

6

# Lesson Exemplar for TLE-ICT

Quarter 1

Week

6

**Lesson Exemplar for TLE 6**  
**Quarter 1: Lesson (Week 6)**  
**SY 2025-2026**

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**TLE /QUARTER 1/ GRADE 6 (WEEK 6)**

<b>I. CURRICULUM CONTENT, STANDARDS, AND LESSON COMPETENCIES</b>	
<b>A. Content Standards</b>	The learners demonstrate an understanding of using productivity tools.
<b>B. Performance Standards</b>	The learners perform the utilization of online and productivity tools in a safe and responsible manner.
<b>C. Learning Competencies and Objectives</b>	<p><b><i>Learning Competency</i></b></p> <ul style="list-style-type: none"><li>• <i>Create documents using desktop publishing.</i></li></ul> <p><b><i>Learning Objectives</i></b></p> <p>At the end of this lesson, the students are expected to:</p> <ol style="list-style-type: none"><li>1. demonstrate the use of master page;</li><li>2. demonstrate the use of background;</li><li>3. demonstrate the use of guides;</li><li>4. demonstrate the use of headers and footers;</li><li>5. demonstrate the use of page number in MS Publisher.</li></ol>
<b>C. Content</b>	<p><b>Desktop Publishing Software using MS Publisher</b></p> <ul style="list-style-type: none"><li>• Creating or editing Master Pages</li><li>• Adding Background</li><li>• Setting Guides</li><li>• Adding Headers and Footers</li><li>• Formatting Page Numbers</li></ul>
<b>D. Integration</b>	SDG 4: Quality Education SGD 9: Industry, Innovation and Infrastructure

<b>II. LEARNING RESOURCES</b>
<p>Brownell, J. (2023, October 18). Master pages in publisher – instructions. TeachUcomp, Inc. <a href="https://www.teachucomp.com/master-pages-in-publisher-instructions/">https://www.teachucomp.com/master-pages-in-publisher-instructions/</a></p> <p>Caspillan, M. (2017). Introduction to desktop publishing. www.academia.edu. <a href="https://www.academia.edu/33605554/Introduction_to_Desktop_Publishing">https://www.academia.edu/33605554/Introduction_to_Desktop_Publishing</a></p>

Create and edit master pages - Microsoft Support. (n.d.). <https://support.microsoft.com/en-us/office/create-and-edit-master-pages-bfcb47ee-6c14-466b-8fa5-d0caa30fb03d>

III. TEACHING AND LEARNING PROCEDURE		NOTES TO TEACHERS
A. Activating Prior Knowledge	<b>DAY 1</b> <b>1. Short Review</b> Let us test your prior knowledge in Desktop Publishing using Microsoft Publisher. Answer the pre-assessment below. a. What is desktop publishing? _____ _____ b. What document/s have you created in Microsoft Publisher? _____ _____ c. What are the advantages in using Microsoft Publisher over Microsoft Word in layouting? _____ _____ d. Enumerate the tools that you have used in creating a design in Microsoft Publisher. _____ _____	Teacher will ask the following questions to the students.
	<b>2. Feedback (Optional)</b>	Students will respond to the questions based on their knowledge from previous lessons in Microsoft Publisher.





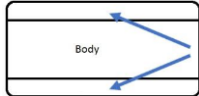
## B. Establishing Lesson Purpose

### 1. Lesson Purpose

This lesson will level-up the skills of the students in using MS publisher by learning advanced tools and features of MS Publisher.

