

# Lesson 2: Can you edit it?

Year 3 – Creating media – Desktop publishing



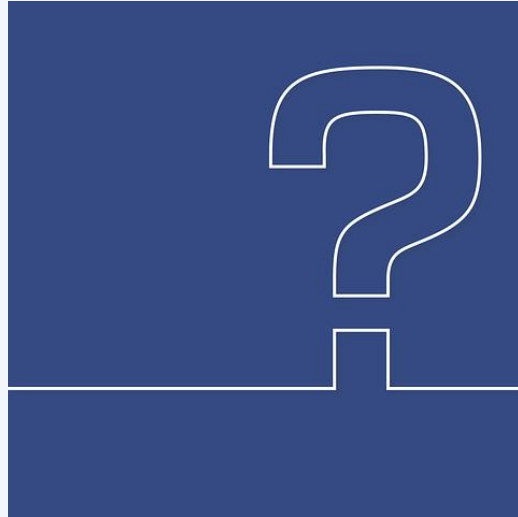
## Lesson 2: Can you edit it?

To recognise that text and layout can be edited

- I can change font style, size, and colours for a given purpose
- I can edit text
- I can explain that text can be changed to communicate more clearly

# Desktop publishing

In this unit we are going to be learning about desktop publishing.



**Question:** Do you know what desktop publishing is? **Think, pair, share.**

# What is desktop publishing?

Desktop publishing is a way of creating documents that include both text and images, such as invitations, magazines, or newsletters using page layout software.



It was originally called desktop publishing because people used desktop computers like the one shown above to create their documents.

# How has desktop publishing changed?

Nowadays, you can create these documents on a range of digital devices, not just desktop computers.



# How has desktop publishing changed?

You can make lots of things using desktop publishing software.



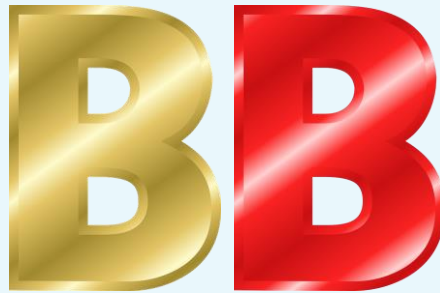
# Fonts

A font is a style of text. Fonts can be used in different sizes and colours. Fonts show what the text looks like on-screen and in print.



Sizes

Font style

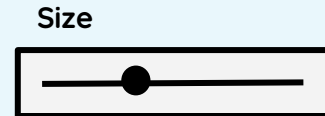


Colours



# Desktop publishing tools: Fonts

The tools in most desktop publishing packages are often familiar to us, or their function is easy to guess. What do you think these tools do?





# Sorting the tools

Sort the tools into the correct group on the worksheet.

Font size

A<sup>v</sup>

20.8



A<sup>^</sup>

Size



Font colour



A<sup>v</sup>



Font style

Comic Sans



T



A<sup>v</sup>

Comic Sans



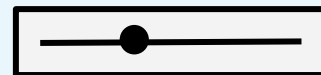
A<sup>v</sup>

20.8



A<sup>^</sup>

Size



T

## What would you change? – Size

What are the most important pieces of information on this invitation?

Please tell Joe's mum if  
you can come

21 Seatown Road,  
Cambridge

Joe is five on Tuesday

Join us for Joe's party on  
Tuesday 4pm on the  
farm

Joe is five on  
Tuesday

Join us for Joe's party on  
Tuesday 4pm on the farm

Please tell Joe's mum if you can  
come

21 Seatown Road, Cambridge

Usually, the most important information is written in the largest font. Less interesting information follows and is smaller.

# What would you change? – Colour

What font colours will you use? Which is easiest to read?

**PARTY  
TIME!**

Come to Joseph's party at  
Space World

Monday 7th February

Please reply to Joseph's mum

**PARTY  
TIME!**

Come to Joseph's party at  
Space World

Monday 7th February

Please reply to Joseph's mum

Be careful – you want it to be easy to read, so that people come to the party!

# What would you change? – Font type

What font type will you choose? Which would be best?

*PARTY TIME!*

*Come to Joseph's party at  
Space World*

*Monday 7th February*

*Please reply to Joseph's mum*

PARTY  
TIME!

Come to Joseph's party  
at Space World

Monday 7th February

Please reply to Joseph's mum

Be careful – you want it to be easy to read, so that people come to the party!

