

Desktop Publishing

CLASS OFFERING: DESKTOP PUBLISHING

Performance Objective: A. Become Familiar With Basic Operating Concepts

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-A-1	1. Store and retrieve documents using various storage devices.	
DP-A-2	2. Use a laser or color printer.	
DP-A-3	3. Operate a scanner to import pictures and graphics.	

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Performance Objective: B. Create a Slide Show Presentation — CLOVERLEAF ONLY

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-B-1	1. Understand slide masters.	
DP-B-2	2. Use design templates.	
DP-B-3	3. Set fonts for all slides.	
DP-B-4	4. Add clipart, draw shapes, and change colors.	
DP-B-5	5. Understand, create, and arrange transitions.	
DP-B-6	6. Preview, adjust, and present a presentation.	

CLASS OFFERING: DESKTOP PUBLISHING

Performance Objective: C. Become Familiar With Text and Graphic Boxes in a Document

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-C-1	1. Put text in separate and multiple text boxes	
DP-C-2	2. Format overall page structure.	
DP-C-3	3. Create, manipulate, and draw multiple text boxes.	
DP-C-4	4. Create and manipulate graphic boxes.	

CLASS OFFERING: DESKTOP PUBLISHING

Performance Objective: D. Be Familiar With Editing Features, Manipulating Graphics, and Drawing Capabilities of the Publishing Program.

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-D-1	1. Insert and delete pages.	
DP-D-2	2. Use and manipulate page guides, column guides, and ruler guides.	
DP-D-3	3. Place, size, proportion, and print graphics.	
DP-D-4	4. Draw, edit, delete, and size a line.	
DP-D-5	5. Draw shapes and rounded corners.	
DP-D-6	6. Determine the line/shape size and fill pattern.	
DP-D-7	7. Work with palettes.	
DP-D-8	8. View, select, and create layers.	
DP-D-9	9. Blend colors.	
DP-D-10	10. Crop images.	
DP-D-11	11. Copy and paste.	
DP-D-12	12. Rotate and flip selections.	

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Performance Objective: E. Create Their Own Documents Using the Desktop Publishing Program

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-E-1	1. Create a brochure.	
DP-E-2	2. Create a newsletter.	
DP-E-3	3. Create a letterhead.	
DP-E-4	4. Create a business card.	
DP-E-5	5. Create a flyer.	
DP-E-6	6. Create one, two, and multiple page layouts.	
DP-E-7	7. Create multiple page layouts with graphics.	