Have you heard of DTP?

Mac/PC – Desktop Publishing with MS Word (DTPA)

Bringing your visuals and text together.
We recommend that you sit in front of your computer as you take this assessment.
"Think it through."
Recommend: 20-30 minute time frame for the complete test

You just don't know what you don't know… so TEST YOURSELF!

Microsoft Word does offer you the ability to desktop publish, that is, bringing graphics, draw objects and imagery together with your word processing document. You can create a nice looking flyer, brochure or newsletter.

After understanding your basic drawing principles reviewed in MS Draw levels one and two, you will be able to manipulate and layout your page as you desire, using DTP principles. This course also requires a <u>solid</u> understanding of intermediate word processing skills covered in MS Word 2 (WB). Taking this DTP course will give you a good background for higher-end publishing in other applications as well as overcoming some of the glitches that do exist when publishing in a word processor. Design principles for better layout are reviewed here, but technical skills are the focus of this course.

Rate Your Ability Circle your most appropriate level for each question. 1 = Don't really know it 2 = Understand it a bit 3 = Know it extremely well	1 No	2 Kind of	3 Yes
1. Can insert an image or picture FROM FILE that someone gave you. (We assume that you understand basic file management for your computer.)	1	2	3
2. Can move an object, ClipArt or text box behind or in front of the WORD PROCESSING text.	1	2	3
3. Knows <u>where</u> to find the FORMAT command for any object, picture, ClipArt, WordArt or text box and <u>why</u> you need to use it. (Hint: two ways to find it)	1	2	3
4. Can WRAP THE WORD PROCESSING TEXT around an object.	1	2	3
5. Can change the wrap settings as desired, including the distance of the object from the text.	1	2	3
6. Can LOCK/ ANCHOR an object in a document, so that it stays in that location.	1	2	3
7. Knows how and why you need to use the SELECTION ARROW on the toolbar. (Hint: Can you move <u>effectively</u> between the word processing text and the draw objects or imagery? What problems can arise?)	1	2	3
8. Can NUDGE and CONSTRAIN the position of an object, NOT using the mouse.	1	2	3
9. Understands when and why you would use a text box instead of the word processing text for text placement on a page.	1	2	3
10. Knows the difference of what an object looks like when it is selected for moving and when it can be edited and formatted. (Hint: Handles)	1	2	3
11. Knows the limitations of a PHOTOGRAPHIC IMAGE, e.g. how large the picture can be when inserted into a document.	1	2	3
12. Can change the line spacing <u>and</u> paragraph spacing of your word processing text to an EXACT point size, known as LEADING.	1	2	3
13. Knows the approximate equivalency of 72 points in inches.	1	2	3
14. Can set page margins, create columns, section breaks and headers and footers, integrating them with the flow of text and draw objects/imagery. This means integrating MS Word 2 word processing skills with the draw objects.	1	2	3
15. Can create tab settings and columns inside of a text box.	1	2	3
16. Can change the INTERNAL MARGIN of a text box.	1	2	3
17. Can create a thick or thin line that flows <u>with</u> the word processing text, using the BOARDERS AND SHADING command.	1	2	3
18. Can effectively troubleshoot why your pictures may jump around on the page, when you add extra text or move an object. (In other words - if the picture does things you don't want it to do - can't you attempt to fix it?)	1	2	3
19. Knows why to save all inserted imagery into one folder with your desktop published document.	1	2	3
20. Design Question: Understands some of the key design principles of layout for better communication. (Hint: alignment, white space, focal points, type.)	1	2	3
TOTAL SCORE = add up each column	+	+	
FINAL SCORE = add total scores for each column together			

RESULT RECOMMENDATIONS:

If you score:
- 0-39   Not to worry - But basic desktop publishing is a problem for you .... Take this course (DTPA).
- 40-49   Not Bad - But you have quite a few gaps in your knowledge .... Brush up on skills before moving on.
- 50-60   Congrats - Generally a good understanding of desktop publishing .... Move on…