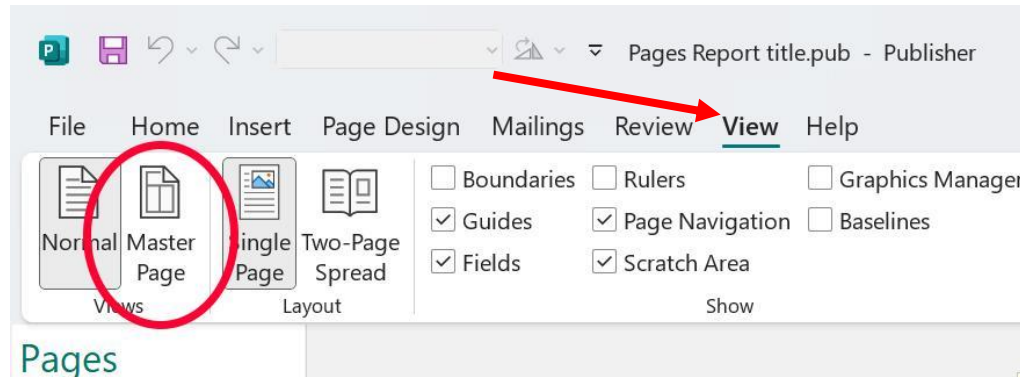
### 2. Unlocking Content Area Vocabulary

**Guess the Word.** Identify the following icons that are used in desktop publishing as shown below.

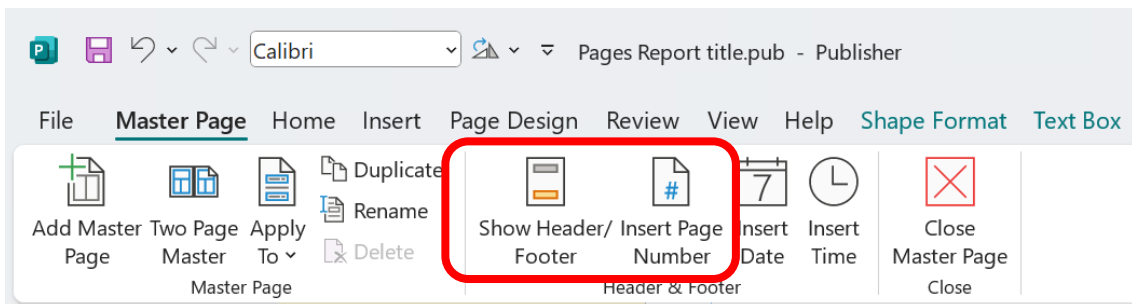
 <p>M_CR_S_F_ P_BL_SH_R</p>	<p><b>Microsoft Publisher</b> - most used in desktop publishing for newbies because of ease of use and functionalities.</p>
 <p>M_ST_R P_G_</p>	<p><b>Master Page</b> - apply content that is consistent across multiple pages or even the entire publication.</p>
 <p>B_C_G_O_ND</p>	<p><b>Background</b> – in Publisher, Picture or texture fill, color and under Transparency, type in 80% or higher to make your picture background lighter.</p>
 <p>G_I_E</p>	<p><b>Guide</b> – allows you to make it easier to align the pieces of your publication.</p>
 <p>H_A_E_ AND F_ _T_R</p>	<p><b>Header and Footer</b> - provides different content for different sections of a document.</p>

The teacher will provide an activity entitled “Guess the Word” by showing pictures. The teacher will then show the definitions of each word before the start of the lesson.

<p><b>C. Developing and Deepening Understanding</b></p>	<p><b>SUB-TOPIC 1: Desktop Publishing Software using Microsoft Publisher Plus 2019</b></p> <p><b>1. Explicitation - Master Pages overview</b></p> <p>You can use master pages in Publisher to change the default appearance of pages in a publication. Master pages in Publisher contain the default page layout objects and content to apply to a publication page. When you add pages to a publication, they are formatted to the master page's specifications. You can have several master pages in Publisher within a single publication. You can create and customize your own master pages in Publisher. If desired, you can then save them as custom templates for future use.</p> <p>Use master pages to repeat design and layout elements on multiple pages in a publication.</p> <p>Using master pages for these common elements gives your publication a more consistent appearance and allows you to create and update these elements in one place, rather than changing them on each publication page.</p> <p><b>Creating or Editing Master Pages</b></p> <p>You can create a new master page from scratch or duplicate an existing master page, which you can then edit to change just those elements that you want to be different.</p> <p>If you set up your publication to be viewed as two-page spreads, you should use two-page master pages. If you set up your publication to be viewed as single pages, you should use single-page master pages.</p> <p>You can also Change a single-page master page to a two-page master page, or change a two-page master page to a single-page master page.</p> <ol style="list-style-type: none"> <li>1. To view the current master pages in your open publication, click <b>View &gt; Master Page</b>.</li> </ol>	<p>Note: Elements added in Master Page view can't be edited in the publication, so it's best to use master pages for elements such as headers and footers, page numbers, borders, and other design elements you don't want to change from page to page in your publication.</p>
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2. Begin to edit the master page in the master page window by adding elements such as **headers and footers** or **page numbers**.



