

Lesson 2: Can you edit it?

Year 3 – Creating media – Desktop publishing

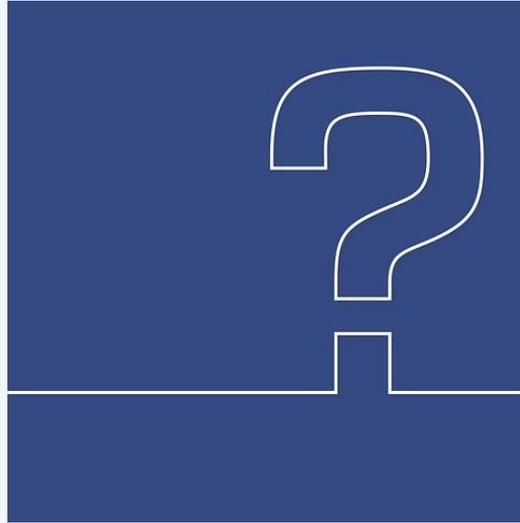
Lesson 2: Can you edit it?

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 resources on a range of digital devices, not just desktop computers.



How has desktop publishing changed?

We can make lots of things using desktop publishing software.



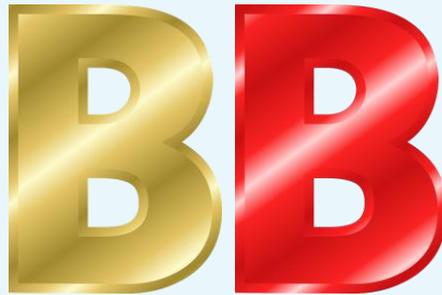
Fonts

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

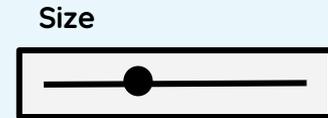
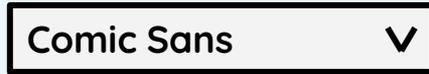


Colours



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^v

20.8



A[^]

Size



Font colour



A^v



Font style

Comic Sans



T



A^v

Comic Sans



A^v

20.8



A[^]

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

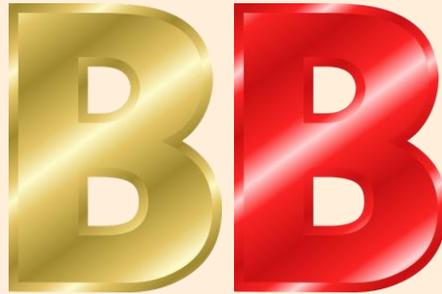
Be careful – you want it to be easy to read, so that people come to the party!

Using Word (or similar software)

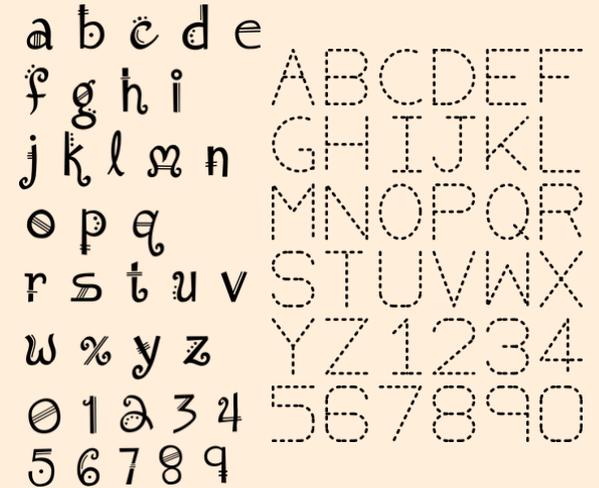
Can you change the font size, colour, and type?



Sizes
Font style



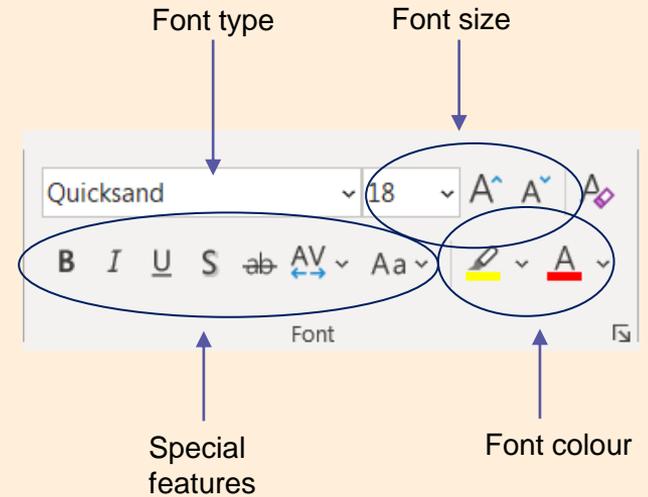
Colours



Using Word (or similar software)

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

- Create a party invitation. If you like you can use the example from the previous slide. Choose your font type.
- Now decide which words or phrases should be larger, bold or even cursive (special features). Highlight these with the mouse or mousepad, then change them.
- What colour do you want to use? Select it and change it.
- Save your work, then upload it as a file to dojo (click on the paperclip instead of the photo).



