlus: This is a comprehensive DTP software that is aimed at both home users and professionals.</i> • <i>Scribus: This is a free and open-source DTP software that is available for Windows, Mac, and Linux.</i> 		
Introduce learners to the Microsoft desktop publisher. <i>Microsoft Publisher is a DTP software from Microsoft that is aimed at home and small business users. It offers a user-friendly interface and a variety of pre-designed templates for creating flyers, brochures, newsletters, and other types of publications.</i>		
Resources	Progression	
Pictures and videos	Learners are able to explain the importance of desktop publishing software	

Using the charts and pictures, guide learners to identify and discuss the features of the Microsoft Publisher.

- **Ribbon:** The ribbon is located at the top of the window and contains tabs that group related commands together. The tabs include File, Home, Insert, Page Design, Layout, Review, and View.
- **Quick Access Toolbar:** The Quick Access Toolbar is located above the ribbon and contains frequently used commands, such as Save, Undo, and Redo.
- **Pages Navigation Pane:** The Pages Navigation Pane is located on the left side of the window and displays all the pages in the publication.
- **Publication Types:** When users create a new publication, they can choose from a variety of publication types, such as Brochures, Newsletters, Flyers, and more.
- **Objects:** The Objects section of the ribbon contains tools for adding and manipulating various objects in the publication, such as text boxes, pictures, shapes, and tables.
- **Design Themes:** The Design Themes section of the ribbon contains a variety of pre-designed themes that users can apply to their publications.
- **Page Setup:** The Page Setup section of the ribbon contains tools for setting up the page layout, such as page size, margins, and orientation.

Brainstorm to elicit the importance of DTP.

- DTP software allows users to create professional-looking publications that are visually appealing and well-organized.
- It provides tools for designing layouts, adding graphics, and formatting text, which makes it easier to create high-quality publications that look polished and professional.
- DTP software allows users to create publications in-house, reducing the need to outsource this work to graphic designers and printers.
- DTP software allows users to create customized publications that are tailored to their specific needs.



Assessment

What is a DTP?

Mention any five features of the Microsoft Publisher. State one use of the features identified.

State three examples of DTP.

<p>Reflection (10mins) Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.</p> <p>Take feedback from learners and summarize the lesson.</p>		
<p>Homework/Project Work/Community Engagement Suggestions</p>		
<p>What is desktop publishing? State and explain four importance of desktop publishing software.</p>		
<p>Cross-Curriculum Links/Cross-Cutting Issues</p>		
<p>None</p>		
<p>Potential Misconceptions/Student Learning Difficulties</p>		
<p>None</p>		

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Class: B8	Class Size:	Sub Strand: Introduction to Desktop Publishing				
Content Standard: B8.2.3.1. Demonstrate how to use MS-Publisher	Indicator: B8.2.3.1.2 Create and save a new document from a blank or pre- designed template	Lesson: 1 of 2				
Performance Indicator: Learners can create and save a new document from a blank or pre- designed template		Core Competencies: CC8.2: CP6.1				
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