

Desktop Publishing Exercises

Do's of Desktop Publishing

- plan
- leave white space
- proofread and adjust
- use common font size for headings
- use smaller font for body (from headings)

Don'ts of Desktop Publishing

- have too many fonts (no more than 4)
- overuse ALL CAPS, underline & **bold**
- overuse frames/boxes/callouts
- overuse clipart
- steal images off the internet

Create an award certificate proclaiming you as "Outstanding Computer Student" for 2020. Include an appropriate clipart and use the Lucinda Handwriting font to insert the date and a teacher's name. You can add a section for the principal's name as well.