

Curriculum Guide

Lesson		New Skills	
Unit 1: Document Basics			
1.1	Getting Started	<i>Navigating Publisher</i>	Opening a Blank Publication ■ Identifying Ribbons, Tabs, & Groups ■ Understanding Backstage View ■ Using the Zoom Adjustment Tool ■ Closing Publisher
1.2	Spirit Week	<i>Working with Text</i>	Creating & Saving a Publication ■ Inserting, Resizing, & Moving Text Boxes ■ Closing a Publication
1.3	Spirit Week (Part 2)	<i>Formatting Text</i>	Opening an Existing/Recent Publication ■ Using Save As ■ Changing Font ■ Increasing/Decreasing Font Size ■ Changing Font Color ■ Applying Bold, Italic, & Underline ■ Changing Case ■ Changing Character Spacing ■ Printing a Publication
1.4	Cyber Tips Poster	<i>Aligning Text</i>	Creating Numbered & Bulleted Lists ■ Changing Line Spacing ■ Changing Text Alignment
1.5	Bulletin Board Announcement	<i>Working with Shapes</i>	Adding, Resizing, & Moving Shapes ■ Using Copy and Paste
1.6	Community Service Flyer	<i>Working with Pictures</i>	Inserting, Resizing, & Moving Pictures ■ Creating a Blank 11 x 8.5" Publication
1.7	CupCakery Menu	<i>Working with Tables</i>	Inserting a Table ■ Adding Borders ■ Changing Line Color & Line Weight
1.8	Talent Show Announcement	<i>Making Working in Publisher Easier</i>	Customizing the Quick Access Tool Bar ■ Using Undo and Redo ■ Using Find and Replace ■ Using Print Preview
Unit 1 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 2: Formatting Text			
2.1	Cyberbullying Poster	<i>Enhancing Shapes</i>	Changing Shape Fill ■ Changing Shape Outline ■ Adding Text to a Shape ■ Changing Shape Size ■ Aligning Text in a Shape ■ Rotating a Shape
2.2	T-Shirt Order Form	<i>Aligning and Grouping Objects</i>	Changing Image Size ■ Grouping Objects ■ Aligning Objects
2.3	Prom Flyer	<i>Using Shape Effects</i>	Using Glow ■ Using Word Art ■ Arranging Objects
2.4	Restaurant Reviews	<i>Enhancing Pictures</i>	Using Picture Borders, Effects, & Styles ■ Using Horizontal and Vertical Guides ■ Inserting Symbols ■ Inserting Date and Time
2.5	Earth Day Insert	<i>Working with Columns</i>	Using Wrap Text ■ Inserting Columns
2.6	Midnight Madness Floor Plan	<i>Formatting Text and Images</i>	Cropping an Image ■ Rotating an Flipping and Image ■ Setting Transparent Color ■ Using Text Fit
Unit 2 Assessments		Performance and Written Assessments are located on the Instructor's Resource CD.	

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Unit 3: Formatting Paragraphs & Editing Text		
3.1 Personalized Notepad	<i>Resizing and Duplicating Pages</i>	Changing Page Margins ■ Changing Page Size ■ Duplicating Pages ■ Changing Page Background ■ Recoloring an Image ■ Adding Crop Marks
3.2 FBLA Tent Cards	<i>Working with Master Pages</i>	Adding Master Pages ■ Adding Elements to a Master Page ■ Editing a Master Page ■ Deleting a Page
3.3 Summer Scrapbook	<i>Working with Headers and Footers</i>	Working with Headers & Footers ■ Inserting Page Numbers ■ Inserting a Picture as a Page Background ■ Inserting a Texture as a Page Background
3.4 Progress Reports	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.
Unit 3 Assessments	Performance and Written Assessments are located on the Instructor's Resource CD.	
Unit 4: Working with Tables		
4.1 Design Tips Poster	<i>Creating a Poster</i>	Creating a Poster
4.2 Bumper Sticker	<i>Creating a Bumper Sticker</i>	Creating a Bumper Sticker
4.3 Vacation Postcard	<i>Creating a Postcard</i>	Creating a Postcard
4.4 Doorknob Hanger	<i>Creating a Doorknob Hanger</i>	Creating a Doorknob Hanger
4.5 School Brochure	<i>Creating a Three-Panel Brochure</i>	Creating a Three-Panel Brochure
4.6 Flyer Makeover	<i>Redesigning a Flyer</i>	Redesigning a Flyer
Unit 4 Assessments	Performance Assessment is located on the Instructor's Resource CD.	
Unit 5: Working with Tabs		
5.1 Business Card	<i>Creating a Business Card</i>	Creating a Business Card
5.2 Address Labels	<i>Creating Photo Address Labels</i>	Creating Photo Address Labels
5.3 Thank You Card	<i>Creating a Greeting Card</i>	Creating a Greeting Card
5.4 Email Newsletter	<i>Creating an Email Newsletter</i>	Creating an Email Newsletter
Unit 5 Assessments	Performance Assessment is located on the Instructor's Resource CD.	