

Key Content (New Learning)

To know that desktop publishing can be used to present and publish information using text and images

To know and use the terms: templates, orientation, placeholders

To know different layouts suit different purposes

To know to use short cuts on the keyboard

Unit Overview

Vocabulary

Lesson 1 What is the difference between text and images? How can you use emojis respectfully online? What are the advantages and disadvantages of text and images?

Lesson 2 How can we change font size, colour and type? How are Return, Backspace and Shift keys used to help us?

Lesson 3 What is a template? Create your own magazine template to add content to using Canva.

Lesson 4 Add your own text and images content to a magazine template. Use copy and paste short cuts to move information. Use the search facility in Canva to import images.

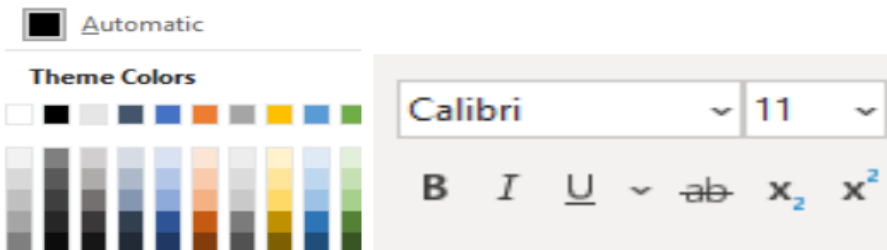
Lesson 5 How can information be laid out on the page? Explore newspapers and letter template and compare.

End Point Make a poster using desktop publishing program

Font (font, font, font, font)

Colour (Colour, Colour, Colour)

Size (Size, Size, Size)



Text - text is the words you can see on screen

Format - The way images, text and objects are arranged on screen

Textbox - A box that you can input into a document and add words to

Outline - A line you can add to a shape or text box

Object - An object in publishing software can be a file, a chart of a spreadsheet

Layout - The plan or design or arrangement of something laid out

Font - The style of writing used

Image - Pictures in a document