

<u>Chapters</u>	<u>Objectives</u>	<u>Standards</u>	<u>Resources</u>
Office Skills Week 1 and 2	Display and use shortcut menus Minimize & restore windows Create a blank document Save and Exit Pass safety test for lab & internet	1.0 Demonstrate knowledge of career development/progression patterns in the IT industry.	Shelly Cashman Microsoft Publisher 2010 Projects- In the labs, make it right, extend your knowledge, apply your knowledge, and cases and places
Create a flyer Week 3 & 4	Select and enter text Use flyer templates Insert photos and graphics Move, resize and align Spell check and proof Format fonts	2.0 Compose multi-paragraph writing clearly, succinctly, and accurately to write documents. 3.0 Use description of audience and purpose to prepare written documents. 4.0 Use computer skills to design and develop written	Shelly Cashman Microsoft Publisher 2010 Projects- In the labs, make it right, extend your knowledge, apply your knowledge, and cases and places
Tri Fold Brochures Week 5 & 6	Format characters Create a trifold brochure Use templates Change font styles and sizes Print in various ways Use color to create a pleasing brochure	5.0 Use desktop publishing software to develop brochures, handouts, charts, graphs, newsletters, and/or reports. 6.0 Use presentation software to prepare visual support materials.	Shelly Cashman Microsoft Publisher 2010 Projects- In the labs, make it right, extend your knowledge, apply your knowledge, and cases and places
Designing a newsletter Weeks 7, 8, and 9	Editing a master head Replacing text and graphics Using page parts Creating a template Using hyphenation Group and ungroup objects	5.0 Use desktop publishing software to develop brochures, handouts, charts, graphs, newsletters, and/or reports. 6.0 Use presentation software to prepare visual support materials. 7.0 Format written documents with correct font and layout for easy reading. 31.0 Apply knowledge	Shelly Cashman Microsoft Publisher 2010 Projects- In the labs, make it right, extend your knowledge, apply your knowledge, and cases and places

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Custom Publications from Scratch Weeks 10 & 11	Editing graphics Insert shapes and change shapes Insert and change word art Customize pages	10.0 Demonstrate knowledge of design principles. 11.0 Demonstrate knowledge of the nature of color and color harmonies. 12.0 Demonstrate knowledge of the principles and elements of design and their relationship to each other.	Shelly Cashman Microsoft Publisher 2010 Projects- In the labs, make it right, extend your knowledge, apply your knowledge, and cases and places
Business Information Sets Weeks 12 & 13	Creating letterhead Creating a business information set Making envelopes, business cards Embedding fonts Inserting business information in fields	2.0 Compose multi-paragraph writing clearly, succinctly, and accurately to write documents. 3.0 Use description of audience and purpose to prepare written documents. 4.0 Use computer skills to design and develop written and supporting material.	Shelly Cashman Microsoft Publisher 2010 Projects- In the labs, make it right, extend your knowledge, apply your knowledge, and cases
Publisher tables Week 14 & 15	Schedules, calendars, and business tables Creating reusable parts Inserting, aligning, deleting and merging Create an embedded table, format and use formulas	4.0 Use computer skills to design and develop written and supporting material. 5.0 Use desktop publishing software to develop brochures, handouts, charts, graphs, newsletters, and/or reports. 6.0 Use presentation software to prepare visual support materials. 7.0 Format written documents with correct font and layout for easy reading. 8.0 Use proper organization and structure to achieve coherence of major points. 9.0 Identify and prepare support materials to accompany oral presentation. 10.0 Demonstrate knowledge of design principles.	Shelly Cashman Microsoft Publisher 2010 Projects- In the labs, make it right, extend your knowledge, apply your knowledge, and cases

