

**CURRICULUM MAP
DESKTOP PUBLISHING**

Week 1-2	Weeks 3-4	Weeks 5-6	Weeks 7-10	Weeks 11-13	Weeks 14-18
<p>Pagemaker-- 1. Use the mouse pointer, pull-down menus, and shortcut keys; use the dialog boxes. 2. Start, open and print a new publication. 3. Create a publication with multiple columns; use vertical and horizontal guides; use Element menu; control and create text; create, copy and paste a simple graphic; save and print a publication. 4. Create promotional materials including a sales flyer, poster, and business cards.</p> <p>Credit 0.5 Prerequisites - Introduction to Computers Single-block One Semester</p>	<p>Pagemaker-- 1. Import text; use the text tool and the pointer tool to select a portion of text. 2. Move, copy, change the appearance, and delete text. 3. Draw frames; use the control palette; create drop caps; rotate, flip and slant text. 4. Use the drawing tools; place, modify and work with graphics; use the Group, Lock, and Mask features; position and modify frames with graphics; apply special effects to graphics. 5. Create brochures and pamphlets including four-panel brochure and six-panel menu.</p>	<p>Pagemaker-- 1. Work with double-sided and facing pages. 2. Create a publication from a template. 3. Use Grid Manager to create a grid; insert automatic page numbers. 4. Recognize components that enhance or detract from page layout. 5. Know the difference between serif, sans serif, decorative, and dingbat fonts. 6. Understand the principles of graphic placement. 7. Create forms including employment application form, questionnaire, and calendars.</p>	<p>Pagemaker-- 1. Use Adobe Table program to create, edit, enhance, and save a table. 2. Format and setup newsletters. 3. Create magazine covers and book covers.</p>	<p>Pagemaker-- 1. Apply skills learned to create and enhance larger projects. 2. Use Pagemaker software to design and layout yearbook ad pages.</p>	<p>Pagemaker-- 1. Apply skills learned to create and enhance larger projects. 2. Use Pagemaker software to design and layout yearbook ad pages.</p> <p style="text-align: right;">11/7/2005</p>