

DESKTOP PUBLISHING LESSON IN MICROSOFT WORD

SKILLS YOU'LL NEED TO KNOW AND PRACTICE:

✓ CHANGING FONT, STYLE, AND SIZE

TYPE THE LINE:

WORD PROCESSING/DESKTOP PUBLISHING

HIGHLIGHT THE LINE YOU JUST TYPED. CHANGE THE FONT TO ARIAL 18, BOLDED

 FROM THE TOOLBAR (OR FROM FORMAT MENU, CHOOSE FONT)

✓ JUSTIFICATION

CENTER THE LINE FROM ABOVE BY CLICKING  (IF YOU DON'T SEE THE TOOLBAR, FROM THE VIEW MENU, CHOOSE TOOLBAR)

✓ BULLETS

CLICK ON  AND TYPE THE FOLLOWING WORDS:

APPLES
ORANGES
BANANAS

✓ NUMBERING

CLICK ON  AND TYPE THE FOLLOWING WORDS:

BLUE
RED
WHITE

✓ TABLES

FROM THE TABLE MENU, CHOOSE INSERT, THEN TABLE. INPUT THE NUMBER OF

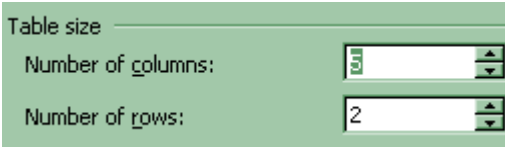


Table size

Number of columns:	<input type="text" value="3"/>
Number of rows:	<input type="text" value="2"/>

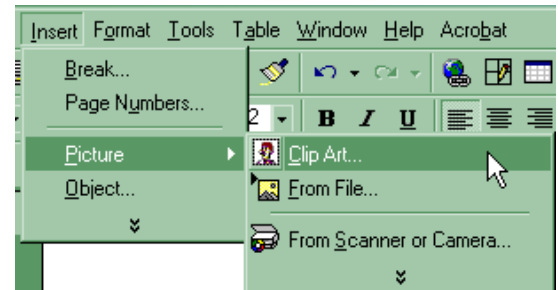
ROWS AND COLUMNS NEEDED. CLICK OK. TYPE ANY INFORMATION (SUCH AS NAMES AND PHONE NUMBERS) INTO TABLE CELLS.

✓ CLIP ART

FROM THE INSERT MENU, CHOOSE PICTURE, THEN CLIP ART. CLICK ON A CATEGORY, SUCH AS



Academic




CHOOSE A PICTURE AND INSERT . RESIZE IT BY GRABBING A HANDLE (BLACK

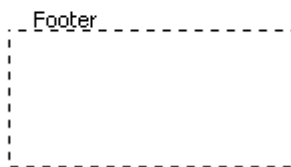
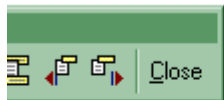


BOX) AND DRAG TO THE DESIRED SIZE. TO MAKE A GRAPHIC EASIER TO PLACE, MAKE SURE THE PICTURE IS SELECTED THEN FORMAT/PICTURE/LAYOUT/TIGHT, THEN CLICK OK. THE HANDLES ARE NOW WHITE AND GRAPHIC SHOULD BE EASIER TO MOVE AND PLACE.

✓ FOOTERS

FROM THE VIEW MENU, CHOOSE HEADER AND FOOTER. SCROLL DOWN TO THE BOTTOM OF YOUR PAGE TO THE FOOTER AREA. TAB TWICE TO GET TO THE RIGHT-

HAND SIDE AND TYPE *YOUR NAME*, RETURN/ENTER ONCE, CLICK ON  TO INSERT THE DATE. CLICK CLOSE ON THE TOOLBAR WHEN DONE.



(WHAT YOU JUST TYPED WILL APPEAR IN GRAY AFTER CLOSING, IF YOU DO NOT SEE IF FROM THE VIEW MENU, CHOOSE PRINT LAYOUT)

✓ TABBING

TABS ARE PRESET EVERY .5 INCHES. USE YOUR TAB KEY ON YOUR KEYBOARD TO TAB OVER TO 4 INCHES ON YOUR RULER AND TYPE THE LINE:

THIS IS TABBING.

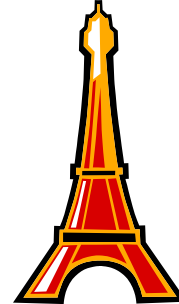
Practice Desktop Publishing Test

24 pt. Bold

- If you can do this practice test, you will be able to do the Phase II Test

Identify the following pictures

18 pt.



Are these pictures of:

1. Mountains
2. Towers
3. Skyscrapers

Words of Wisdom:

Inserting clip art/pictures	Type all text first on the page, THEN go back and insert clip art (pictures)
Justifying text (Centering)	Type the line first, highlight text, click on centering tool, OR make sure you click back on the left justifying tool after you finishing typing.
Changing font styles and sizes	Type the line first, highlight text, apply change.

Test will include:

- Changing font styles and sizes
- Changing justifications
- Inserting clip art/pictures and adjusting sizes.
- Creating bulleted & numbered lists
- Creating a table
- Tabbing
- Inserting a footer.