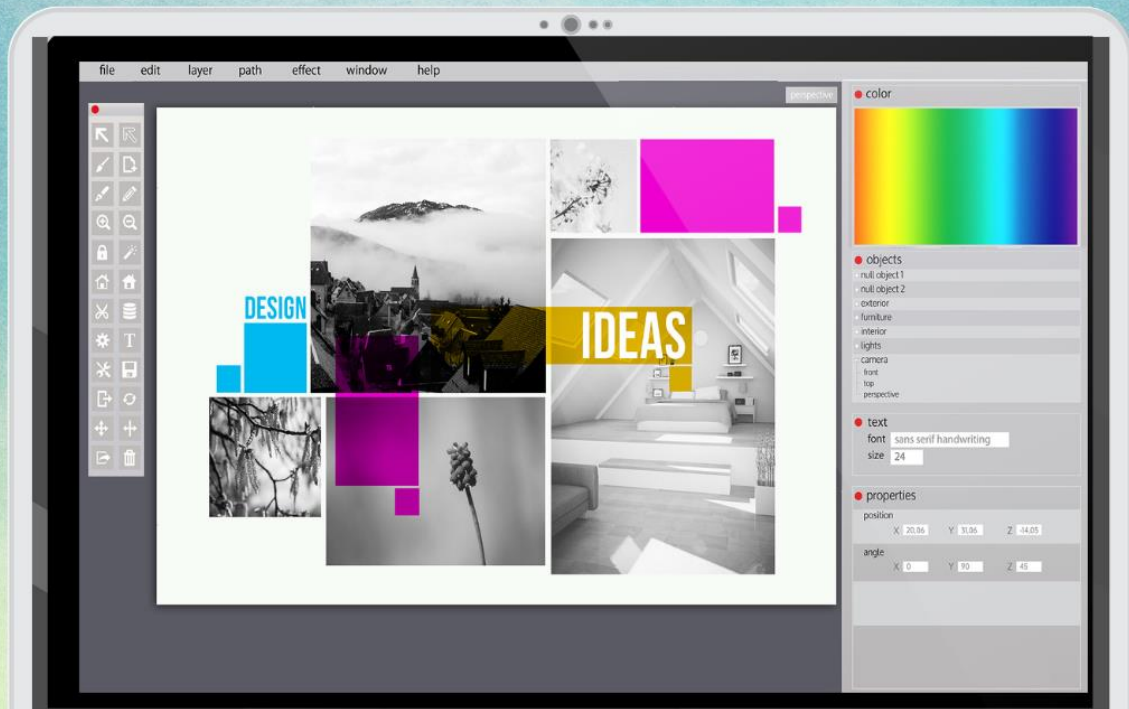LEVEL 3

Sample!

EDUCOOT

Desktop Publishing

Student Worksheets

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USING A DESKTOP PUBLISHING APPLICATION

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A. WHAT IS DESKTOP PUBLISHING?

1. Read: Desktop publishing (DTP) software is designed for creating visual communications such as brochures, business cards, greeting cards, web pages, posters, and more for professional or personal printing online or on-screen. You can use a work or personal PC or laptop.

Programs such as Adobe InDesign, Microsoft Publisher, QuarkXPress, and Scribus are examples of desktop publishing software.

In this book, there is reference to Microsoft Publisher.

Publisher is a great app for creating visually rich, professional-looking publications without investing lots of money and time in a complicated desktop publishing application.

