SECOND TERM
WEEKLY LESSON NOTES – B8
WEEK 4

Week Ending: 28-04-2023		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: B8.2.3.1.3 Demonstrate the use of the commands in MS-Publisher ribbons under each tab (Home, Page Design, Mailings, Review, View)			Lesson: 1 of 2
Performance Indicator: Learners can demonstrate the use of the commands in MS-Publisher ribbons under each tab			Core Competencies: CC8.2: CP6.1	
Reference: Computing Curriculum P.g. 29				

Activities For Learning & Assessment	Resources	Progression
Starter (5mins) Revise with learners to review their understanding in the previous lesson. Share performance indicators and introduce the lesson. **Main (35mins)** Revise with learners on the features of the MS-Publisher window. Working in pairs, explore the use of the commands in a desktop publishing software (e.g. MS-Publisher ribbons: Home, Page Design, Mailings, Review, Commands in the home Ribbon • *New: Allows you to create a new publication from scratch or use a pre-designed template.* • *Open: Allows you to open an existing publication.* • *Save: Allows you to save your publication.* • *Undo/Redo: Allows you to undo or redo your last action.* • *Cut/Copy/Paste: Allows you to cut, copy, or paste text and images.* • *Font: Allows you to choose a font and modify the font style and size.* • *Paragraph: Allows you to modify paragraph settings such as alignment, indentation, and spacing.* • *Bullets/Numbering: Allows you to add bullets or numbering to a list.* • *Styles: Allows you to apply a style to text, such as a heading or subheading.* • *Borders: Allows you to add a border around a text box or image.* • *Tables: Allows you to create and customize tables.* • *Pictures: Allows you to insert and modify images.* • *Shapes: Allows you to insert and modify shapes, such as rectangles or circles.*	Pictures and videos	Demonstrating the use of the commands in MS-Publisher ribbons under each tab

- *Arrange: Allows you to arrange objects on the page, such as moving them forward or backward.*
- *Design: Allows you to change the design or layout of the publication, such as choosing a different color scheme or adding a background.*
- *View: Allows you to change the view of the publication, such as zooming in or out or switching to a different page.*

Commands in the Insert Ribbon

- *Pages: Allows you to add or delete pages in your publication, or duplicate a page.*
- *Table: Allows you to insert a table and customize the table's size and design.*
- *Picture: Allows you to insert a picture from a file, online source, or your own collection. You can also customize the picture's size and appearance.*
- *Clip Art: Allows you to insert clip art images from a collection of pre-designed images.*
- *Shapes: Allows you to insert and customize shapes, such as lines, rectangles, and circles.*
- *Building Blocks: Allows you to insert pre-designed building blocks, such as calendars or borders, into your publication.*
- *Text Box: Allows you to insert a text box and customize its size and appearance.*
- *WordArt: Allows you to insert decorative text elements that can be customized with various font styles and effects.*
- *Drop Cap: Allows you to create a large capital letter at the beginning of a paragraph.*
- *Header & Footer: Allows you to add headers and footers to your publication, which can contain text or images.*
- *Page Parts: Allows you to add pre-designed page elements, such as a sidebar or pull quote, to your publication.*
- *Hyperlinks: Allows you to insert hyperlinks to web pages, email addresses, or other files.*

Assessment
Identify and state one use of the commands in the Page Design and View ribbon.

Reflection *(10mins)*
Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.

Take feedback from learners and summarize the lesson.

Homework/Project Work/Community Engagement Suggestions
Identify and state one use of the commands in the Mailings and Review ribbon.

Cross-Curriculum Links/Cross-Cutting Issues
None

Potential Misconceptions/Student Learning Difficulties
None

Week Ending: 28-04-2023		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: B8.2.3.1.4 Change the orientation and margins of a document		Lesson: 1 of 2
Performance Indicator: Learners can change the orientation and margins of a document			Core Competencies: CC8.2: CP6.1	
Reference: Computing Curriculum P.g. 30				

Activities For Learning & Assessment	Resources	Progression
Starter (5mins) Revise with learners to review their understanding in the previous lesson. Share performance indicators and introduce the lesson. **Main (35mins)** Explore and change the orientation and margins of your document by working in pairs. To change the orientation and margins of a MS-Publisher document. *1. Open the MS-Publisher document you want to modify.* *2. Click on the "Page Design" tab in the ribbon at the top of the screen.* *3. To change the orientation, click on the "Orientation" button and select either "Portrait" or "Landscape" from the dropdown menu.* *4. To adjust the margins, click on the "Margins" button and select a preset margin option, such as "Narrow," "Moderate," or "Wide." Alternatively, you can click on "Custom Margins" at the bottom of the dropdown menu to set your own custom margins.* *5. If you selected "Custom Margins," a new window will open where you can set your margins. Adjust the values for top, bottom, left, and right margins as desired.* *6. Click "OK" to apply the new margins and close the window.* *7. Save your changes to the document by clicking on "File" in the ribbon, then "Save" or "Save As" if you want to save a new copy of the document with the new orientation and margin settings.* Assessment	Pictures and videos	Changing the orientation and margins of a document.

Explain how you would change the orientation and margins of a MS-Publisher document		
Reflection (*10mins*) Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson. Take feedback from learners and summarize the lesson.		

Homework/Project Work/Community Engagement Suggestions

Learners in groups, create and save a new document from a blank or pre- designed template

Cross-Curriculum Links/Cross-Cutting Issues

None

Potential Misconceptions/Student Learning Difficulties

None