Need more help?
Watch this [Teaching Video](#)

There are handy typing tips on the next few slides.

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

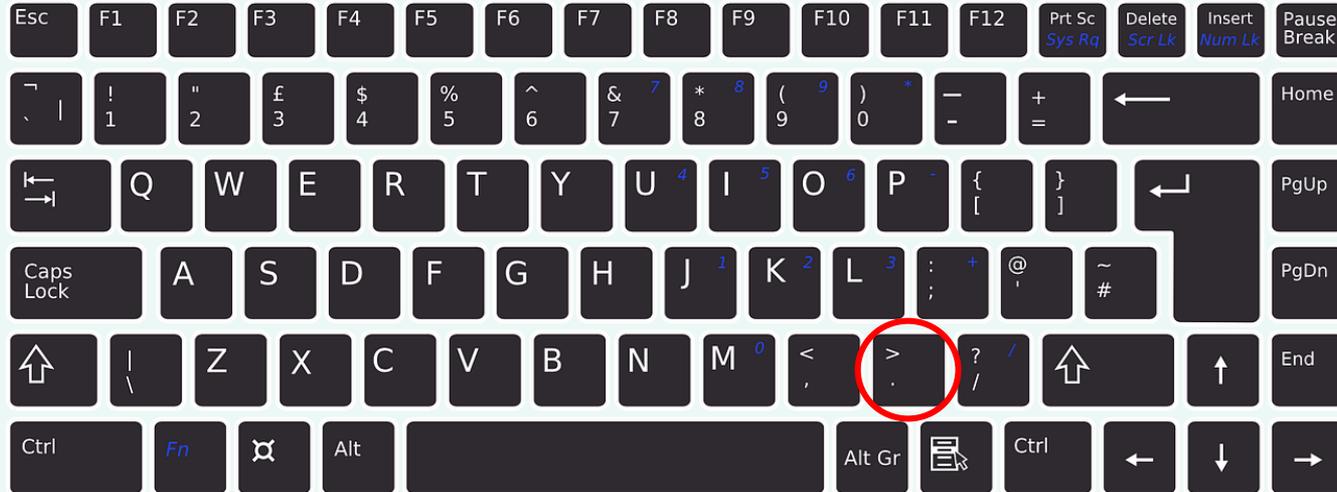
Changing text



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.

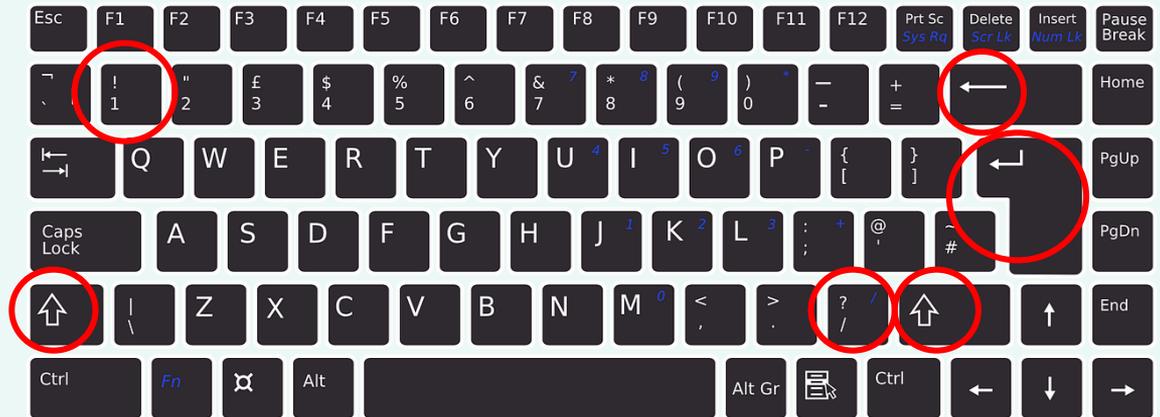


Do you know how to get onto a new line?

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



Lesson 2: Can you edit it?

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



What is desktop publishing?

I hope you enjoy this unit.

Exit ticket:

Tell me some important things you need to know about the computer's keyboard when you are adding or changing text.



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