3. Click **Close Master Page** to go back to publication view.

## 2. Worked Example

### Activity 1: Master Page

Practice the steps in modifying the Master Page by Creating a New Document in A4 Size with 8 Pages. Add a design in the Master page for a Newsletter.

## 3. Lesson Activity

### List of examples of Projects Incorporating Master Pages and Background Images in Microsoft Publisher

1. School Newsletter:

For activity 1, see worksheet for the learning activity that the students will accomplish.

The teacher may assign or choose a topic from the list of projects to the students. This will be a continuous activity as

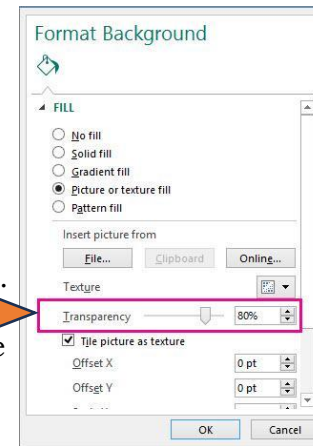
	<ul style="list-style-type: none"><li>● Task students with creating a school newsletter using Microsoft Publisher.</li><li>● Require the use of master pages for consistent headers, footers, and page numbers.</li><li>● Encourage students to add background images related to the school's branding for visual appeal.</li></ul> <p>2. Event Program Brochure:</p> <ul style="list-style-type: none"><li>● Assign students to design an event program brochure for a fictional event using Microsoft Publisher.</li><li>● Challenge students to utilize master pages for event details, schedule, and sponsor information.</li><li>● Guide students in incorporating relevant background images and custom guides for layout design.</li></ul> <p>3. Travel Magazine Layout:</p> <ul style="list-style-type: none"><li>● Have students create a travel magazine layout in Microsoft Publisher, featuring different destinations and travel tips.</li><li>● Emphasize the use of master pages for consistent section headers, article titles, and page numbers.</li><li>● Encourage students to select captivating background images of landscapes or landmarks to enhance the travel theme.</li></ul> <p><b>DAY 2</b></p> <p><b>SUB-TOPIC 2: WORKING ON BACKGROUND</b></p> <p><b>1. Explicitation</b></p> <p>It takes a few steps to make a picture of your publication background, but if you use master pages you have to make the change only once and all of the publication pages will have the full-page background.</p> <p>If a full-page background isn't what you want, you can make a smaller watermark from a photo or picture or create a text watermark.</p>	they progress on the lessons discussed within 4 days.
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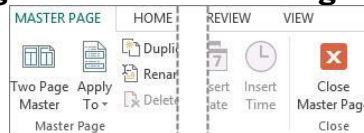
Steps in creating a background image.

1. Open your publication template, and click **Page Design > Master Page > Edit Master Pages**.
2. Click **Page Design > Background> More Backgrounds**.
3. Click **Picture or texture fill**.
4. Click **File**, choose your picture, and click **Insert**.
5. In the **Format Background** box, under **Transparency**, type **80%** in the box, and click **OK**.

If you want to make the picture even lighter, move the slider to **85% 90%**.



6. Click **Master Pages > Close Master Pages** to return to the publication.



## 2. Worked Example

### Activity 2: Adding Background

Apply Adding image background to your first activity. Choose appropriate images that enhance the overall design without overpowering the content. Experiment with transparency and tiling options for background images.