You can make simple things like invitations and labels, or more complex projects like yearbooks, catalogues, and professional email newsletters.
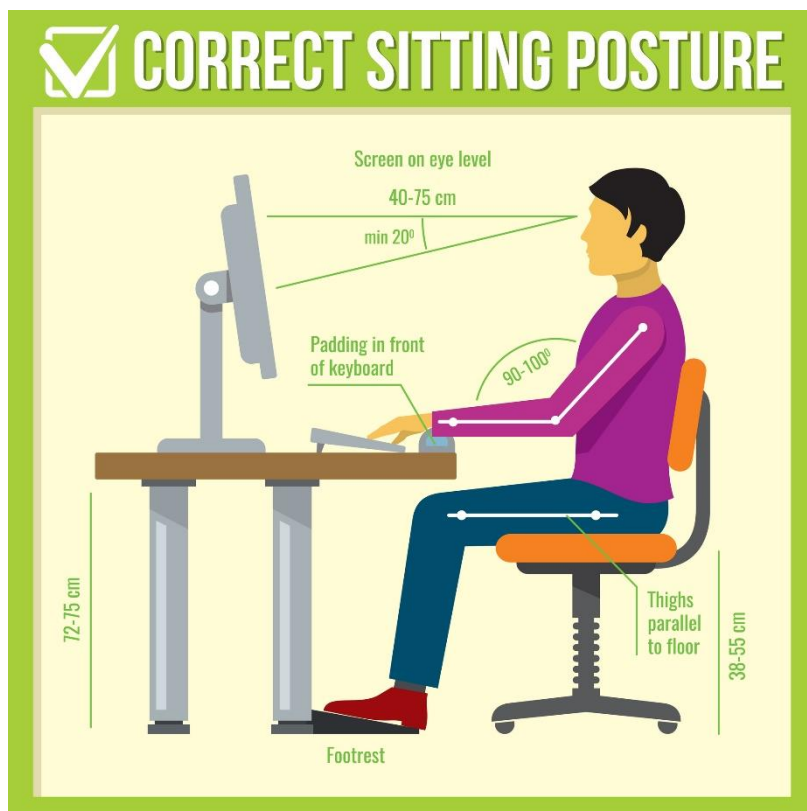
2. Write a list of publications you would like to create:

C.HEALTH AND SAFETY IN USING COMPUTERS

There are measures that you need to take in order to create a healthy, safe and hygienic working environment when using computers.

1. Look at the diagram below and complete the sentences:

a) Your desk should be [_____] cm in height.

b) Padding in front of your keyboard will protect your [_____] .

c) Your screen should be [_____] away from you.

d) Your [_____] should be on a footrest.

e) Your chair should be [_____] cm in height.

2. Fill in the **Self-Assessment Safety Checklist** in Appendix 1.

3. Did you make changes to ensure that your workstation is ergonomically safe? If so, write them below:

4. Read:

By washing your hands with hot soapy water, for 20 seconds or more, before using a computer, can minimise the risk of spreading contaminants from your hands to your computer. Washing your hands immediately after can reduce the risk of spreading contaminants from your computer to anyone or anything else.

See the correct handwashing technique:

| USE SOAP | PALM TO PALM | BACK TO HANDS | FINGERS INTERLACED |
| BASE OF THUMBS | FINGERNAILS | RINSE HANDS | DRY HANDS |

*Demonstrate the correct handwashing technique.

F.PRINTING A PUBLICATION

1. Read:

Before you print a publication, proofread it to ensure correct spelling, clarity of meaning and consistency of appearance. You can also use the Spellchecking tool in the **Review** tab.

