

BUSINESS & COMPUTER SCIENCE/BUSINESS MANAGEMENT
Word Processing
Unit 4: Desktop Publishing

Essential Understandings	<ul style="list-style-type: none"> ▪ One can create a variety of documents through the use of specified software. ▪ Effective documents are fairly simple, have limited number of font styles and are visually attractive.
Essential Questions	<ul style="list-style-type: none"> ▪ What is desktop publishing? ▪ What word processing features will be used to create documents?
Essential Knowledge	<ul style="list-style-type: none"> ▪ Specific software features are used in desktop publishing. ▪ Word processing features used to create documents include: formatting, font size, font, special characters, centering, spacing, drop caps, font color, borders, shadows, fill, line size, position and style, inserting graphics/shapes, inserting text boxes, graphic boxes, wrap text around boxes, and reverse text.
Vocabulary	<ul style="list-style-type: none"> ▪ <u>Terms:</u> <ul style="list-style-type: none"> ○ automatic hyphenation, clip art, drawing tools, drop caps, graphics, newspaper columns, special characters, text color, text/word art, vertical lines, vertical text, bullets, shading, columns, tab, alignment
Essential Skills	<ul style="list-style-type: none"> ▪ Demonstrate keyboarding speed and accuracy on straight copy. ▪ Demonstrate correct use of word processing features. ▪ Demonstrate basic design and formatting skills on a variety of documents including flyers, invitations, stationery, certificates, newsletters, and personal notepads. ▪ Compose documents from notes.

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<p>Related Maine Learning Results</p>	<p><u>Career and Education Development</u></p> <p>A. Learning About Self and Interpersonal Relationships</p> <p>A4.Carrer and Life Roles</p> <p>Students demonstrate and evaluate successful strategies for accomplishing tasks, balancing career and life roles, and reducing stress in a variety of school, work, and community settings.</p> <p>a. Time management</p> <p>b. Goal-setting</p> <p>c. Resource management</p> <p>B. Learning About and Exploring Education, Career, and Life Roles</p> <p>B1.Relationships Among Learning, Work, the Community, and the Global Economy</p> <p>Students evaluate strategies for improving educational achievement, increasing participation as an involved citizen, and increasing work options and earning potential in a 21st century global economy.</p> <p>B2.Skills for Individual/Personal Success in the 21st Century</p> <p>Students evaluate strategies to improve skills that lead to lifelong learning and success in the classroom, and the achievement of schoolwork, work and career, and personal life goals.</p> <p>a. Literacy skills</p> <p>b. Numeracy</p> <p>c. Critical thinking skills</p> <p>d. Information and communication technology (ICT) literacy</p> <p>e. Interpersonal skills</p> <p>f. Other academic skills and knowledge</p> <p>B3.Education and Career Information</p> <p>Students use previously acquired knowledge and skills to evaluate and utilize a variety of resources to articulate a plan and make decisions for post-secondary education, training, and career choices.</p> <p>C. Learning to Make Decisions, Plan and Create Opportunities, and Make Meaningful Contributions</p> <p>C1.The Planning Process</p> <p>Students use the planning process to make school-to-school and school-to-work decisions.</p> <p>a. Self-knowledge</p> <p>b. Looking for and creating personal career options</p> <p>c. Decision-making skills</p> <p>C3.Influences on Decision-Making</p> <p>Students examine sources of information that influence their career and education decision- making.</p>
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<p align="center">Sample Lessons And Activities</p>	<ul style="list-style-type: none"> ▪ Create an informal personal stationery for yourself. Be sure to include your full name, address, include your zipcode and telephone number. ▪ Create a formal letterhead for a business. Include a logo – designed by you. ▪ Create a customer survey. ▪ Design a certificate
<p align="center">Sample Classroom Assessment Methods</p>	<ul style="list-style-type: none"> ▪ Observation ▪ Class work ▪ Homework ▪ Projects ▪ Tests ▪ Quiz
<p align="center">Sample Resources</p>	<ul style="list-style-type: none"> ▪ <u>Publications:</u> <ul style="list-style-type: none"> ○ <u>Keyboarding and Information Processing</u> – South-Western Educational Publishing ▪ <u>Other Resources:</u> <ul style="list-style-type: none"> ○ Teacher made materials