

## 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

\*\*You may have to adjust paragraph spacing in the templates. Your teacher will show you how to do it.

Do the following and save in your Desktop Publisher folder. In the top right corner, insert a textbox with your name and DP # on it.

1. Prepare a garage sale flyer for a sale scheduled for May 23, 2020. The sale will be in the parking lot of the school. In the event of bad weather, it will be inside. The sale is sponsored by the \_\_\_\_\_ (the student council, a club or a team) to raise money for \_\_\_\_\_. You can come up for a reason for the sale. Hours are from 8 am – 2 pm. Include an appropriate clipart.

**If you have a desktop version of Office 365 you will be able to do this project in Teams, however, if you are using a tablet or phone to create you will have to use Word.**

If using teams:

1. Open Word
2. Click "more templates"
3. Scroll down to bottom right of page and click "Explore All Templates"
4. On left click "Browse Category"
5. Click "Flyers"
6. Choose template and begin