## 3. Lesson Activity

Encourage students to customize background images to reflect the school's spirit or theme for each spread.

For activity 2, see worksheet for the learning activity that the students will accomplish.

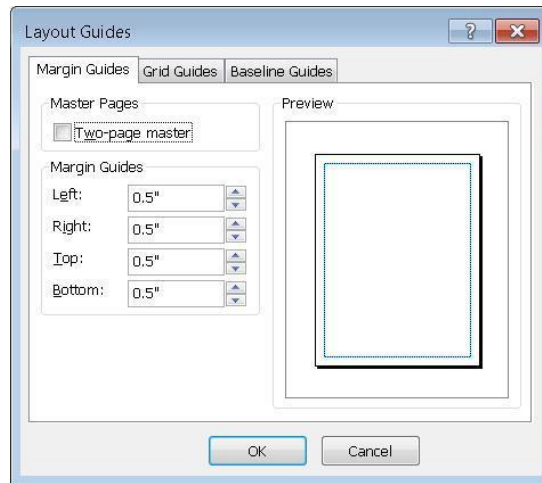
The Teacher should show to students how to insert and format background images in Microsoft Publisher.

If the sub-topic is too short for the day, the teacher may start introducing the next subtopic to have ample time

	<p><b>DAY 3</b>  <b>SUB-TOPIC 3: SETTING GUIDES IN PUBLISHER</b>  <b>1. Explicitation</b></p> <p><b>Understanding the Layout Guides dialog box in Publisher</b>  Layout guides are a great way to determine where to place various objects on each page so that everything is lined up properly. They don't appear when you print your publication, but the blue or pink lines provide visual references on every page that make the objects in your document look organized.</p> <p>Publisher provides three types of layout guides:</p> <p><b>Layout Guides dialog</b>  The margin, grid, and baseline guides can be set in the Layout Guides dialog.</p> <p><b>1. MARGIN GUIDES</b></p> <ul style="list-style-type: none"> <li>○ They define the boundary of your printable area and automatically appear in every publication</li> <li>○ They indicate where you should and shouldn't place objects</li> <li>○ They help you align objects along the perimeter of each page</li> </ul> <p><b>2. GRID GUIDES</b></p> <ul style="list-style-type: none"> <li>● They are like lines on graph paper that are very useful for aligning objects that you don't want to align to the margin guides</li> <li>● For example, if you want to set an image in the center of the page, grid guides can help you do this.</li> </ul> <p><b>3. BASELINE GUIDES</b></p> <ul style="list-style-type: none"> <li>● These guides help you align text in between text boxes in columns even though the text boxes are not linked</li> </ul> <p>To open the Layout Guides dialog:</p> <p>Click <b>Page Design &gt; Guides</b> and select <b>Grid and Baseline</b>.</p> <div style="border: 1px solid green; padding: 10px; margin-top: 10px;"> <p><b>Note:</b> To see the margin and grid guides, select the <b>Guides</b> check box on the <b>View</b> tab. To see baseline guides, select the <b>Baselines</b> check box on the <b>View</b> tab.</p> </div>	<p>for Learning Activities of the Learners.</p>
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### Margin Guides tab

The margin guides can help you set the amount of white space around the edges of a master page. Margin guides are part of a master page, and they are displayed on any page that master page is applied to. If the **Ignore Master** option is selected for a particular page, but the **Boundaries and Guides** option is turned on, margin guides appear.



Margin Guides is using Centimeter default unit. If you want to change in inches, go to **File > More > Options > Advanced**. Then scroll down the content and look under **Display > Show** measurement in units of: change **Centimeters** to **Inches**.

### Master Pages

**Two-page master** - Select this option to set up margins for a two-page spread if your publication is a book or booklet that is bound on one side. When you select this option, the left and right margin guides will change to inside and outside margin guides. The inside margin is on the bound edge of the book; the outside margin is on the outside, or fly, edge of the book.

### Margin Guides

Note: If you select a two-page spread, the Left and Right options change to Inside and Outside.

