

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

**Topic:**DESKTOP PUBLISHING

**Date:** 19<sup>TH</sup> May 2000

**Title:** Implementation of Design Using  
Microsoft Publisher *Part 2*

**Time:** 13.35 –14.25

**Class:** 9T2

**Room:** 1

**Lesson no. 3 in a sequence of 4 lessons**

### **Aim**

1. For pupils to develop their understanding and skill in using Microsoft publisher to create their leaflet

### **Learning Objectives**

**All:** Set up their margins and start putting in text, pictures and other forms of design on page 1.

**Most:** Complete page 1 and begin page 2.

**Some:** Complete page 1 & 2, print out first draft, critically assess their work and decide on improvements for their next print out.

### **Key Questions**

1. What kind of font will I use to make sections of my design stand out?
2. What tools can I use to make my leaflet look better?

### **Resources**

Microsoft Publisher, Projector, handouts, design drafts created by free hand.

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

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

### **Links with previous lesson**

Continuation of design Implementation

<b>Time (in mins)</b>	<b>Pupil Activity</b>	<b>Teacher Activity</b>	<b>Resources</b>
0-5	Entry and Registration Bring out Contact books	Registration	Register
5-10	Watch demonstration and listen to teacher	Demonstrate via projector: a) the use of line and custom shape tools b) how to create fancy border	Projector MS Publisher
10- 15	Ask questions	Answer questions	
15 - 45	Continue working on their leaflets Apply new instructions	Provide Assistance Answer individual questions	PC Network MS Publisher
45 – 47	Fill Homework into contact books	Giveout Homework sheet Set Homework	Homework sheet Contact books
47- 50	Save work, Log off, Pack and Exit		
<b>Homework/extension to next lesson</b>		Homework sheet on basic desktop publishing issues provided.	
<b>Differentiation – alternative activities</b>			