Print Preview the publication before printing to ensure the layout is correct. Click on **File → Print**. You will see the layout. You will need to click **Print** again to print it.
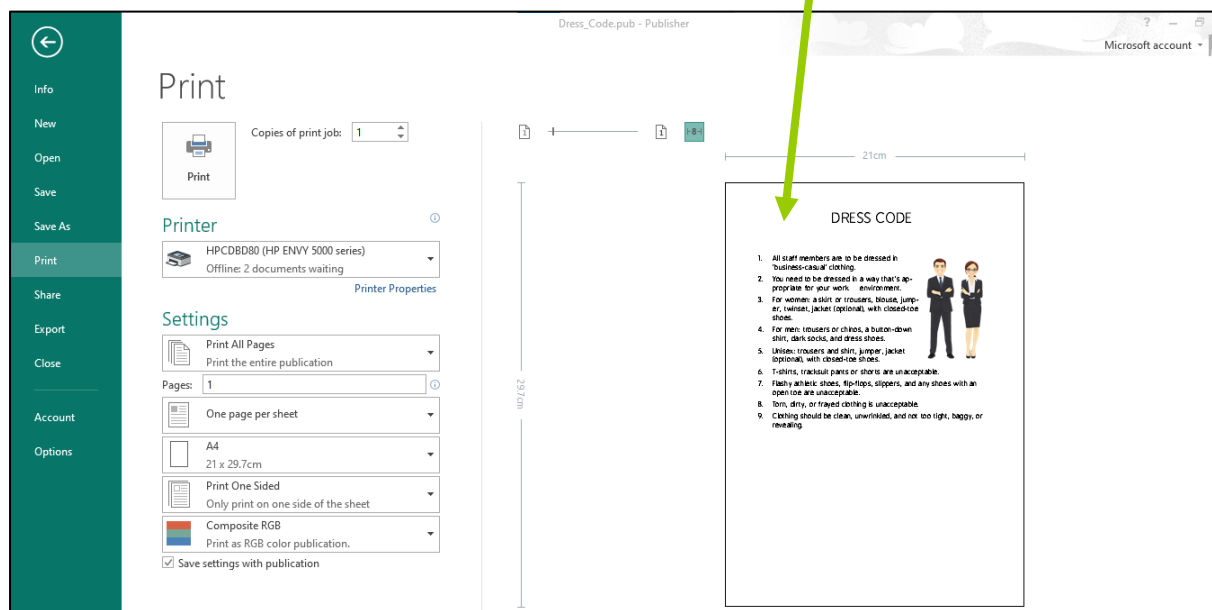
There are different print options, for example:

✳   Selecting the appropriate printer to use
✳   Selecting the number of copies needed
✳   Selecting the range of pages to be printed, for example, All Pages, Current Page or a Selection of Pages
✳ Selecting colour or greyscale printing
✳ Printing more than one publication on a page, etc.!
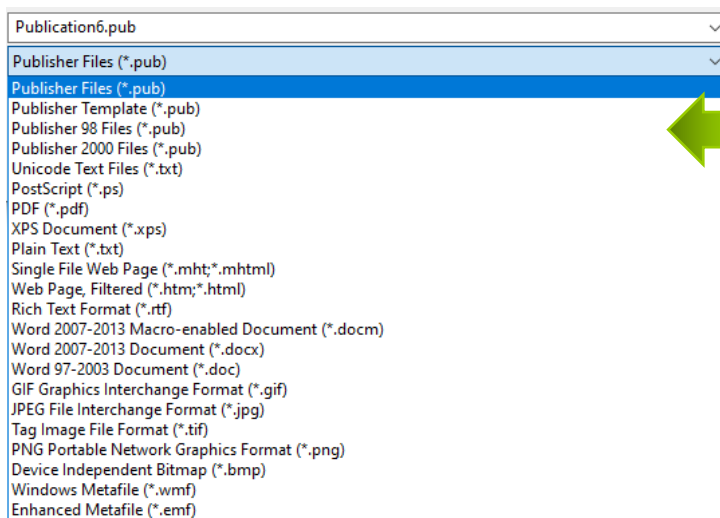
*Look at the printer settings on your printer.

H.TERMS AND TERMINOLOGY

1. Read:

<u>File formats</u> – publications can be saved in a number of different file formats depending on the software that was used to create the publication and the end use of the publication - for use on the Internet or for printing.

Examples of file formats are: **pdf, pub, html, ps**

You can save your file in any of these formats.

