

KS3 Computing - Introduction To Desktop Publishing

In this project students will learn how to create a Publisher document which makes use of a wide variety of editing tools (see rubric). Students will create a document which is linked to another area of the curriculum in order to help contextualise the work for the students.

	<u>B2 P 3-4</u>	<u>B2 P 5-6</u>	<u>B2 P 7-8</u>	<u>B2 Step 1</u>	<u>B2 Step 2</u>
Theme-Introduction to Publisher					
<u>Subject specific knowledge</u>	<p>Is able to use the mouse to move images within a Publisher document.</p> <p>Is able to delete an object.</p> <p>Is able to use locate and use the undo button to make a deleted object re-appear.</p> <p>Is able to colour in a shape.</p>	<p>Is able to independently open and close a file on the server using the double click and right click method.</p> <p>Knows which software icon relates to Publisher:</p> <p>Can identify and use the following editing tools:</p> <p>Bold Underline Italic Font Font size Font colour</p>	<p>Is able to follow a set of picture/text instructions to locate / open a file on the server.</p> <p>Knows which software icon relates to which piece of software. Word Publisher PowerPoint Excel</p> <p>Can identify and use the following editing tools:</p> <p>Bold Underline Italic Font Font size Font colour Insert Shape fill Shape outline Shape effects</p>	<p>Is able to independently locate / open / save a file on the server</p> <p>Is able to follow a picture diagram to locate the following software on the computer and knows which software icon relates to which piece of software. Word Publisher PowerPoint Excel</p> <p>Can identify and use the following editing tools:</p> <p>Bold Underline Italic Font Font size Font colour Insert Shape fill Shape outline Shape effects Word Art Page orientation Edit page colour Insert and edit shapes</p>	<p>Is able to independently locate a file on the server / save file / create a new folder / copy and paste the file into different folders.</p> <p>Is able to independently locate the following software on the computer and knows which software icon relates to which piece of software. Word Publisher PowerPoint Excel</p> <p>Can identify and use the following editing tools:</p> <p>Bold Underline Italic Font Font size Font colour Insert Shape fill Shape outline Shape effects Word Art Edit page colour Insert and edit shapes Page orientation</p> <p>Search for and access Publisher templates Search for and access page parts</p>

			<p>Understands the key elements of making a poster</p> <p>Must include a heading.</p> <p>Make good use of space.</p> <p>Images have to be relevant and appropriately sized and positioned.</p> <p>Text has to be legible.</p>	<p>Understands the key elements of making a poster</p> <p>Must include a heading.</p> <p>Make good use of space.</p> <p>Images have to be relevant and appropriately sized and positioned.</p> <p>Text has to be legible.</p> <p>Coherent content</p> <p>Appropriate use of colour.</p> <p>Grammar has to be correct.</p>	<p>Understands the key elements of making a poster</p> <p>Must include a heading.</p> <p>Make good use of space.</p> <p>Images have to be relevant and appropriately sized and positioned.</p> <p>Text has to be legible.</p> <p>Coherent content</p> <p>Appropriate use of colour.</p> <p>Grammar has to be correct.</p> <p>How elements might change in response to the audience (i.e. brighter colours and more elaborate fonts for a younger audience).</p>
<p><u>Subject specific skills</u></p>	<p>Is able to follow a sequence of picture tutorials in order to access and use editing tools within Publisher.</p> <p>Is able to respond to a series of verbal and picture based instructions based upon the use of the shape fill, delete/undo and the moving of images within Publisher.</p>	<p>Is able to follow a sequence of picture tutorials in order to access and use editing tools within Publisher.</p> <p>Is able to copy the layout of a series of Publisher posters (each poster becomes gradually more sophisticated in its use of editing tools and general layout).</p>	<p>Is able to follow a sequence of picture tutorials in order to access and use editing tools within Publisher.</p> <p>Is able to copy the layout of a series of Publisher posters (each poster becomes gradually more sophisticated in its use of editing tools and general layout).</p> <p>Is able to identify errors within a poster layout and suggest corrections.</p> <p>Is able to identify editing techniques used within a poster (i.e. bold, underline etc).</p>	<p>Is able to independently follow a set brief in order to create a poster.</p> <p>Is able to identify errors within a poster layout and suggest corrections.</p> <p>Is able to discuss what makes a successful poster and why.</p> <p>Is able to discuss the different uses for the following software:</p> <p>Word Publisher Excel PowerPoint</p>	<p>Is able to independently follow a set brief in order to create a poster / pamphlet or newsletter.</p> <p>Is able to identify errors within layouts and suggest corrections.</p> <p>Is able to discuss what makes a successful poster and why. Is able to suggest changes to a poster in order to appeal to a different audience.</p> <p>Is able to identify editing techniques used within a poster (i.e. bold, underline etc).</p>

					<p>Is able to discuss the different uses for the following software and is also able to suggest which piece of software would be appropriate for a specific task.:</p> <p>Word Publisher Excel PowerPoint</p>
<u>Personal development</u>	<p><u>Problem solving-</u> Linked to resolving hard and software issues.</p> <p><u>Communication skills-</u> Asking appropriate questions and listening to responses when troubleshooting ICT issues.</p> <p><u>Self-belief-</u> Never giving up if unable to resolve the issues, continue to ask, listen and try different solutions.</p> <p><u>Self-management-</u> Linked to independent research tasks and selecting appropriate information.</p>				
	<p><u>Suggested activities</u></p> <ul style="list-style-type: none"> -treasure hunts in order to locate tools within Publisher -matching software icons to appropriate activities -annotating posters and other literature to identify positives and negatives -copying pieces of shape art to practice use of the insert and formatting tools. -matching tools to edited work (i.e. italic tool to italicised text). -mock up presentations-students to present their student council ideas to the class. 				
	<p><u>Online resources</u></p> <p>https://www.bbc.co.uk/bitesize/guides/zxb72hv/revision/1</p> <p>http://planeta42.com/it/hardware.html</p> <p>https://www.webopedia.com/Hardware</p> <p>https://www.bbc.co.uk/bitesize/topics/zbhgjxs/articles/z9myvcw</p> <p>http://www.playkidsgames.com/games/computer/default.htm#</p> <p>https://www.instructables.com/id/Introduction-to-hardware-Learn-the-basics/</p> <p>https://www.abcya.com/games/input_output</p> <p>https://www.disklabs.com/how-mobile-phone-masts-work/</p> <p>https://www.uswitch.com/broadband/guides/what-is-broadband/</p>				
	<p><u>Evidencing Work</u></p> <p>All work / evidence sheets need to be printed off (where appropriate levelled in accordance with the rubric), students need to self assess and work needs to be put in student folders.</p>				