

# Unit 7: Microsoft Publisher (Publications)

Content Area: **Business**  
Course(s): **Advanced Computer Applications**  
Time Period: **4th Marking Period**  
Length: **2-3 Weeks**  
Status: **Published**

## Unit Overview

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Students will synthesize and apply the fundamental, and most commonly used, features of Microsoft Publisher (publications).

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## Transfer

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Students will be able to independently use their learning to...

-create effective and professional publications for both personal and business use.

## Meaning

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## Understandings

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Students will understand...

-“Publications software,” “Microsoft Publisher,” and basic Publisher terminology. Identify the primary applications of Publisher

-Basic features of Publisher and of the Publisher screen/window

-Publisher features, the Publisher screen, dialog boxes, and relevant features via mouse and keyboard interface.

-Publisher skills. (Including: opening, creating, saving, and printing publications; selecting and editing text; formatting characters; formatting paragraphs; and utilizing writing tools.)

-Publication editing and manipulation features. (These include: move/cut, copy, paste, and working with

multiple publications.)

-Graphics/illustrations/text features. (These may include: WordArt, Pictures, Shapes, and Text Boxes.)

-Microsoft Publisher skills/features to create a variety of business and personal publications.

-How to integrate supporting applications/equipment with Microsoft Publisher. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint).

-How to synthesize workplace and personal needs with corresponding Publisher features.

-Troubleshooting techniques for common Publisher problems.

## **Essential Questions**

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Students will keep considering...

-What are the fundamental, and most commonly used, features of Microsoft Publisher? How can I apply these Publisher features to be productive in the workplace and in my personal life?

## **Application of Knowledge and Skill**

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### **Students will know...**

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- How to integrate supporting applications/equipment with Microsoft Publisher. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint).
- How to synthesize workplace and personal needs with corresponding Publisher features.
- Troubleshooting techniques for common Publisher problems.

### **Students will be skilled at...**

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Students will ...

- Define “publications software,” “Microsoft Publisher,” and basic Publisher terminology. Identify the primary applications of Publisher
- Identify and explain the basic features of Publisher and of the Publisher screen/window
- Access and interact with Publisher features, the Publisher screen, dialog boxes, and relevant features via mouse and keyboard interface.
- Define, synthesize, and apply basic Publisher skills. (Including: opening, creating, saving, and printing publications; selecting and editing text; formatting characters; formatting paragraphs; and utilizing writing tools.)
- Define and apply publication editing and manipulation features. (These include: move/cut, copy, paste, and working with multiple publications.)
- Assess, synthesize, and apply graphics/illustrations/text features. (These may include: WordArt, Pictures, Shapes, and Text Boxes.)
- Apply Microsoft Publisher skills/features to create a variety of business and personal publications.
- Integrate supporting applications/equipment with Microsoft Publisher. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint).
- Synthesize workplace and personal needs with corresponding Publisher features.
- Troubleshoot common Publisher problems.

### **Academic Vocabulary**

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## Learning Goal 1

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CAEP.9.2.12.C.3	Identify transferable career skills and design alternate career plans.
CAEP.9.2.12.C.7	Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace.
TECH.8.1.12	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.12.A.2	Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.
TECH.8.1.12.A.CS1	Understand and use technology systems.
TECH.8.1.12.A.CS2	Select and use applications effectively and productively.
TECH.8.1.12.B	Creativity and Innovation: Students demonstrate creative thinking, construct knowledge and develop innovative products and process using technology.
TECH.8.1.12.B.CS1	Apply existing knowledge to generate new ideas, products, or processes.
TECH.8.1.12.B.CS2	Create original works as a means of personal or group expression.
TECH.8.1.12.C.CS2	Communicate information and ideas to multiple audiences using a variety of media and formats.
TECH.8.1.12.D.CS1	Advocate and practice safe, legal, and responsible use of information and technology.
TECH.8.1.12.E	Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information.
TECH.8.1.12.E.CS3	Evaluate and select information sources and digital tools based on the appropriateness for specific tasks.
TECH.8.1.12.E.CS4	Process data and report results.
TECH.8.2.12.A.CS1	The characteristics and scope of technology.
TECH.8.2.12.A.CS3	The relationships among technologies and the connections between technology and other fields of study.
TECH.8.2.12.E.1	Demonstrate an understanding of the problem-solving capacity of computers in our world.

## Target 1

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Define “publications software,” “Microsoft Publisher,” and basic Publisher terminology. Identify the primary applications of Publisher

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## **Target 2**

Identify and explain the basic features of Publisher and of the Publisher screen/window

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## **Target 3**

Access and interact with Publisher features, the Publisher screen, dialog boxes, and relevant features via mouse and keyboard interface.

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## **Target 4**

Define, synthesize, and apply basic Publisher skills. (Including: opening, creating, saving, and printing publications; selecting and editing text; formatting characters; formatting paragraphs; and utilizing writing tools.)

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## **Target 5**

Define and apply publication editing and manipulation features. (These include: move/cut, copy, paste, and working with multiple publications.)

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## **Target 6**

Assess, synthesize, and apply graphics/illustrations/text features. (These may include: WordArt, Pictures, Shapes, and Text Boxes.)

- Assess, synthesize, and apply graphics/illustrations/text features. (These may include: WordArt, Pictures, Shapes, and Text Boxes.)

## **Target 7**

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Apply Microsoft Publisher skills/features to create a variety of business and personal publications.

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## **Target 8**

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Integrate supporting applications/equipment with Microsoft Publisher. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint).

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## **Target 9**

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Synthesize workplace and personal needs with corresponding Publisher features.

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## **Target 10**

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Troubleshoot common Publisher problems.

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## **Summative Assessment**

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- Applied Projects
- Applied Quiz/Test
- Optional Classroom Survey
- Optional Written Quiz/Test

## **Formative Assessment and Performance Opportunities**

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- Applied Activities/Projects
- Guided Practice
- Peer Review
- Reflective Discussion
- Teacher Observation

## Accommodations/Modifications

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- Application problems for extra practice
- Projects/scenarios related to student personal interests incorporating this unit's content/skills/features
- Scenarios for critical thinking

## Unit Resources

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- Guest Speakers
- Internet Resources
- Technology Software & Hardware
- Textbooks
- Videos

## Interdisciplinary Connections

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MA.K-12.1	Make sense of problems and persevere in solving them.
LA.RH.11-12.7	Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, qualitatively, as well as in words) in order to address a question or solve a problem.
LA.RST.11-12.3	Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.
MA.S-IC.B.6	Evaluate reports based on data.
LA.WHST.11-12.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.