**Left** - Enter the amount of space that you want between the left edge of the page and the left margin guide. If you select the Two-page master check box, you'll see

the amount of space between the inside edge of the pages and the inside margin guide.

**Right** - Enter the amount of space that you want between the right edge of the page and the right margin guide. If you select the Two-page master check box, you'll see the amount of space between the outside edge of the pages and the outside margin guide.

**Top** - Enter the amount of space that you want between the top edge of the page and the top margin guide.

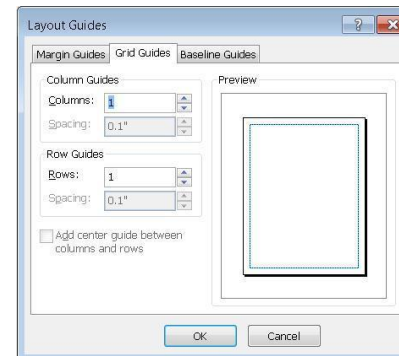
**Bottom** - Enter the amount of space you want between the bottom edge of the page and the bottom margin guide.

Tip: The default value for margins is in the measurement units that you selected for your publication. You can specify other measurement units by typing the abbreviation for them after the numerical value: inches (in), centimeters (cm), picas (pi), points (pt), or pixels (px).

### Grid Guides tab

You can use grid guides to set the number of columns and rows that you want on the Master page.

Tip: The default value for spacing is displayed in the measurement units that you selected for your publication. You can specify other measurement units by typing the abbreviation for them after the numerical value: inches (in), centimeters (cm), picas (pi), points (pt), or pixels (px).



### Column Guides

**Columns** - Enter the number of columns that you want between the left and right margin guides.

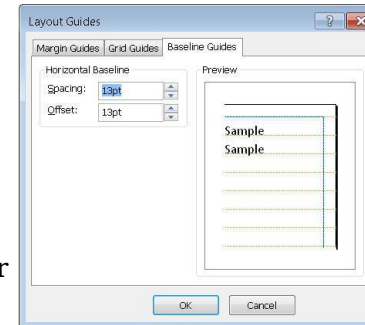
**Spacing** - Enter the amount of space that you want between each column.

## Row Guides

**Rows** - Enter the number of rows that you want between the top and bottom margin guides.

**Spacing** - Enter the amount of space that you want between each row.

**Add center guide between columns and rows.** This option is available if you have more than one column or row. Select this option to display a nonprinting guide that marks the center of the spacing between your columns and rows. This guide is useful for positioning text boxes or graphical objects.



## Baseline Guides tab

Use baseline guides to align the baselines of your text across all the columns of a multicolumn publication.

## Horizontal baseline

Set the spacing and offset for the horizontal baseline guides.

Tip: The default measurement unit for baseline guides spacing and offset is points. Even if you type another measurement unit, such as inches, Publisher converts the value to its equivalent in points.

**Spacing** - Enter the amount of space that you want between horizontal baseline guides. The number that you enter is used as the line spacing amount for the paragraphs that you have set to align to the baseline guides.

**Offset** - Type the amount of blank space that you want from the top margin guide to the first horizontal baseline guide below it.

The offset that you use depends on the font size of your text and the spacing value that you have set for the baseline guides. In cases where the font size is much smaller than the baseline guides spacing, you may want the offset value to be less than the spacing value so the first line is closer to the top margin of your page.

