PRE INTENSHIP-SEMINAR ITE 300 **GROUP 3** LESSON PLAN

GROUP 3 MEMBERS

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ITE 300D **GROUP 23:** ONE WAY COMMUNICATION USING GOOGLE SITE

LESSON PLAN

SCHOOL: OSEI TUTU SENIOR HIGH SCHOOL

CLASS: SHS 2A

SUBJECT: INFORMATION AND COMMUNICATION TECHNOLOGY (ELECTIVE)

TOPIC: INFORMATION TECHNOLOGY IN OUR LIVES

WEEK: THREE (3)

DATE: 10TH, AUGUST 2022.

TIME: 8:00AM – 8:15AM

DURATION: 15MINS

OBJECTIVES

By the end of the lesson the, the student will be able to:

1. Give at least five (5) examples of commands in the ribbon of Microsoft Publisher perfectly.
2. Identify at least three (3) functions of the quick access toolbar accurately without looking in the book.
3. Explain at least four (4) functions of Mini Toolbar in Microsoft Publisher correctly.

References: NACCA. (2020) Teaching syllabus for information and communication Technology (core)

Teaching and Learning Materials:
- A web site created using Google sites
- Laptops
- Mobile phones
- An animated content on MS- Publisher placed on the google site.

ITE 300D **GROUP 23:** ONE WAY COMMUNICATION USING GOOGLE SITE

Relevant Previous Knowledge (RPK)

Students have been introduced to:

- the meaning of desktop publishing software
- the importance of desktop publishing software (DTP)
- DTP packages. (e.g. MS-Publisher, Adobe InDesign, LibreOffice Draw, QuarkXPress etc.)

CORE POINTS/ BREAK DOWN	METHODOLOGY		TIME ALLOCATION
	TEACHER ACTIVITY	STUDENT ACTIVITY	
INTRODUCTION	Give this website link (website link) to learners. And encourage learners to visit the site. At the first section of the google site, show a short video that that instructs learners to demonstrate how they created new document from blank template during their previous lesson. In the video, ask learners to list three vital tabs they still remember from the previous lesson.	Students visit the google site using the given address. Students demonstrate at their various locations how they created word document from a blank template. Students answer questions from the short video.	5 minutes
DEVELOPMENT			

STEP 1. Examples of commands in Microsoft Publisher	Show a paragraph of text on the page that links students' knowledge from the introduction to the main lesson. Below the text, show image of useful commands in the ribbon to learners. Use tool tips and mouse hover and click events to display functions of each command/tools in the MS-publisher.	Students read paragraph of text displayed at the site. Students watch images of vital commands/tools in MS-Publisher ribbon from the site. Students access names of each command/tool using mouse hover or click events.	8 minutes
STEP 2.			3 minutes

STEP 3 .			2 minutes
Step 4. **Closure**	Show at paragraph of text that summarizes the main ideas in the lesson for learners to read. Below the summary text, show a link to a google form that has the questions below. (Students do it as an exercise). The google form contains the questions below: 1. List three (3) groups that can be found on home tabs.	Students read summary text on the site.	3 minutes

	2. What is gallery?
	3. Tabs are divided into…………
	The Ribbon is made up of three items namely.
	    1. …………………
	    2. …………………..
	    3. …………………..
		Students use a google form link to do class exercise.	

Application	In another section on the google site, show a text content that you want learners to edit using Microsoft Publisher. In the same section of the site, give a link to a YouTube video that demonstrates correct way to create an invitation card for learners use.	At remote locations, students practise editing of text using Microsoft Publisher. Students create invitation cards at their remote locations.	5 minutes

Consolidation
 	
1. Communicate future activities
2. Set class exercise
	Below the web page, show a paragraph that has the following questions.
	    1. Identify at least three tabs of Microsoft Publisher without referring to your book.
	    2. 2. Describe at least four functions of each command tab of Microsoft Publisher correctly.
	    3. State four functions of Mini toolbar in MS-Publisher.
	    4. Give five examples of commands under the MS-publisher ribbon.
	
	Below the above section, place a short video that congratulates students for successfully
		Students read and answer evaluative questions.
		
		Students watch short video to get informed of the next lesson.
			4 minutes

	completing the lesson. In the same video announce to students the next topic to be treated (Changing Orientation and Margin). Encourage students to prepare on the next topic.		
Assignment	In the last section of the web page, show the following assignment for learners to do. Ask learners to submit their assignment through to your Gmail account. 1. List three ribbons found on MS-Publisher. 2. Write four functions of any tabs found in Ms-Publisher.		
Tidy away			2