

## **Chapter 12 Desktop Publishing**

### ***Chapter Objectives***

Discuss the Chapter 12 objectives with students:

- Use WordArt.
- Insert and format text boxes and pictures.
- Use shapes, clip art, and pictures.
- Create documents with two or more columns.
- Create flyers and newsletters.

### ***Web Resources***

Review the activities for Chapter 12 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

- Data Files
- Vocabulary Flash Cards
- Test Your Knowledge, Graphics
- *PowerPoint* Reviews
- More Activities
  - Chapter 12 Supplementary Activity, Create Shadow and 3-D Effects
  - Chapter 12 Supplementary Activity, Create a Document with Drop Caps

### ***Slides***

Preview the *PowerPoint* slides for Chapter 12 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

### ***Assessment***

*ExamView* test for Chapter 12

## ***Lesson 78 Graphics in Word***

### **Lesson Objectives**

Discuss the Lesson 78 objectives with students:

- Use WordArt and text boxes
- Create a flyer.

### **Data Files**

None

## Software Features

The following software features are introduced in Lesson 78:

- WordArt

## Document Formats

No document formats are taught in this lesson.

## Vocabulary Terms

The vocabulary terms from Lesson 78 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

desktop publishing (DTP)	Using a personal computer to produce high-quality printed documents
graphic	A drawn picture, a photo, or a chart
WordArt	A decorative text gallery with several predesigned font colors, shapes, and other effects that you can select to change text into a graphic

## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 78.
2. Discuss the *Graphics* and *WordArt* sections with students. Have them complete activities in this order:
  - 78A *Learn: WordArt*
  - 78B *Practice: Create WordArt*
  - 78C *Apply: CreateWordArt*For activity 78B, students should compare their graphics with a classmates'.

## Lesson 79 Text Boxes and Flyers

### Lesson Objectives

Discuss the Lesson 79 objectives with students:

- Create text boxes in *Word*.
- Format and copy text boxes.
- Create a flyer.

## Data Files

None

## Software Features

The following software features are introduced in Lesson 79:

- Create and format a text box
- Resize graphics
- Change fill color for a text box
- Change line color for a text box

## Document Formats

The following document format is introduced in Lesson 79:

- Flyer

## Vocabulary Terms

The vocabulary terms from Lesson 79 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

text box	A container for text or graphics
borders	An outline of a text box
shading	A shade fill for a text box
sizing handle	A small circle or square that appears on the border of a selected graphic and can be dragged to change the graphic size
flyer	An announcement or advertisement usually intended for wide distribution

## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 79.
2. Discuss the *Text Boxes* section with students. Have them complete activities in the following order:
  - 79A Learn: *Use a Preformatted Text Box*
  - 79B Learn: *Draw a Text Box*
  - 79C Learn: *Format a Text Box*
  - 79D Practice: *Create a Text Box*

For activity 79C, students should compare their documents with a classmates'.

3. Discuss the *Guidelines for Flyers* section with students. Have them complete activity 79E *Apply: Create Flyer*.

## **Lesson 80 Shapes, Clip Art, and Pictures**

### **Lesson Objectives**

Discuss the Lesson 80 objectives with students:

- Insert and format shapes.
- Add text to a shape.
- Insert and format clip art and pictures.
- Create a flyer.
- Copy and paste data from an *Excel* worksheet into a *Word* document.

### **Data Files**

- *DF 80C Shape*
- *DF 80D Results*
- *DF 80D Election results*

### **Software Features**

The following software features are introduced in Lesson 80:

- Create shapes
- Add text to shapes
- Set horizontal alignment for graphics
- Search for clip art and pictures
- Insert and format clip art
- Size graphics using the Lock aspect ratio option

### **Document Formats**

No document formats are taught in this lesson.

### **Vocabulary Terms**

The vocabulary terms from Lesson 80 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

shapes	Ready-made shapes and a variety of lines that are available on the Insert ribbon
clip art	Ready-made drawings and photography, which can include sounds and video clips
thumbnails	Miniature pictures that represent graphic files

## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 80.
2. Discuss the *Shapes* section with students. Have students complete activity *80A Learn: Create a Shape*. Then have them complete activity *80B Practice: Create a Shape*. Students should ask a classmate for comments on their graphics.
3. Discuss the *Pictures and Clip Art* section with students. Have students complete activity *80C Learn: Find, Insert, and Format Clip Art*. Then have them complete activity *80D Practice: Create an Election Results Flyer*. Make the data files needed for these activities available to students. For activity 80D, students should ask a classmate for comments on their flyers.
4. Have students complete activity *80E Apply: Create a Course Flyer*. Students are to work in a team. Assign or let them choose teammates.

## Lesson 81 Multi-Column Documents

### Lesson Objectives

Discuss the Lesson 81 objectives with students:

- Create multi-column newsletter articles.
- Insert section breaks.
- Change the number and format of columns.
- Use portrait and landscape orientations.
- Automatically hyphenate text.
- Compose and format an article about desktop publishing careers.

### Data Files

- *DF 81A Career fair*
- *DF 81C Design*
- *DF 81D Conference*

### Software Features

The following software features are introduced in Lesson 81:

- Format documents in multiple columns
- Insert sections breaks and balance columns
- Use Landscape orientation
- Automatically hyphenate text
- Text wrapping

### Document Formats

The following document format is introduced in Lesson 81:

- Newsletter

## Vocabulary Terms

The vocabulary terms from Lesson 81 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

Portrait orientation	An orientation that places a document on the page with the short side of the paper at the top
Landscape orientation	An orientation that places a document on the page with the long side of the paper at the top

## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 81.
2. Discuss the *Columns* sections with students. Have students complete activity 81A *Learn: Create a Two-Column Document*. Make the data files needed for this activity available to students. Then have them complete activity 81B *Practice: Create a Three-Column Document*. For activity 81B, students should compare their printed document with that of a classmate.
3. Discuss the *Page Orientation* section with students. Have them complete activity 81C *Learn: Create a Document in Landscape Orientation*. Make the data files needed for this activity available to students.
4. Have students complete activity 81D *Practice: Create a Newsletter*.
5. Have students complete activity 81E *Apply: Compose and Format a Newsletter Article*. Students need access to the Internet to complete this activity.

## Chapter Review

### Data Files

- *DF C12 Fitness*
- *DF C12 Newsletter*
- *DF C12 Abbreviations*
- *DF C12 Chart*
- *DF C12 Business*
- *DF C12 Instructions*
- *DF C12 Form*
- *DF C12 Online Application*

## Vocabulary Terms

The vocabulary term from the *Across the Curriculum* activities and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections.

franchise	A contract that gives a business the right to sell certain products in a certain region
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## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students complete the *Reviewing What You Have Learned* questions.
2. Have students complete the activity *Flyer*. Make the data files needed for this activity available to students.
3. Have students complete the activity *Newsletter*. Make the data files needed for this activity available to students.
4. Have students complete the activities in *Keyboarding Skillbuilding*.
5. Discuss the *Academic Connections, Communications: Abbreviations* and *Reading: Read a Chart* sections with students. Have them follow the steps provided to complete the activities. Make the data files needed for these activities available to students.
6. Discuss the *About Business, Opportunities that Lead to Business Success* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for this activity available to students.
7. Discuss the *Life Success Builder, Complete a Job Application Form* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for this activity available to students.
8. Discuss the *Career Exploration Portfolio* activity with students. Have students follow the steps provided to complete the activity. Students will work with a classmate to complete this activity.