	<p>Note: You'll also have settings for Vertical Baseline if you have an East Asian language enabled.</p> <p><b>2. Worked Example</b> Demonstrate how to create custom guides and snap objects to guides for precision in layout design.</p> <p><b>3. Lesson Activity</b> Encourage students to apply using guides to improve the visual appeal and organization of their ongoing projects.</p> <p><b>DAY 4</b></p> <p><b>SUB-TOPIC 4: ADDING HEADERS AND FOOTERS</b></p> <p><b>1. Explicitation</b> <b>Headers and Footers</b> By using the Header and Footer tool in Publisher, you can create headers and footers on any master page. Headers and footers can comprise automatic page numbers, current date and time display, inline objects, and any text you want, such as chapter headings or newsletter banners.</p> <p><b>Add a header or footer to a single-page master page</b></p> <ol style="list-style-type: none"> <li>1. On the Insert tab, in the Header &amp; Footer group, click Header or Footer. Publisher will switch to a master page where header and footer text boxes will appear, along with the Header and Footer toolbar.</li> <li>2. Select the options you want from the toolbar, type the header or footer text you want, and then apply the font and paragraph settings you want to the header and footer text.</li> <li>3. On the Header and Footer toolbar, click Close Master Page.</li> </ol> <p><b>Add headers or footers for a two-page master page</b> You can add headers and footers on facing pages by adding them to a single-page master page and then changing the single-page master page to a two-page master page.</p>	<p>Teach students how to use guides to align and position elements on the page accurately.</p>
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1. On the View menu, click Master Page.
2. In the Edit Master Pages task pane, click the arrow next to the single master page where you want to create facing headers and footers, and then click Show Header/Footer. Header and footer text boxes will appear on the master page, along with the Header and Footer toolbar.
3. Select the options you want from the toolbar, type the header or footer text you want, and then apply the paragraph settings you want to the header and footer text.
4. In the Master Page group, click Two Page Master.
5. You can now edit the headers or footers on both pages of your two-page master page.

### **Hide the header or footer on any page**

You can hide a header or footer on any page by following these main steps:

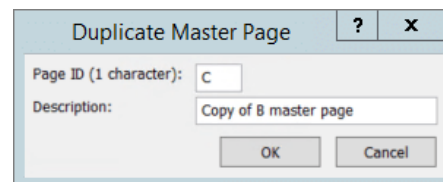
#### **Step 1: Create a duplicate master page**

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, select the master page you want to duplicate, and then click Duplicate in the Master Page group.
3. In the **Duplicate Master Page** dialog box, do one or more of the following:

In the Page ID (1 character) box, type a single-character identifier for your new master page. This can be any single Unicode character.

In the Description box, type a brief description of your new master page.

Note: Note: The display of this description is limited to 40 characters.



#### **Step 2: Delete the header or footer**

Delete the contents of the header or footer on the duplicate master page.

	<p><b>Step 3: Apply the duplicate master page to the publication page where you want to hide the header or footer.</b></p> <p>On the <b>Page Design</b> tab, click <b>Master Pages &gt; Edit Master Pages</b>.</p> <ol style="list-style-type: none"> <li>1. Right-click the page where you want to apply the master page and then select Master Pages.</li> <li>2. If the master page you want to use is shown, select it. If not, select Apply Master Page. In the Apply Master Page dialog box, select the master page you want to apply from Select a master page.</li> <li>3. In Apply to, select the pages you want the master page applied to.</li> <li>4. Click OK.</li> </ol> <p><b>Format Page numbers</b></p> <p>You can use different page number formats in sections of your publications in Publisher. For example, you can use lowercase Roman numerals (i, ii, iii) for the introduction to your publication and then use Arabic numerals (1, 2, 3) for the main body of your publication.</p> <p><b>Change the page number format for an existing section</b></p> <ol style="list-style-type: none"> <li>1. On the <b>Insert</b> menu, select <b>Page Number</b>.</li> <li>2. Select <b>Format Page Numbers</b>.</li> <li>3. In the <b>Page Number Format</b> dialog box, select the number format you want from the Number format box.</li> <li>4. Select any other options that you want.</li> </ol> <p>Note: This sets the numbering format for all pages in the current section. A publication always has one section by default. If no other sections have been inserted, the numbering format will apply to all pages in the publication.</p> <p><b>Change the page number format for a new section</b></p> <ol style="list-style-type: none"> <li>1. In the section where you want to change the page number format, right-click a page and then select Page Number &gt; Format Page Numbers.</li> <li>2. In Number format, use the drop-down list to select the format you want.</li> <li>3. In the Page Number Format dialog box, select Start this section with and then select or type the number you want.</li> <li>4. Click OK.</li> </ol>	<p>Guide students on how to add page numbers to their documents using advanced tools in Microsoft Publisher.</p> <p>Show different formatting options for page numbering, such as placement, style, and alignment.</p> <p>For activity 4, see worksheet for the learning activity that the students will accomplish.</p>
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	<p><b>2. Worked Example</b> Apply page numbering consistently across multiple pages within students' projects.</p> <p><b>3. Lesson Activity</b> <b>Activity 4: Formatting Header, Footer and inserting page number.</b></p>	
<b>D. Making Generalizations</b>	<p><b>1. Learners' Takeaways</b></p> <ul style="list-style-type: none"> <li>• When do you need to use Master Pages in layouting in Publisher?</li> <li>• What will be the effect in your document if you don't use Master Pages?</li> <li>• Why is it important to use Guides in Publisher?</li> <li>• What is the importance of having header and footer in a Newsletter/Brochure?</li> </ul> <p><b>2. Reflection on Learning</b> Direction: Complete the sentence below to reflect on the lessons discussed.</p> <ul style="list-style-type: none"> <li>• When working with Master Pages in Publisher, it is important to...</li> <li>• A helpful tip for designing a background in Publisher is to...</li> <li>• To effectively use Guides and Page numbers in Publisher, remember to...</li> </ul>	The teacher will ask the learners the following questions.

