# BUS:Fun Desktop Publishing Projects - Microsoft Word

## Summary
Students will learn the basics of desktop publishing and design. They will create various projects in Microsoft Word as directed by the teacher.

(This unit has been used by CTE Intro teachers for some time. We do not know who originally created it, so if it is you, please contact Jeff Hinton or Mike Wood and we would be happy to list you as the author.)

## Main Core Tie

College and Career Awareness
Strand 1 Standard 3

## Time Frame

4 class periods of 45 minutes each

## Group Size

Individual

## Life Skills

Thinking & Reasoning, Communication, Social & Civic Responsibility, Employability

## Materials

Software application = Microsoft Word, Color printer and small laminating machine strongly recommended.

## Background for Teachers

Teachers should review the materials below. Teachers should demonstrate basic desktop publishing principles in Word.

## Student Prior Knowledge

A basic understanding of Word, design principles, use of clipart, etc.

## Instructional Procedures

To be determined by teacher

## Assessment Plan

Answer keys and activity samples are included in the student instructions booklet. Students complete and compare their finished product to the answer key within the booklet before printing. Assignments are assessed on a pass/fail basis.

## Authors

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