

5th & 6th Grade Electronic Publishing Timeline

Textbook Resource: *The Non-Designer's Design Book 2nd Edition*

Programs Utilized: Microsoft Word, Microsoft Publisher, Internet Explorer

Lesson Length (adjust as needed)	Lesson Topic and Sample Activity
1 day	Lesson 1: Welcome to Class <ul style="list-style-type: none">• Course overview (standards)• Classroom guidelines• Review OPS computer rules/regulations• Get to know students Sample Activity <ul style="list-style-type: none">• Get to know you games
1 day	Lesson 2: Computer Basics http://www.kidsdomain.com/brain/computer/lesson.html <ul style="list-style-type: none">• Logging in• Navigating the desktop, menus, and toolbars• Creating folders and saving files in the student home• Setting default printer to the classroom• Basic Computer Terms (Word Wall) Sample Activity <ul style="list-style-type: none">• Have students create a tutorial they could use to teach other students how to complete a specific task from the list above.• Play word wall games
2 days	Lesson 3: What is Desktop Publishing <ul style="list-style-type: none">• Define desktop publishing• Identify products and uses• Identify related careers<ul style="list-style-type: none">○ http://www.bls.gov/oco/ocos276.htm Sample Activity <ul style="list-style-type: none">• Create a help wanted sign for a desktop publishing job. Describe the position, qualifications needed, and an approximate salary. (paper/pencil)• Bring examples of desktop publishing from the world we live in.
1 day	Lesson 4: Publishing Steps / Preplanning with Thumbnails <ul style="list-style-type: none">• Steps in the Desktop Publishing process<ul style="list-style-type: none">○ http://desktoppub.about.com/od/courses/ht/how_to_do_dtp.htm• Why is preplanning important• What to consider when preplanning• Demonstrate how to draw thumbnails

	<p>Sample Activity</p> <ul style="list-style-type: none"> • Pretend you want to remodel your bedroom. Draw a sketch of what your room looks like now, then draw a thumbnail of what it would look like after you remodeled. (paper/pencil)
1 day	<p>Lesson 5: Introduction to Microsoft Word</p> <ul style="list-style-type: none"> • Launching the program via icon, program menu, and run command • Identify commonly used menu and toolbar features • Determine page setup options • Utilize print preview • Select print preferences • Saving a document <p>Sample Activity</p> <ul style="list-style-type: none"> • Have students choose 5 toolbar features they think would be used most often by a desktop publisher. Draw a diagram of the toolbar button along with a brief description of what it does. • Have student create a word file to type daily bell work in.
1 day	<p>Lesson 6: Choosing Just The Right Font</p> <ul style="list-style-type: none"> • How does font choice affect a print document • Categories of type (pgs 131-142) • Combining different fonts (pgs 123-130) • Type contrasts (pgs 143-174) <p>Sample Activity</p> <ul style="list-style-type: none"> • Choose three different fonts from the computer. Use a comparison matrix to compare/contrast various aspects of each font such as its look, feel, texture, etc.
2 days	<p>Lesson 7: Textboxes in Microsoft Word</p> <ul style="list-style-type: none"> • Inserting textboxes • Modifying a textbox outline • Selecting font style, size, color, and alignment • How to bold, underline, and italicize text • Moving the textbox <p>Sample Activity</p> <ul style="list-style-type: none"> • Have students create a seating chart for an imaginary classroom. The chart should include textboxes which represent the teacher's desk, each student desk, and their names.
2 days	<p>Lesson 8: Drawing Tools in Microsoft Word</p> <ul style="list-style-type: none"> • Identify drawing toolbar icons

	<ul style="list-style-type: none"> • Drawing shapes and utilizing autoshapes • Changing shape and outline colors • Modifying the order and layering of shapes/text • Group and Ungroup multiple shapes/text <p>Sample Activity</p> <ul style="list-style-type: none"> • Have students create a logo, including various colored shapes and text. Be sure to group all objects together.
3 days	<p>Lesson 9: Graphics in Microsoft Word</p> <ul style="list-style-type: none"> • Basic file types (.jpg, .gif, .wmf) • Inserting pictures from clipart (not including internet graphics) • Modifying a graphic's format (size and layout) • Moving graphics around the screen • Layering and grouping graphics • Inserting Word Art <p>Sample Activity</p> <ul style="list-style-type: none"> • Create a student classroom quilt. Have each student insert their name in the center of a word document, using word art. Then have students insert clip art pictures that represent aspects of their life (family, hobbies, likes, etc.). Print and connect student documents into a quilt.
3 days	<p>Lesson 10: Locating, Saving, and Inserting Internet Graphics</p> <ul style="list-style-type: none"> • Discuss basic copyright rules • Utilizing web browsers and search engines to find graphics • Identifying copyright-free clipart and photography websites • Saving graphics to appropriate folders • Inserting saved graphics into a Word Document <p>Sample Activity</p> <ul style="list-style-type: none"> • Have students create a photo collage about a specific topic of their choice (endangered species, musical instruments, school subjects, etc.). All pictures must be captured from the internet.
2 days	<p>Lesson 11: Trading Cards (MS Word Skills Review Activity)</p> <ul style="list-style-type: none"> • Review basic text, drawing and graphic skills • Have students create trading cards about themselves, animals, athletes, actors, etc. <ul style="list-style-type: none"> ○ Use http://www.education-world.com/a_tech/techtorial/techtorial054.pdf as a resource.
1 day	<p>Lesson 12: Introduction to Microsoft Publisher</p> <ul style="list-style-type: none"> • Launching the program via icon, program menu, and run command • Similarities and differences between Publisher and Word

