

Curriculum Guide

LESSON

NEW SKILLS

Desktop Publishing

Part 1: Introduction to Desktop Publishing

Part 2: Publication Basics

1	Toy Drive	<i>Creating Your First Publication</i>	Creating a Blank Publication • Saving a Publication • Inserting and Moving Text Boxes
2	Toy Drive 2	<i>Formatting Text</i>	Opening an Existing Publication • Using Save As • Changing Font • Changing Font Size • Changing Font Color • Applying Bold, Italic, and Underline • Changing Case and Character Spacing • Changing Alignment • Resizing Text Boxes • Printing a Publication
3	Science Fair Tips	<i>Working with Lists</i>	Creating Numbered and Bulleted Lists • Changing Line Spacing • Using Find and Replace • Using Print Preview
4	House Floor Plan	<i>Working with Shapes</i>	Changing Page Orientation • Inserting Shapes • Changing Shape Size • Using Copy and Paste
5	Coffee Mug Design	<i>Working with Pictures</i>	Inserting, Resizing, and Cropping Pictures • Horizontally Flipping a Picture
6	Coffee Mug Design 2	<i>Enhancing Shapes</i>	Changing Shape Fill and Outline • Rotating a Shape • Using Horizontal Guides • Grouping Objects
7	What's in a Font?	<i>Working with Tables</i>	Inserting a Table • Changing Border Color and Weight • Changing Cell Fill
8	Employee Name Badge	<i>Working with WordArt</i>	Using WordArt • Changing WordArt Style
9	Phone Case	<i>Arranging Objects</i>	Aligning Objects • Distributing Objects

Part 3: Professional & Promotional Documents

10	Lunch Menu	<i>Importing Text</i>	Importing Text
11	Note Card	<i>More Formatting with Text and Borders</i>	Changing Text Direction • Inserting and Formatting a Picture Border • Setting Margins
12	Tent Card	<i>Working with Master Pages</i>	Changing Page Size • Using Master Pages • Inserting Pages • Deleting Pages
13	Design Tips for Beginners	<i>Using Customary Standards and Styles</i>	There are no new skills being introduced in this reinforcement lesson.
14	Doorknob Hanger	<i>Formatting a Doorknob Hanger</i>	There are no new skills being introduced in this reinforcement lesson.
15	Join the Club!	<i>Formatting a Brochure</i>	There are no new skills being introduced in this reinforcement lesson.
16	Sports Team Calendar	<i>Formatting a Calendar</i>	There are no new skills being introduced in this reinforcement lesson.
17	T-Shirt Order Form	<i>Formatting an Order Form</i>	There are no new skills being introduced in this reinforcement lesson.

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18	Landscaping Coupon	<i>Formatting a Coupon Flyer</i>	There are no new skills being introduced in this reinforcement lesson.
19	Concert Ticket	<i>Formatting an Admission Ticket</i>	There are no new skills being introduced in this reinforcement lesson.
20	Vacation Club	<i>Formatting a Postcard</i>	There are no new skills being introduced in this reinforcement lesson.
21	Restaurant Guide	<i>Enhancing Pictures</i>	Inserting Symbols • Inserting Date & Time • Using Picture Effects and Styles
22	Business Card	<i>Using Templates</i>	Applying Templates
23	Personal Stationery	<i>Using Custom Page Sizes</i>	Creating New Page Sizes • Changing Page Background • Duplicating Pages
24	Candy Bar Wrapper	<i>Formatting a Product Package</i>	There are no new skills being introduced in this reinforcement lesson.
25	Fall Festival Flyer	<i>Redesigning a Promotional Flyer</i>	There are no new skills being introduced in this reinforcement lesson.