

DESKTOP PUBLISHING UNIT

ESSENTIAL QUESTIONS:

1. Can you describe the reasons and advantages of using DESKTOP PUBLISHING software rather than a word processor?
2. Can you open a new document in MS PUBLISHER and use the DESIGN WIZARD to select a specific TEMPLATE?
3. Can you CUSTOMIZE and REPLACE TEXT in a MS PUBLISHER TEMPLATE?
4. Can you INSERT or REPLACE AN IMAGE in a MS PUBLISHER TEMPLATE?
5. Can you properly PRINT a completed project in MS PUBLISHER?
6. Can you create a FLYER, a LETTERHEAD, and an AWARD CERTIFICATE using MS PUBLISHER TEMPLATES?
7. Can you create a GREETING CARD and an INVITATION CARD using MS PUBLISHER TEMPLATES?
8. Can you create a MULTI-PANEL MENU and a MULTI-PANEL BROCHURE using MS PUBLISHER TEMPLATES?

WHAT ARE YOU LEARNING TODAY?:

I am learning how to create custom documents using the TEMPLATES available in MS PUBLISHER. This includes all of the above skills.

WHY DO YOU THINK THIS IS IMPORTANT?

This is important because DESKTOP PUBLISHING software is versatile and can be used for many reasons – both educational and personal. It will be valuable in my future because the World revolves around this technology. This project also gives me the opportunity to be creative and logical.