

SECOND TERM

WEEKLY LESSON NOTES – B8

WEEK 5

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| Week Ending: 05-05-2023 | 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: B8.2.3.1.5 Add and modify pictures from different sources | Lesson: 1 of 2 |
| Performance Indicator: Learners can add and modify pictures from different sources | | Core Competencies: CC8.2: CP6.1 |
| Reference: Computing Curriculum P.g. 29 | | |
| Activities For Learning & Assessment | | |
| Resources | | |
| Progression | | |
| <p>Starter (5mins)</p> <p>Revise with learners to review their understanding in the previous lesson.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35mins)</p> <p>Ask learners to launch the MS Publisher. Revise with them some features of the publisher window.</p> <p>Learners in groups create documents by exploring the use of the commands in the various ribbons.</p> <p>Learners explore addition and modification of pictures from different sources to your document by working in pairs.</p> <p>To add and modify pictures from different sources in MS Publisher.</p> <ol style="list-style-type: none"> 1. Open your Publisher document and click on the "Insert" tab in the ribbon menu. 2. Click on "Picture" and select the source of the picture you want to insert. You can choose to insert a picture from your computer, from the web, or from a variety of other sources. 3. Once you've selected the picture, it will be inserted into your document. You can then resize it, move it around, and modify it as needed. <p><u>To modify the picture, follow these steps:</u></p> <ol style="list-style-type: none"> 1. Click on the picture to select it. 2. Click on the "Format" tab in the ribbon menu. 3. From here, you can adjust the brightness, contrast, color, and other properties of the picture. You can also crop the picture, add effects, and apply various styles. 4. You can also add borders and frames to your picture by selecting the "Picture Border" option from the "Format" tab. | | |
| Pictures and videos | | |
| Adding and modifying of pictures from different sources to MS Publisher document | | |

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| <p><u>Assessment</u> Describe how you would replace an existing picture with a new one in MS Publisher? Describe how you would add a text to pictures in MS Publisher?</p> <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>Identify and state one use of the commands in the Mailings and Review ribbon.</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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| Week Ending: 05-05-2023 | 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: B8.2.3.1.6 Add and modify text using different font types | Lesson: 1 of 2 |
| Performance Indicator: Learners can add and modify text using different font types | | Core Competencies: CC8.2: CP6.1 |
| Reference: Computing Curriculum P.g. 31 | | |
| Activities For Learning & Assessment | | |
| <p>Starter (5mins)</p> <p>Revise with learners to review their understanding in the previous lesson.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35mins)</p> <p>Guide learners to explore addition and modification of text using different font types in your document.</p> <ol style="list-style-type: none"> 1. Open your Publisher document and click on the "Home" tab in the ribbon menu. 2. Click on the "Text Box" button in the "Objects" group to insert a new text box. Alternatively, you can click on an existing text box to edit the text within it. 3. Type the text that you want to add to your document. 4. To change the font of the text, select the text that you want to modify. 5. Click on the "Font" dropdown menu in the "Font" group on the "Home" tab. 6. Choose a font from the list of available fonts. You can also change the font size, style, and color from the same dropdown menu. 7. If you want to use a font that is not available in the dropdown menu, click on the "More Fonts" option at the bottom of the dropdown list. This will open the "Font" dialog box, where you can choose from a wider variety of fonts. 8. In the "Font" dialog box, you can also choose additional font options such as character spacing, text effects, and advanced typography settings. <p><u>To modify existing text,</u></p> <ol style="list-style-type: none"> 1. Click on the text that you want to modify. 2. Use the "Font" dropdown menu on the "Home" tab to change the font type, size, style, and color as desired. 3. To format text as bold, italic, or underlined, use the "Bold," "Italic," and "Underline" buttons in the "Font" group. 4. You can also adjust the spacing, alignment, and other formatting options from the "Paragraph" group on the "Home" tab. <p><u>Assessment</u></p> <p>Can you import custom fonts into MS Publisher?</p> | | |
| Resources | Progression | |
| Pictures and videos | Adding and modifying text using different font types to MS Publisher document | |

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| <p>How can you apply the same font to multiple text boxes or objects in MS Publisher?</p> <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>Learners in groups, create and save a new document from a blank or pre- designed template</p> | | |
| <p>Cross-Curriculum Links/Cross-Cutting Issues</p> | | |
| <p>None</p> | | |
| <p>Potential Misconceptions/Student Learning Difficulties</p> | | |
| <p>None</p> | | |