# Using Publisher

## Microsoft Publisher

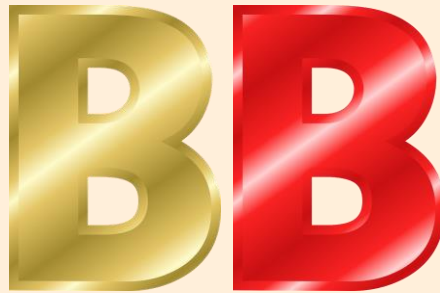
The screenshot displays the Microsoft Publisher 'New' screen. On the left is a dark green navigation pane with the following options: Home, New (highlighted), Open, Info, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is titled 'New' and features three blank page size options: 'Blank A4 (Portrait)', 'Blank A4 (Landscape)', and 'More Blank Page Sizes'. Below these is a search bar for online templates with the text 'Search for online templates' and a magnifying glass icon. Underneath the search bar are 'Suggested searches' for Personal, Design Sets, Labels, Event, Paper, Business, and Cards. The main area displays a grid of template thumbnails with the following titles: 'Modern cookbook', 'Thank you cards', 'Milestone birthday poster', 'Thinking of you cards', and 'Photo address labels'. There are also several other unlabelled thumbnails visible at the bottom of the grid.

# Using Publisher

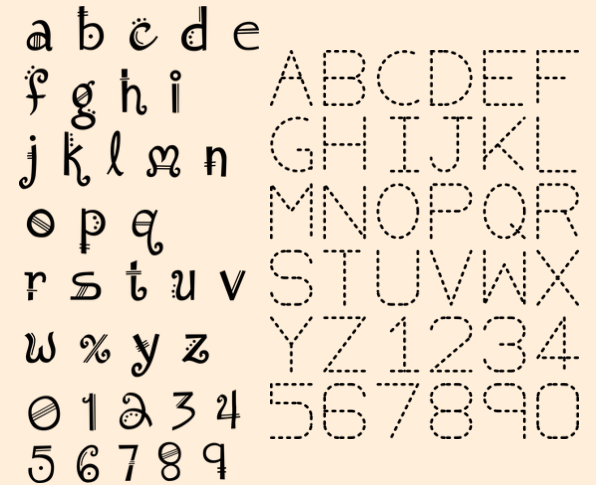
Can you change the font size, colour, and type?



Sizes  
Font style

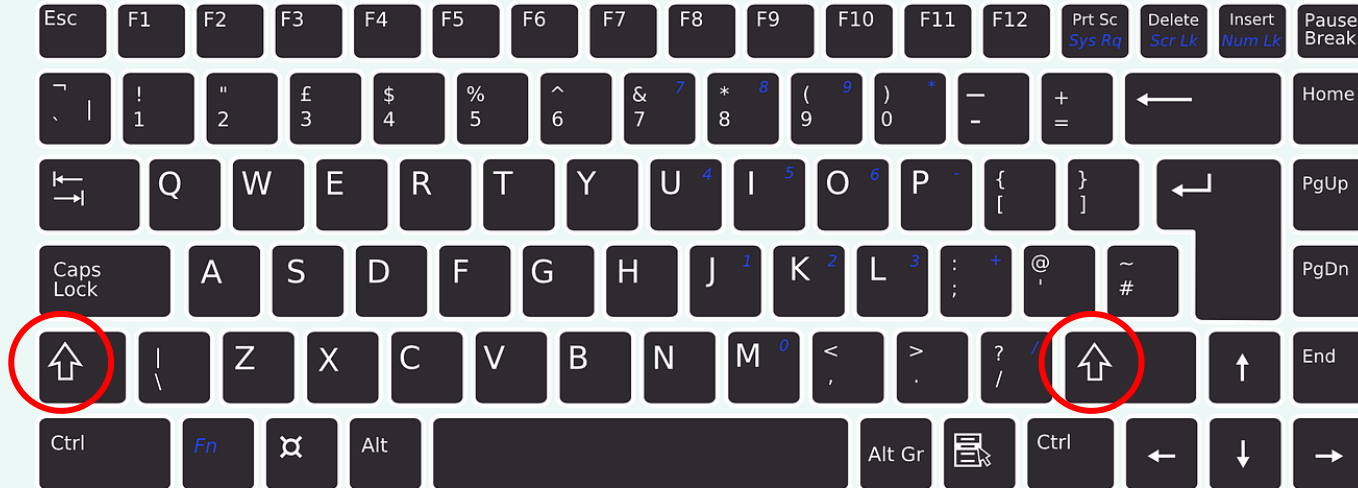


Colours



# Adding or changing text

When you type, you need to remember capital letters.



Do you know how to type a capital letter on the keyboard?

# Adding or changing text

## Changing text



Do you know how to delete a letter that you have just typed?