2. What are the file extensions for these publications?

a) Publisher
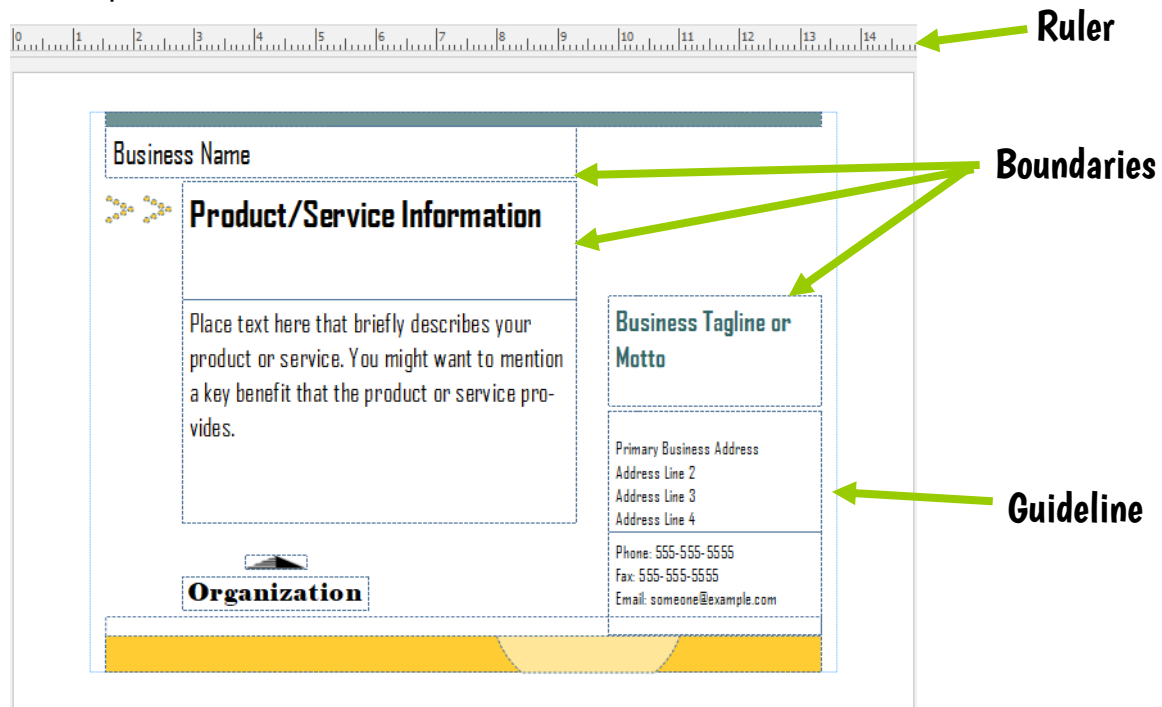
b) Web Page, Filtered

c) Portable Network Graphics Format

d) Plain Text

e) Word 2007-2013 Publication

f) XPS Publication

Example of **Show** tools:

13. Answer the questions:

a) In which tab can you find the **Show** group?

b) Name 5 tools available in the **Show** group.

c) If you do not want the rulers to show in your publication, what should you do?

d) If **Boundaries** are selected in the publication, which objects appear with borders?

20. Answer the questions:

a) When you click on an image, which tab will appear?

b) In which group can you find the **Wrap Text** tool?

c) Name 4 text wrapping options.

d) What can you do when you click **Edit Wrap Points**?

e) What will the **Square** text wrapping do?

f) What would you select if you don't want any text wrapping?

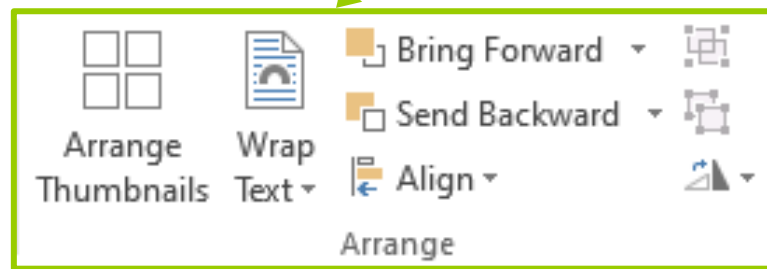g) What text wrapping has been used here?

Desktop publishing is the creation of documents using page layout software on a personal computer. It was first used almost exclusively for print publications, but now it also assists in the creation of various forms of online content. Examples of publications include invitations, posters, flyers, recipes, magazines, etc.

21. Read:

Further Image/Object Options – when you click on an image or object, the **Picture Tools** tab will appear.

In the **Arrange** group, you can bring the object forward or you can send it backward.