<p>Formatting and merging publications with data Week 15 & 16</p>	<p>Merging form letters and ticket numbers Graphic adjustments Spacing between character Merging data into publication Creating tickets</p>	<p>10.0 Demonstrate knowledge of design principles. 11.0 Demonstrate knowledge of the nature of color and color harmonies. 12.0 Demonstrate knowledge of the principles and elements of design and their relationship to each other. 13.0 Search for information and resources. 14.0 Format text using advanced formatting functions. 15.0 Enhance publications using different fonts, styles, attributes, justification, etc. 16.0 Prepare presentations for training, sales and information sharing.</p>	<p>Shelly Cashman Microsoft Publisher 2010 Projects- In the labs, make it right, extend your knowledge, apply your knowledge, and cases</p>
<p>Generating data driven catalogs Week 17 &18</p>	<p>Working with master pages Creating a main publication Insert, create and preview catalog pages Working with graphics manager Translating text Merging catalogs</p>	<p>8.0 Use proper organization and structure to achieve coherence of major points. 9.0 Identify and prepare support materials to accompany oral presentation. 10.0 Demonstrate knowledge of design principles. 11.0 Demonstrate knowledge of the nature of color and color harmonies. 12.0 Demonstrate knowledge of the principles and elements of design and their relationship to each other. 13.0 Search for information and resources.</p>	<p>Shelly Cashman Microsoft Publisher 2010 Projects- In the labs, make it right, extend your knowledge, apply your knowledge, and cases</p>
<p>Getting to know In Design Week 19 & 20</p>	<p>Explore the In Design Workspace View and Modify Page Elements Navigate through a document Work with objects and smart guide</p>	<p>4.0 Use computer skills to design and develop written and supporting material. 5.0 Use desktop publishing software to develop brochures, handouts, charts, graphs, newsletters, and/or reports.</p>	<p>Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects</p>

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Working with Text Week 21 & 22	Format text Format paragraph Create and apply styles Edit text Create bulleted list and numbered lists	2.0 Compose multi-paragraph writing clearly, succinctly, and accurately to write documents. 3.0 Use description of audience and purpose to prepare written documents. 4.0 Use computer skills to design and develop written and supporting material.	Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects
Setting up a Document Week 23 & 24	Create text on a master page Apply master pages to document pages Modify master pages and document pages Place and thread text Create new sections and wrap text	. 11.0 Demonstrate knowledge of the nature of color and color harmonies. 12.0 Demonstrate knowledge of the principles and elements of design and their relationship to each other. 13.0 Search for information and resources. 14.0 Format text using advanced formatting functions. 15.0 Enhance publications using different fonts, styles, attributes, justification, etc.	Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects
Working with frames Week 25 & 26	Align and distribute objects on a page Stack and layer objects Work with graphic frames Work with text frames	17.0 Create computer presentation and handouts in accordance with basic principles of graphics design and visual communication.	Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects

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Working with color Wee 27 & 28	Work with process colors Apply color Work with spot color Work with gradients	11.0 Demonstrate knowledge of the nature of color and color harmonies. 12.0 Demonstrate knowledge of the principles and elements of design and their relationship to each other.	Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects
Getting started with adobe Photoshop Week 29	Start Adobe Photoshop Open and save an object Examine the Photoshop window Close a file and exit Photoshop Learn about design principles and copyright	20.0 Demonstrate advanced knowledge of available graphics software programs to create and manipulate images. 21.0 Apply principles and elements of color design.	Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects
Learning Photoshop basics Week 30	Use organizational and management features Use the layers and history panels Learn about Photoshop help View and print an image	. 30.0 Demonstrate preparation of customer materials for imaging. 31.0 Apply knowledge of basic printing processes.	Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects
Working with levels Week 30 & 31	Examine and convert layers Add and delete layers Add a selection from one image to another Organize layer groups and colors	22.0 Apply color theory to select appropriate colors. 23.0 Create and/or implement the look and feel of the product. 24.0 Create graphical images.	Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects

<p>Make selections Week 32 & 33</p>	<p>Make a selection using shapes Modify a marquee Selecting and using color and modify a selection Add a vignette effect to a selection</p>	<p>19.0 Synthesize available interactive media technologies into a unified presentation. 20.0 Demonstrate advanced knowledge of available graphics software programs to create and manipulate images.</p>	<p>Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects</p>
<p>Incorporating color techniques Week 34 & 35</p>	<p>Work with color to transform an image Use the color picker and the swatch panel Place a border around an image</p>	<p>. 22.0 Apply color theory to select appropriate colors. 23.0 Create and/or implement the look and feel of the product. 24.0 Create graphical images. 25.0 Apply knowledge of typography.</p>	<p>Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects</p>
<p>Placing type in an Image Week 36</p>	<p>Learn about type and how it is created Change spacing and adjust baseline shift Use the drop shadow style Apply antialiasing to type Apply special effects to type using filters Modify type with bevel and emboss 3D</p>	<p>25.0 Apply knowledge of typography. 26.0 Alter digitized images using an image manipulation program. 27.0 Evaluate visual appeal. 28.0 Produce or acquire graphics content.</p>	<p>Adobe The Design Collection Revealed Workbooks Internet Activities Activities from book Adobe Photoshop Comprehensive Projects</p>