	<ul style="list-style-type: none"> • Publisher menus and toolbars • Creating Blank Publications (from scratch) <p>Sample Activity</p> <ul style="list-style-type: none"> • Create a Venn Diagram that compares/contrasts word and publisher. • Create a name tent for your computer using the tent card feature from the blank publications menu. Be sure to draw a thumbnail first.
2 days	<p>Lesson 13: Templates in Publisher</p> <ul style="list-style-type: none"> • Why use templates • Pros and cons of using templates • Changing template color schemes • Adding/deleting graphics and text from templates <p>Sample Activity</p> <ul style="list-style-type: none"> • Create a greeting card using a template from the Publications for Print menu. Personalize the card to best meet your needs.
1 day	<p>Lesson 14: Principles of Design</p> <ul style="list-style-type: none"> • Basic introduction and relevance to desktop publishing • Proximity and Alignment (pgs 15-48) <ul style="list-style-type: none"> ○ Purpose ○ How to get it ○ What to avoid <p>Sample Activity</p> <ul style="list-style-type: none"> • Add proximity and alignment to the pizza graphic organizer. • View positive and negative examples of proximity and alignment
1 day	<p>Lesson 15: Principles of Design, Continued</p> <ul style="list-style-type: none"> • Review proximity and alignment • Repetition and Contrast (pgs 49-78) <ul style="list-style-type: none"> ○ Purpose ○ How to get it ○ What to avoid <p>Sample Activity</p> <ul style="list-style-type: none"> • Add repetition and contrast to the pizza graphic organizer. • View positive and negative examples of repetition and contrast
2 days	<p>Lesson 16: Creating a Business Card</p> <ul style="list-style-type: none"> • Discuss do's and don'ts (pages 89-92) • View examples <p>Sample Activity</p>

	<ul style="list-style-type: none"> • Create a business card. Be sure to incorporate the principles of design. Don't forget to begin by drawing a thumbnail.
2 days	<p>Lesson 17: Creating a Letterhead</p> <ul style="list-style-type: none"> • Discuss do's and don'ts (pages 93-96) • View examples <p>Sample Activity</p> <ul style="list-style-type: none"> • Create a Letterhead. Be sure to incorporate the principles of design. Don't forget to begin by drawing a thumbnail.
2 days	<p>Lesson 18: Creating a Flyer</p> <ul style="list-style-type: none"> • Discuss do's and don'ts (pages 97-100) • View examples <p>Sample Activity</p> <ul style="list-style-type: none"> • Create a Flyer. Be sure to incorporate the principles of design. Don't forget to begin by drawing a thumbnail.
3 days	<p>Lesson 19: Creating a Newsletter</p> <ul style="list-style-type: none"> • Discuss do's and don'ts (pages 101-104) • View examples <p>Sample Activity</p> <ul style="list-style-type: none"> • Create a Newsletter. Be sure to incorporate the principles of design. Don't forget to begin by drawing a thumbnail.
3 days	<p>Lesson 20: Creating a Brochure</p> <ul style="list-style-type: none"> • Discuss do's and don'ts (pages 105-108) • View examples <p>Sample Activity</p> <ul style="list-style-type: none"> • Create a Brochure. Be sure to incorporate the principles of design. Don't forget to begin by drawing a thumbnail.
2 days	<p>Lesson 21: Creating a Postcard</p> <ul style="list-style-type: none"> • Discuss do's and don'ts (pages 109-112) • View examples <p>Sample Activity</p>

	<ul style="list-style-type: none"> • Create a Postcard. Be sure to incorporate the principles of design. Don't forget to begin by drawing a thumbnail.
3 days	<p>Lesson 22: Creating a Newspaper Ad</p> <ul style="list-style-type: none"> • Discuss do's and don'ts (pages 113-116) • View examples <p>Sample Activity</p> <ul style="list-style-type: none"> • Create a Newspaper Ad. Be sure to incorporate the principles of design. Don't forget to begin by drawing a thumbnail.
1 day	<p>Lesson 23: Principles of Design Review Day</p> <ul style="list-style-type: none"> • Discuss principles and how they work together (Pgs 79-83) <p>Sample Activity</p> <ul style="list-style-type: none"> • In groups, complete the resume comparison activity. (Pg 84) Discuss student conclusions as a class. • Redesign an advertisement using the principles of design. (Pg 85 or 178)
3 days	<p>Lesson 24: Final – Print Portfolio</p> <ul style="list-style-type: none"> • Choose three projects you have completed this semester that you would like to present to your classmates. For each project, you should complete a summary sheet that includes: <ul style="list-style-type: none"> ○ A description of the project ○ Why you choice it (be specific) ○ What you learned in the process of creating it. • Each student will be responsible for a 3-5 minute presentation.
	<p>EXTRA PROJECTS</p> <ul style="list-style-type: none"> • If you have extra time, have students select an additional project from the list below: <ul style="list-style-type: none"> ○ Certificate ○ Banner ○ Calendar ○ Photo Frame ○ Restaurant Menu ○ Gift Tags ○ Candy Wrappers ○ Book Jackets ○ CD Cover