<b>IV. EVALUATING LEARNING: FORMATIVE ASSESSMENT AND TEACHER'S REFLECTION</b>		<b>NOTES TO TEACHERS</b>
<b>A. Evaluating Learning</b>	<p><b>1. Formative Assessment</b> For <b>Activity 5: Assessment</b>, see worksheet for the learning activity that the students will accomplish.</p> <p><b>2. Homework (Optional)</b></p> <p><b>Review the Videos below to familiarize with the Lessons.</b> Master Page - <a href="https://www.youtube.com/watch?v=WdQcwqU6oEc&amp;t=1s">https://www.youtube.com/watch?v=WdQcwqU6oEc&amp;t=1s</a> Background - <a href="https://www.youtube.com/watch?v=IRJYsUobaHs">https://www.youtube.com/watch?v=IRJYsUobaHs</a> Guides - <a href="https://www.youtube.com/watch?v=WJ2gQvFplZA">https://www.youtube.com/watch?v=WJ2gQvFplZA</a> Header and Footer - <a href="https://www.youtube.com/watch?v=Ta8KsWt7vm4">https://www.youtube.com/watch?v=Ta8KsWt7vm4</a></p>	<p>Answer Key</p> <ol style="list-style-type: none"> <li>1. B</li> <li>2. B</li> <li>3. B</li> <li>4. A</li> <li>5. A</li> <li>6. B</li> <li>7. A</li> <li>8. C</li> <li>9. B</li> <li>10. D</li> </ol>

<b>B. Teacher's Remarks</b>	<i>Note observations on any of the following areas:</i>	<b>Effective Practices</b>	<b>Problems Encountered</b>	<p>The teacher may take note of some observations related to the effective practices and problems encountered after utilizing the different strategies, materials used, learner engagement and other related stuff.</p> <p>Teachers may also suggest ways to improve the different activities explored/ lesson exemplar.</p>
	<b>strategies explored</b>			
	<b>materials used</b>			
	<b>learner engagement/ interaction</b>			
	<b>Others</b>			
<b>C. Teacher's Reflection</b>	<p><i>Reflection guide or prompt can be on:</i></p> <ul style="list-style-type: none"> <li>▪ <u>principles behind the teaching</u> What principles and beliefs informed my lesson? Why did I teach the lesson the way I did?</li> <li>▪ <u>students</u> What roles did my students play in my lesson? What did my students learn? How did they learn?</li> <li>▪ <u>ways forward</u> What could I have done differently? What can I explore in the next lesson?</li> </ul>			<p>Teacher's reflection in every lesson conducted/ facilitated is essential and necessary to improve practice. You may also consider this as an input for the LAC/Collab sessions.</p>