

## **PGCE IT 1999-2000 – Lesson Plan pro-forma**

**Topic:** DESKTOP PUBLISHING

**Date:** 9<sup>TH</sup> March 2000

**Title:** Implementation of Design Using  
Microsoft Publisher

**Time:** 9.40- 10.40

**Class:** 9T2

**Room:** 1

**Lesson no. 2 in a sequence of 4 lessons**

### **Aim**

1. For pupils to understand how to create their design on a computer using Microsoft Publisher.
2. For Pupils to recognise the different tools needed for this task

### **Learning Objectives**

- All:** i. Understand the use of various tools in MS Publisher especially the text box tool.  
ii. Understand how to transfer the ideas from hand drawn design to computer.

**Most:** Begin to use these tools to begin their leaflet.

**Some:** Complete their design which shows they are fully comfortable using MS Publisher.

### **Key Questions**

1. What software would be appropriate for designing a leaflet
2. Which of the tools would you use more often

### **Resources**

Microsoft Publisher, Projector, handouts, designs created as homework

### **Links with IT NC/GCSE**

**3a** *reorganise and present (information) in a variety of forms that are fit for purpose.*  
**3b, 2d**

### **Links with previous lesson**

Implementation of design

<b>Time (in mins.)</b>	<b>Pupil Activity</b>	<b>Teacher Activity</b>	<b>Resources</b>
0-5	Entry and Registration  Bring out Homework and Contact books	Registration	Register
5- 10	Watch demonstration and listen to teacher	Demonstrate via projector how to open Microsoft Publisher through office 2000 folder, and then how their page should be set. (e.g. margins etc).	Projector  MS Publisher
10-15	Open MS Publisher and set their pages	Instruct kids to carry out what they watched teacher do.  Provide Assistance	PC Network  MS Publisher
15- 22	Watch demonstration and listen to teacher	Demonstrate the functions of text frame, word art and clip art tools.	PC Network  MS Publisher
22- 45	Begin to apply what has been observed to their own publication	Provides assistance and answer individual questions  Give instructions to pupils who missed the introduction.	
47 – 50	Save work , Log off, Pack and exit		
<b>Homework/extension to next lesson</b>			
<b>Differentiation – alternative activities</b>			