Microsoft Publisher treats each object in your publication - a table, a text box, an AutoShape, a picture or piece of clip art - as an independent layer. You can place these layers on top of each other for visual effect, and you can change the order (z-order) in which these layers are stacked on top of one another.

Example: Here the Microsoft Publisher logo has been sent behind the text.

Desktop publishing is the creation of documents using page layout software on a personal computer. It was first used almost exclusively for print publications, but now it also assists in the creation of various forms of online content. Examples of publications include invitations, posters, flyers, recipes, magazines, etc.
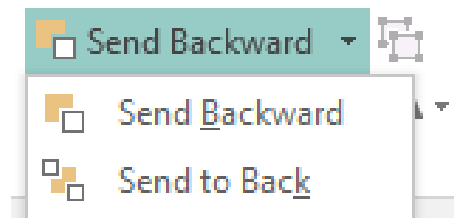
Tip: When you use borders, send them to the back so that they don't interfere with other elements in the publication.

Follow the steps:

A. Select the object you want to move.
B. To bring an object to the front, click on **Bring Forward or Bring to Front**.
C. To send an object to the back, click on **Send Backward** or **Send to Back**.
D. You may have to click twice to bring it to the position you want it.

J.DESKTOP PUBLISHING ICONS

✳ Open Microsoft Publisher and locate these tools.
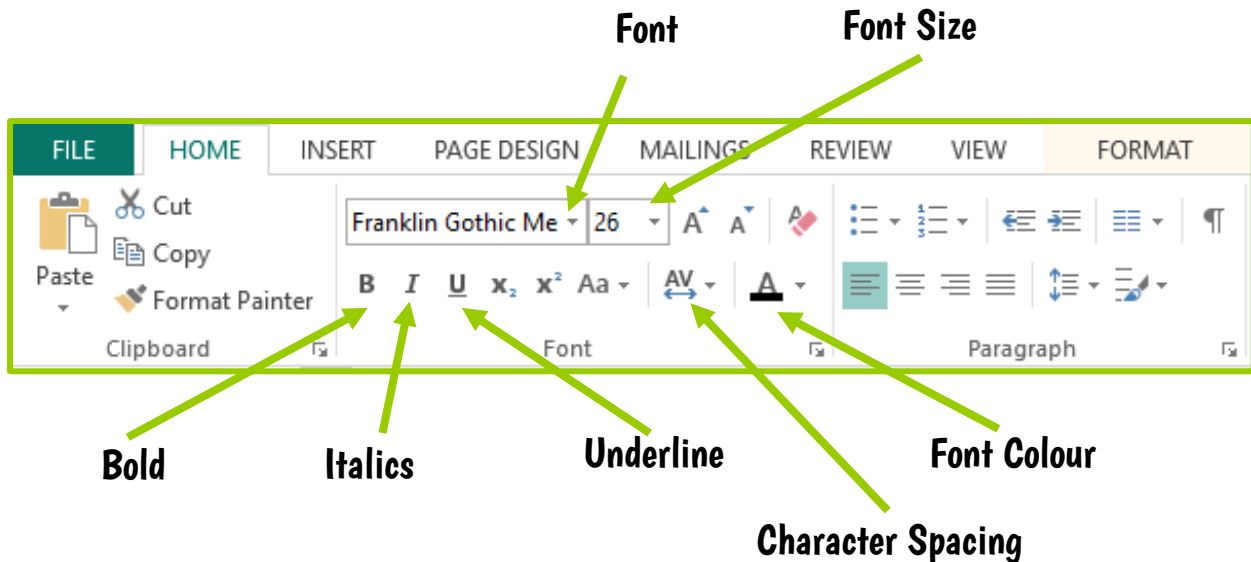

TASK 1

A. Open the publication **Recipe.pub**.
B. Change all font to Century Gothic and 12pt.
C. Make the heading 'Recipe for Breakfast Bowl' bold and underlined. Make the heading 16pt.
D. Set character spacing to Loose for the heading.
E. Change the headings 'Ingredients' and 'Method' to bold and red.
F. Save all changes and close.

