**Desktop Publishing**

**Daily Schedule**

**Directions: All assignments go into your binder unless otherwise noted.**

Day 1: Syllabus, Books, Logins, Introduction Activity

Day 2: H-Drive, Folder Setup, Getting Started Activity

**Unit A – Getting Started with Publisher**

* Vocab
* Step-By-Step Instruction – Page 1-17 (Save in H-drive)
* Blank Publisher Window Worksheet
* Text Box Examples Worksheet (Extra Practice)
* Capstone Project – Study Abroad Flyer
* Skills Review - #1-8
* Concepts Review - #1-21
* Publisher Window Quiz

**Unit B – Creating a Publication**

* Vocab
* Step-By-Step Instruction – Page 25-41 (Save in H-drive)
* Capstone Project – College Brochure
* Skills Review - #1-8
* Independent Challenge – 1, 2, &3
* Class Newsletter Project
* Concepts Review - #1-20
* Quiz

**Unit C – Working with Text**

* Vocab,
* Step-by-Step Instruction – Page 49-65
* Capstone Project – College Brochure
* Skills Review - #1-8
* Independent Challenge – 1 & 3
* Travel Brochure Project
* Concepts Review - #1-20
* Quiz

**Unit D – Working with Graphic Objects**

* Vocab
* Step-by-Step Instruction
* Capstone Project – Flower Show Project
* Skills Review - #1-8
* Independent Challenge 1 &2
* Event Project
* Concepts Review # 1-20
* Quiz

**Unit A-D Exam Review**

**Unit Exam A-D**

**Unit E – Enhancing a Publication**

* Vocab
* Step-By-Step Instruction – Page 102-117 (Save in H-drive)
* Capstone Project – Solar System Newsletter
* Skills Review - #1-7
* Concepts Review - #1-22
* Real-Life Project – Unit E Newsletter

**Unit F – Improving a Design**

* Vocab
* Step-By-Step Instruction – Page 128-139 (Save in H-drive)
* Capstone Project – Flower Shop Flyer
* Skills Review - #1-6
* Concepts Review - #1-16
* Real-Life Project – Magazine Cover

**Unit G – Working with Multiple Pages**

* Vocab
* Step-By-Step Instruction – Page 150-165 (Save in H-drive)
* Capstone Project – Jewelry Tools Catalog
* Skills Review - #1-8
* Concepts Review - #1-15
* Real-Life Project – See me when you get here

**Unit Exam E-G**

**Final Review**

**Desktop Publishing Final**