

SECOND TERM

WEEKLY LESSON NOTES – B8

WEEK 6

Week Ending: 12-05-2023	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		
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>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. 		
Pictures and videos		
Adding and modifying text using different font types to MS Publisher document		

<p><u>Assessment</u> Can you import custom fonts into MS Publisher? 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>		
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		

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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: B9.2.3.1.7 Create and present a Publisher document (flyer, advertisement, invitation cards, business cards)	Lesson: 2 of 2				
Performance Indicator: Learners can create and present a Publisher document		Core Competencies: CC8.2: CP6.1				
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<table border="1"> <thead> <tr> <th>Resources</th> <th>Progression</th> </tr> </thead> <tbody> <tr> <td> <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>Guide learners to create a one-page Publisher document E.g. flyer, advertisement, invitation cards, business cards, etc.</p> <p>Present documents to demonstrate creative abilities.</p> <p><u>Assessment</u> Learners create and present a Publisher document</p> <p>Reflection (10mins)</p> <p>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> </td> <td> <p>Creating and presenting a Publisher document</p> </td> </tr> </tbody> </table>			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>Guide learners to create a one-page Publisher document E.g. flyer, advertisement, invitation cards, business cards, etc.</p> <p>Present documents to demonstrate creative abilities.</p> <p><u>Assessment</u> Learners create and present a Publisher document</p> <p>Reflection (10mins)</p> <p>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>Creating and presenting a Publisher document</p>
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