✳ Open Microsoft Publisher and locate these tools.
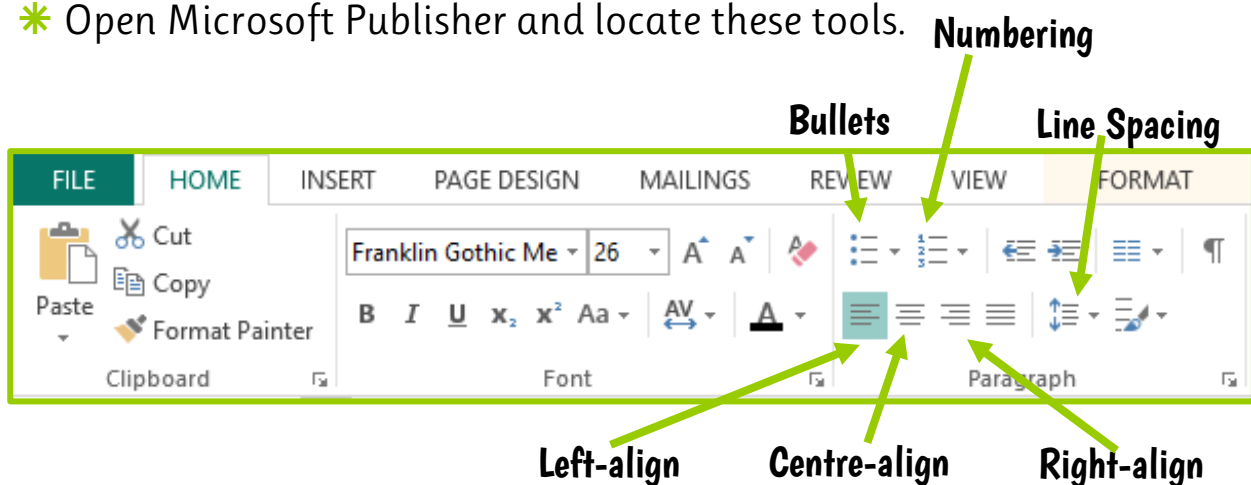
TASK 5

a) Open the file **Review.pub**.

b) Copy one of the stars and paste it, so that there are three stars.

c) Click onto one of the stars. Change the outline to an orange colour.

d) Change the shape fill to yellow.

e) Add a shadow to the star.

f) Use the Format Painter to make the other two stars the same.

g) Insert the image **Bed_and_Breakfast.jpg**.

h) Resize the image so that it fits below the reviewer's name **Maggie May**. (Drag the image from a corner to keep the proportions the same or use the Size group)

i) Crop the image so that only the guest house is in the frame.

j) Use Square text wrapping.

k) Make the image a bit brighter.

l) Use an appropriate picture style on the photo.

m) Check the layout.

n) Add a border to the publication. Send it to the back.

o) Proofread and spellcheck the publication.

p) Save the publication as **Review1.pub**.

q) Print 1 copy in colour and 1 copy in greyscale.

r) Exit the application.
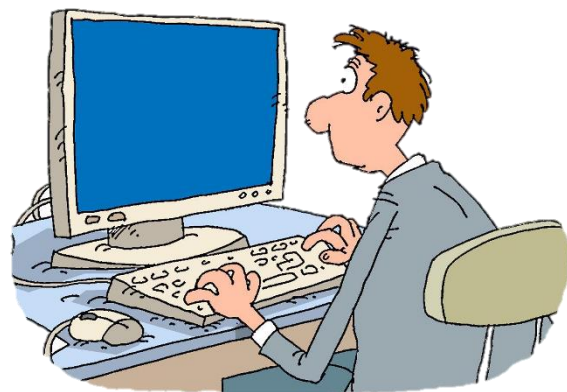
✳ Open a Publisher file to study the tools below.

Also on the INSERT tab, in the BUILDING BLOCKS group, you can insert advertisements.

