

Lesson Plan

Name of Faculty : Ms. Gurjeet Kaur
 Discipline : Computer Engineering
 Semester : II
 Subject : Desktop Publishing
 Lesson Plan Duration : 15 Weeks (From January 2018 to April 2018)

| Practical | | | |
|-----------------|---------------|---|--|
| Week | Practical Day | Practical Day | Topics to be explained through Demonstration |
| 1 st | 1 | Using windows explorer and other windows elements | Overview of Desktop Publishing (DTP), Introduction of various keys in the keyboard and their functions |
| | 2 | Creating and opening a document in page maker/publisher/scribes | |
| 2 nd | 3 | Formatting and editing a document | Document needs, creating a document, editing and formatting a document, saving and printing a document, inserting text and graphics, inserting columns, fonts and styles, integrating images and graphics from a drawing package in the document, making transparencies, elements, frame option, arrange text, image control, expert tracking, indent/tabs, styles, type styles, layout, tool bar (page setting) |
| | 4 | Formatting and editing a document | |
| 3 rd | 5 | Saving and printing a given document | |
| | 6 | Insertion of text and graphics in a given document from external source | |
| 4 th | 7 | Insertion of text and graphics in a given document from external source | |
| | 8 | Using columns utility, to give the document column look | |
| 5 th | 9 | Revision/TEST | |
| | 10 | Using various fonts and styles to make a document more beautiful | |
| 6 th | 11 | Using various fonts and styles to make a document more beautiful | |
| | 12 | Use of page maker to make transparencies | |
| 7 th | 13 | Formatting a given file by using undo/redo, repeat, cut, copy, paste, delete, duplicate and clone utilities | |
| | 14 | Inserting objects in the drawing, aligning, ordering, grouping and ungrouping of those objects | |
| 8 th | 15 | Inserting objects in the drawing, aligning, ordering, grouping and ungrouping of those objects | Arranging objects: align, order, group, ungroup, combine, break apart, weld, intersection, trim, separate |
| | 16 | Use of combine, break apart, weld, intersection, trim and separate tools in a given drawing | |

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| 9 th | 17 | Use of combine, break apart, weld, intersection, trim and separate tools in a given drawing | Use of ribbon bar, use of tool box, select object, shaping objects using zoom tool, filling objects, outline objects, use of line tool, Setting up new drawing, setting multi-page document, undo/redo mistakes, repeat, cut, copy, paste, delete, duplicate, clone, Insert object, paste special, copy attributes from select all, drawing objects, selecting objects, Page setup, insert/delete page, use of layers, roll up, grid and scale set up, guideline set up | |
| | 18 | Revision/TEST | | |
| 10 th | 19 | Use of mode edit tools i.e. to line, to curve, to stretch, and rotate | | |
| | 20 | Use of mode edit tools i.e. to line, to curve, to stretch, and rotate | | |
| 11 th | 21 | Creating special effects i.e. transform roll-up, envelop roll up, add perspective, extrude roll up, contour roll up, power line, power clip, clear effects | | |
| | 22 | Creating special effects i.e. transform roll-up, envelop roll up, add perspective, extrude roll up, contour roll up, power line, power clip, clear effects | | |
| 12 th | 23 | To insert character and paragraph text in a drawing and frame, setting of tabs, indents, bullets and spacing in paragraph text | | Mode edit: to line, to curve, stretch, rotate, align, convert to curves, Creating special effects: Transform roll up, clear transformation, add perspective, envelope roll up, Creating special effects: blend roll-up, extrude roll up, counter roll up, power line, power-clip clear effects, Working with text: Character, paragraph text, frame, setting of tabs, indents, bullets, spacing in paragraph text |
| | 24 | Filling of text to a given path, aligning it to base line, straighten text and edit text | | |
| 13 th | 25 | Filling of text to a given path, aligning it to base line, straighten text and edit text | | |
| | 26 | Using tools such as spell checker, and Thesaurus | | |
| 14 th | 27 | Using find and replace text utility and type Assist | | |
| | 28 | Adding various symbols to a drawing and creating different patterns | | |
| 15 th | 29 | Adding various symbols to a drawing and creating different patterns | | |
| | 30 | Revision/TEST | | |