

Unit 1

Introduction to Desktop Publishing

Objective: The student will be able to understand and follow the district acceptable use guidelines, demonstrate basic computer knowledge, understand what Desktop Publishing involves and the readability factors in Desktop Publishing, and how to use proofreading marks.

Lesson	Topics	Handouts	Time	
1	Introductory Activities	Classroom Expectations Acceptable Use Guidelines Survey of Student Information DTP Introduction	Course Outline/Expectations Student Information Survey Acceptable Use Guidelines DTP Notebook Requirements DTP Intro notes	1.5 hrs.
2	Keyboarding Skills Review	Timed Writings Mavis Beacon	Timed Writings	1 hr.
3	Basic Computer Skills	Overview of Word features File Management Basic Word Processing	Reinforcement Act. 1.3: Part 1 - Daily Warmup Journal Part 2 - Creating Tables	2 hrs.
4	Proofreading	Proofreader's Marks Language Skills and Mechanics	Proofreading Activities	1-2 hrs.
5	Creativity	Organizing a Class "Clip" File Creativity Introduction	Intro to Creativity notes How to create bookmarks Bookmark Listing for language mechanic website resources on template drive	1 hr.