Advertisements

Building Blocks Group
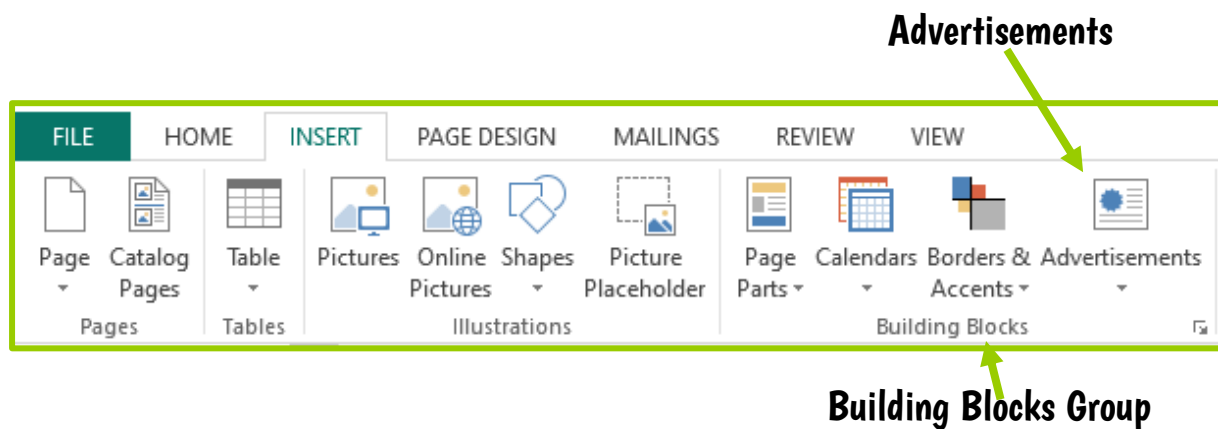
TASK 9

A. Open Microsoft Publication and a blank A4 template.

B. Insert an Attention Getter in the Advertisement tools.

C. Resize the element so that it takes up about half the page.

Tip: Drag elements from a corner so that the proportions stay the same.

D. Change the text to 'All TVs are Half Price!'.

E. Format the font so that the text stands out. Change colours / styles as necessary.

F. Insert another Attention Getter below the one you just created.

G. Use the same text (you can copy and paste).

H. Format the font, colours, styles, etc.

I. Save as TV_Ad.pub and as TV_Ad.jpg and close the application.

N. ENTERING TEXT INTO A NEW PUBLICATION

1. Follow the instructions:

A. Open Microsoft Publisher and a blank A4 (Portrait) template.
B. Create a heading 'Job Available'. Change the font to Bookman Old Style, 48pt. and centred.
C. Create a subheading in uppercase 'FULL-TIME BARISTA'. Format the font to Bookman Old Style, 20pt, ALL CAPS and centred.
D. Insert a text box below the heading and type this text:

> *Duties include: Promoting the culture, value, and missions of the cafe, providing excellent customer service, working well under pressure, working flexible hours that include early mornings, evenings, weekends, nights and possible holidays, preparing beverages and food products, handling cash, etc.*

E. Format the font, to 22pt., Century Gothic and centred.
F. Locate the file **barista.jpeg** and insert the photo below the main body of text.
G. Resize the photo to suit the publication.
H. Locate the file **coffee.png** and insert the clipart into the publication. Use Square text wrapping.
I. Resize the clipart so that it is small enough to place to the left of the subheading 'FULL-TIME BARISTA'.

Your publication should look similar to this:
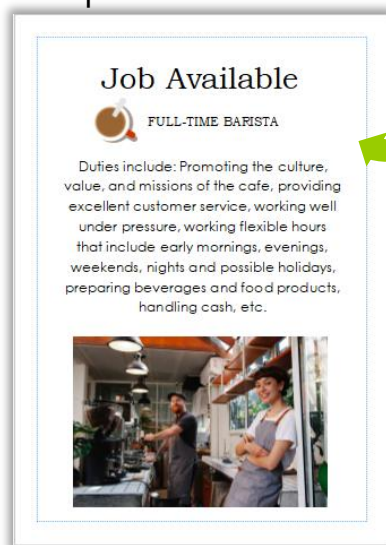
J. Make changes you deem necessary.
K.   Proofread and spellcheck the publication. Check the layout.
L Save as **Job.pub**.
M. Save as **Job.pdf**.
N. Print the publication.
O. Exit the application.

