

Creating and Presenting Level B, C and D

Scroll down this page to see the lesson activities chart.

What programs should I use ?

MS Word is a good choice if you are planning a document which is mostly text based.

It will allow you to practice and use the word processing skills for Levels C and D .

These relate to formatting (changing the appearance, Level B) and aligning text, (Level C) and using the Spellchecker (Level D).

It will also allow you type in web addresses, which will be 'live' links (blue and underlined), and a useful way to access specific websites.

Younger pupils or very inexperienced pupils might still be better to use 'Talking First Word' at red or green level or 'Textease.'

(MS Word will allow you to use graphics but the skills involved in moving and positioning pictures are more complex than MS Publisher.)

MS Publisher should be used if you are planning a document where there is to be a combination of text and graphics (from a variety of sources.).

Word processing skills already learned in MS Word, or Textease, can be re-inforced in MS Publisher, but new skills which relate to the presentation of a document containing both text and graphics are learned.

The main difference here is that in MS Publisher you need to make Text frames for text, and Picture frames for graphics. The main advantage of this extra step is that it becomes very easy to change the size and position of pictures and text.

MS PowerPoint should be used if you are planning a presentation where a few 'slides' are linked together and where you wish to include a wider range of multimedia such as sound, video, recorded commentaries, as well as text, and graphics.

The text and graphics skills already practiced in MS Word and MS Publisher transfer to this program. Extra skills relating to the presentation and animation of the slide presentation are added at this stage.

Lesson activities listed below .

MS Publisher Level B Creating and Presenting

| Skills Lesson 1 | Possible activity 1 | Possible activity 2 |
|---|--|--|
| <p>Start the MS Publisher application. Get a blank page Know how to use F9 to 'zoom' Make a text frame and change its shape / size, position</p> <p>Enter text. Revise:- Space, Return, Delete, correct capital letters (using shift).</p> <p>Save work into 'My Work' file with a suitable name.</p> | <p>Make a text frame which follows the blue and pink guidelines and fills the page.</p> <p>Pupils type own name with correct capitals. First name and surname. Make a list of the names of everyone in their family. (use Return to move down the list)</p> <p><i>Continued below</i></p> | <p>Make a text frame which follows the blue and pink guidelines and fills the page.</p> <p>Pupils type some simple sentences in a paragraph style. The cat sat on the mat. The dog sat on the frog. The mouse ran round the house. The fish swam in the dish. <i>(Add two more sentences of their own following the same rhyming pattern.)</i></p> <p><i>Continued below</i></p> |
| <p>Lesson 2</p> <p>Load the previously saved file. Use it to edit text using insert / delete. use the keyboard shortcut for saving.</p> <p>Re-save file using CTRL and S</p> | <p>Pupils use the mouse, or the arrow keys, to insert text. For example:-</p> <p>Insert the middle name of everyone in your family. <i>(If they haven't got a middle name – invent one)</i> <i>Or invent a middle name for them which is descriptive)</i> <i>For example:-</i> <i>Barrie Bodybuilder Green</i> <i>David DIY Gordon</i> <i>Julie Cookbook Smith</i></p> <p><i>Continued below</i></p> | <p>Use the mouse or the arrow keys to insert a <u>suitable adjective</u> before each of the animals. For eg. The fluffy cat sat on the mat. The hairy dog sat on the squashed frog. etc</p> <p>Pupils can then be asked to insert another adjective to describe the nouns For eg The fluffy cat sat on the yellow mat.</p> <p><i>Continued below</i></p> |
| <p>Lesson 3</p> <p>Load the previously saved file.</p> <p>Change the appearance of the text – size, font, style (B I U) and colour</p> <p>Re-save file using CTRL and S</p> | <p>Teach highlighting. Pupils highlight the entire list and explore how to change the size. Finish up with size 20.</p> <p>Teach how to highlight one name at a time. Pupils can change typeface for each member of their family.</p> <p>Pupils highlight each person's middle name and change the colour.</p> <p><i>Continued below</i></p> | <p>Pupils highlight the complete block of text and explore how to change the size. Finish up with size 20</p> <p>Pupils highlight one sentence at a time and change the typeface.</p> <p>Pupils highlight and change the colour of each of the <u>nouns</u> in the sentences.</p> <p><i>Continued below</i></p> |
| <p>Lesson 4</p> <p>Load the previously saved file.</p> <p>Edit text using Cut and Paste Use the toolbar tools to do this.</p> <p>Re-save file using CTRL and S</p> | <p>Teach cut and paste. Use this to put the names in order of age. Youngest person out at the top of the list.</p> <p><i>Continued below</i></p> | <p>Use cut and paste to put the sentences in order. (Put the sentences in alphabetical order according to the name of the animal.)</p> <p><i>Continued below</i></p> |

MS Publisher Level B Creating and Presenting continued

| Skills | Possible Activity 1 | Possible Activity 2 |
|---|--|--|
| <p>Lesson 5</p> <p>Use the previously saved file.</p> <p>Copy and paste</p> <p><i>Re-save file using CTRL and S</i></p> | <p>Teach copy and paste.</p> <p>Highlight own name and copy to a different part of the page. Change that name to a larger size to make a coloured label. Highlight each letter in turn and make it a different colour to make a coloured label.</p> | <p>Use copy and paste.</p> <p>Highlight one of the sentences from above and copy it to a different part of the page. Change its size to 36 and the highlight each word in a different colour. Highlight each letter in your animals name and make it a different colour.</p> |
| <p>Lesson 6</p> <p>Make a picture frame and change its shape, size and position</p> <p>Insert clipart.</p> <p><i>Re-save file using CTRL and S</i></p> | <p>Teach how to make a picture frame.</p> <p>Teach how to change size and position.</p> <p>Teach how to insert clipart.</p> <div data-bbox="587 712 1008 817" data-label="Image"> </div> <p>Copy and Paste one of the names from your 'Family' list to a space further down the page. Find a clipart animal that you think would suit this person as a pet. Make a label like the one above.</p> | <p>Copy and paste one of your sentences to a space further down the page. Choose a suitable piece of clipart for this animal to make an illustrated sentence.</p> |
| <p>Lesson 7 Assessment</p> <p>Start on a new Publisher page. Save your work as you go along. Print your document.</p> | <p>Make a coloured label for someone in your family. For example. It could be a label for their bedroom door.</p> <p>Show that you can change the size and typeface of the text.</p> <p>Show that you can change the colour of each letter.</p> <p>Show that you can add a suitable piece of clipart.</p> | <p>Make a coloured label for a canned fruit drink. The label should have the name of the drink on it and a suitable piece of clipart.</p> <p>Show that you can change the size and typeface of the text.</p> <p>Show that you can change the colour of each letter.</p> |
| <p>DTP Activity</p> <p>Make a long textbox—the length of the page, and half the width. Type in the word 'Bookmark' (or other words), pressing the Return key at the end of each letter so that the word is spelt down the way. Use Bold, Centre, and change size, typeface and colour of text. Use clipart and insert a small picture at the bottom of the text frame below the last letter. Move and resize picture if necessary.</p> <p>Level C</p> <p>Use 'Fill' tool to fill the frame with colour.</p> <p>Use the 'Border line' tool to make a thick border around the frame.</p> | | <div data-bbox="1053 1489 1181 1993" data-label="Image"> </div> |