# Adding or changing text

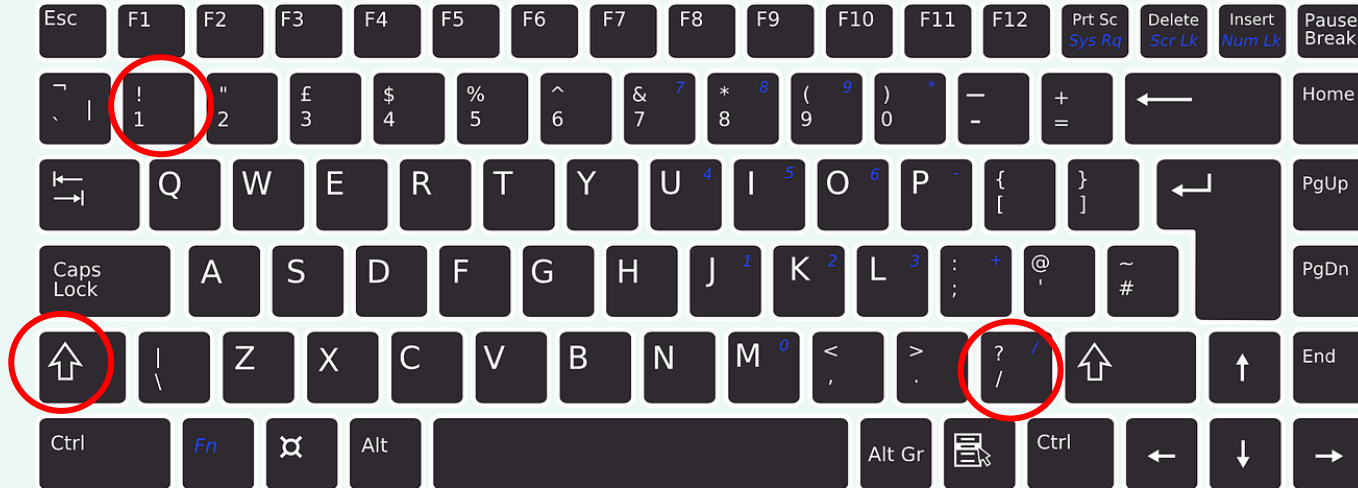
When you type, you need to remember full stops.



Do you know how to type a full stop on the keyboard?

# Adding or changing text

When you type, you need to remember exclamation marks and question marks.



Do you know how to type an exclamation mark or a question mark on the keyboard?

# Adding or changing text

You need to know how to move down the page.

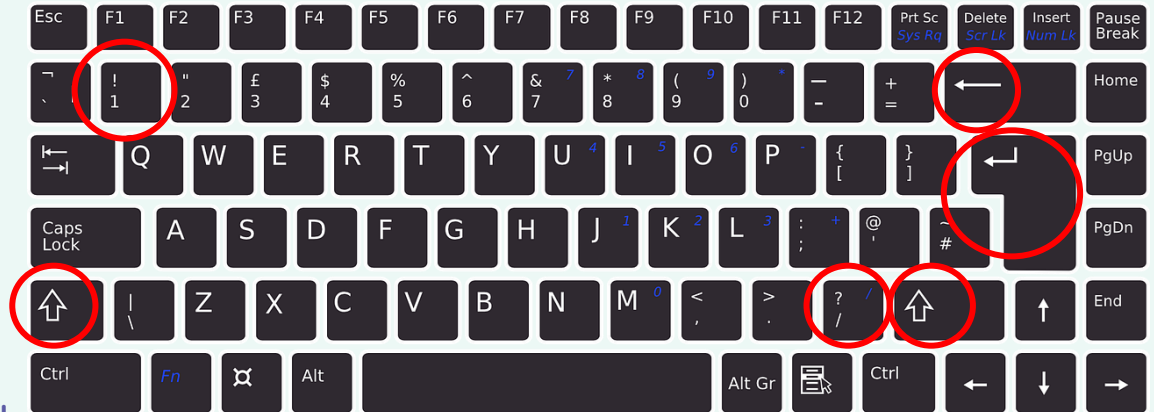


Do you know how to get onto a new line?

# Adding or changing text

Can you make these changes to the invitation?

- The party is at 2pm
- It is on the farm
- The party is for Kevin
- It is Kevin's 6th birthday
- Reply to Kevin's dad



# Can you edit it?

In total, how many times would you need to press the return and shift keys to write the sentences below?



Return



Shift



What is desktop publishing?

I hope you enjoy this unit.

## How confident are you? (1-3)

- I can change font style, size, and colours for a given purpose
- I can edit text
- I can explain that text can be changed to communicate more clearly

3 - Very confident



2 - Unsure



1 - Not confident



## Next lesson

### In this lesson, you...

Recognised that content and layout can be edited

### Next lesson, you will...

Choose appropriate page settings