4. Explain the key terminology associated with desktop publishing.
Answer the questions:

a) What is the file extension for a Microsoft publisher publication?

b) With which software is a PSD file created?

c) What is the difference between a hard copy and a soft copy of a publication?

d) What is a Master Page used for?

a) Give 2 examples of publications where you might view a 2-Page Spread.

MAPPING OF LEARNING OUTCOMES

1.   Outline the significance of using desktop publishing applications in terms of their common uses and features **Pages 8 to 9 (what is desktop publishing), Page 10 (common uses of desktop Publishing applications), Pages 21 to 24 (common features of desktop publishing applications), Pages 70 to 76 (collection of work, revision)**

2.   Explain rudimentary terminology associated with desktop publishing including, What you see is what you get (WYSIWYG), file formats, image formats, page layout, clip art, borders and text wrapping **Pages 16 and 17 (accessing a desktop publishing application), Pages 18 and 19 (printing a publication), Pages 21 to 24 (common features of desktop publishing applications), Pages 25 to 39 (terms and terminology), Pages 40 to 41 (using the templates), Pages 70 to 76 (collection of work, revision)**

3.   Explain common icons and related functions found for basic desktop publishing **Pages 21 to 24 (common features of desktop publishing applications), Pages 25 to 39 (terms and terminology), Pages 42 to 52 (desktop publishing icons), Pages 70 to 76 (collection of work, revision)**

4.   Plan the basic design and layout for a variety of publications to include sequencing of tasks, material and resources and timescale **Pages 40 to 41 (using the templates), Pages 53 to 55 (planning your publications), Publication Planning Template, Pages 58 to 59 (resources), Pages 68 and 69 (collection of work), Pages 79 and 80 (skills demonstration)**

5.   Use a desktop publishing application to access new and existing publications **Pages 16 and 17 (accessing a desktop publishing application), Pages 18 and 19 (printing a publication), Pages 40 to 41 (using the templates), Pages 42 to 52 (desktop publishing icons and tasks 1 to 10), Pages 58 to 59 (resources), Pages 60 to 67 (entering text into a new publication), Pages 68 and 69 (collection of work), Pages 79 and 80 (skills demonstration)**

6.   Apply edit functions and formatting to publications to enhance the appearance of a publication to include inserting and manipulating images, graphics, text, borders, colour, and fonts **Pages 42 to 52 (desktop publishing icons and tasks 1 to 10), Pages 56 to 57 (a note on copyright), Pages 60 to 67 (entering text into a new publication), Pages 68 and 69 (collection of work), Pages 79 and 80 (skills demonstration)**

7.   Prepare a range of publications for hard or soft copy publication to include formatting, proofreading, and previewing layout **Pages 40 to 41 (using the templates), Pages 42 to 52 (desktop publishing icons and tasks 1 to 10), Pages 53 to 55 (planning your publications), Publication Planning Template, Pages 56 to 57 (a note on copyright), Pages 58 to 59 (resources), Pages 60 to 67 (entering text into a new publication), Pages 68 and 69 (collection of work), Pages 79 and 80 (skills demonstration)**

8.   Use a desktop application to create a file by performing all required steps including accessing the application, entering data using the keyboard and mouse, printing the file, and storing the file appropriately for subsequent retrieval **Pages 16 and 17 (accessing a desktop publishing application), Pages 18 and 19 (printing a publication), Pages 40 to 41 (using the templates), Pages 42 to 52 (desktop publishing icons and tasks 1 to 10), Pages 53 to 55 (planning your publications), Publication Planning Template, Pages 56 to 57 (a note on copyright), Pages 60 to 67 (entering text into a new publication), Pages 68 and 69 (collection of work) , Pages 79 and 80 (skills demonstration)**

9.   Apply appropriate health, safety and personal hygiene procedures when working in an Information and Communications Technology environment. **Pages 11 to 15 (health and safety in using computers), Appendix 1, Appendix 2, throughout the course**