

# Texas Essential Knowledge and Skills for Technology Applications - Desktop Publishing

Foundations		Information Acquisition	
<p><b>Demonstrates knowledge and appropriate use of hardware components, software programs, and their connections.</b></p> <p><b>1A</b> Demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components</p> <p><b>1B</b> Compare, contrast, and appropriately use the various input, processing, output, and primary/secondary storage devices</p> <p><b>1C</b> Make decisions regarding the selection, acquisition, and use of software taking under consideration its quality, appropriateness, effectiveness, and efficiency</p> <p><b>1D</b> Delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity</p> <p><b>1E</b> Demonstrate knowledge of technology terminology and concepts relating them to desktop publishing</p> <p><b>Uses data input skills appropriate to the task.</b></p> <p><b>2A</b> Demonstrate proficiency in the use of a variety of input devices such as mouse, keyboard, disk/disc, modem, scanner, voice/sound recorder, or digital camera by appropriately incorporating such components into the product</p> <p><b>2B</b> Use digital keyboarding standards in word processing such as one space after punctuation, the use of em/en dashes, and smart quotation marks</p>	<p><b>Complies with laws and examines issues regarding use of technology in society.</b></p> <p><b>3A</b> Discuss copyright laws/issues and model ethical acquisition and use of digital information, citing sources using established methods</p> <p><b>3B</b> Demonstrate proper etiquette and knowledge of acceptable use policies when using networks, especially resources on the Internet and intranet</p> <p><b>3C</b> Analyze the impact of desktop publishing on society including concepts related to persuasiveness, marketing, and point of view</p>	<p><b>Uses a variety of strategies to acquire information from electronic resources, with appropriate supervision.</b></p> <p><b>4A</b> Use strategies to obtain print and digital information from a variety of electronic resources including, but not limited to, reference software, databases, and libraries of images, citing the source</p> <p><b>4B</b> Use strategies to navigate on and access information from local area networks (LANs), wide area networks (WANs), the Internet, and intranet</p> <p><b>Acquires electronic information in variety of formats, with appropriate supervision.</b></p> <p><b>5A</b> Acquire information in electronic formats including text, audio, video, and graphics, citing the source</p> <p><b>5B</b> Demonstrate the ability to import and export elements from one program to another</p>	<p><b>Evaluates acquired electronic information.</b></p> <p><b>6A</b> Identify and employ a method to evaluate the information</p> <p><b>6B</b> Demonstrate skill in testing the accuracy and validity of the information</p>



# Texas Essential Knowledge and Skills for Technology Applications - Desktop Publishing

Solving Problems		Communication	
<p><b>Uses appropriate computer-based productivity tools to create and modify solutions to problems.</b></p> <p><b>7A</b> Use desktop publishing methods in foundation and enrichment curricula</p> <p><b>7B</b> Identify the tasks in a project and use the tools needed for completion such as word processing, pagination, utility, indexing, graphics, or drawing programs</p> <p><b>7C</b> Use electronic productivity tools such as the word processor to edit text including move, copy, cut and paste, and spell check</p> <p><b>7D</b> Select and use the categories of type, font, size, style, and alignment appropriate for the task</p> <p><b>7E</b> Apply the basic elements of page design including text, graphics, headlines, and white space</p> <p><b>7F</b> Distinguish design requirements as they relate to purposes and audiences including one-surface objects, multiple or bound pages, stationery, book jackets/magazine covers, pamphlets, magazines, brochures, and labels</p> <p><b>7G</b> Read and use technical documentation</p>	<p><b>Uses research skills and electronic communication, with appropriate supervision, to create new knowledge.</b></p> <p><b>8A</b> Develop technical documentation related to desktop publishing</p> <p><b>8B</b> Demonstrate the use of technology to participate in self-directed and practical activities</p> <p><b>8C</b> Extend the learning environment beyond the classroom through the creation and sharing of electronically formatted and published documents via electronic networks</p> <p><b>8D</b> Synthesize new information from data gathered from interviews, print, and electronic resources</p> <p><b>8E</b> Demonstrate that tasks can be accomplished through technological collaboration and participate with electronic communities as a learner, initiator, contributor, and teacher/mentor</p> <p><b>Uses technology applications to facilitate evaluation of work, both process and product.</b></p> <p><b>9A</b> Create technology specifications for tasks and evaluation rubrics to evaluate process and product against established criteria</p> <p><b>9B</b> Design and implement procedures to track trends, set timelines, and review/evaluate progress for continual improvement in process and product</p> <p><b>9C</b> Resolve information conflicts and validate information through accessing, researching, and comparing data</p> <p><b>9D</b> Seek and respond to advice from peers in delineating technological tasks</p>	<p><b>Formats digital information for appropriate and effective communication.</b></p> <p><b>10A</b> Define the purpose of the product and identify the specified audience</p> <p><b>10B</b> Use terms related to typography appropriately including categories of type and type contrasts</p> <p><b>10C</b> Use the principles of page design to create a product including, but not limited to, leading/kerning, automatic text flow into linked columns, widows/orphans, and text wrap</p> <p><b>10D</b> Create a master template to include page specifications and other repetitive tasks</p> <p><b>10E</b> Apply the basics of type measurement for inches and picas</p> <p><b>10F</b> Use type techniques as graphic elements such as drop cap, decorative letters, or embedded-text frames</p> <p><b>10G</b> Apply color principles to communicate the mood of the product for the specific audience</p> <p><b>10H</b> Incorporate the principles of basic design including, but not limited to, balance, contrast, dominant element, use of white space, consistency, repetition, alignment, and proximity</p> <p><b>10I</b> Identify the parts and kinds of pages including inside margin, outside margin, gutter, title, and inside pages</p> <p><b>10J</b> Use a variety of strategies to create effective designs, such as varying line widths and patterns, and use manipulation tools to stretch, bend, screen, rotate, follow a path, or mirror type</p>	<p><b>Delivers the product electronically in a variety of media, with appropriate supervision.</b></p> <p><b>11A</b> Use appropriate media for creating a knowledge base with a broad perspective and communicating to the worldwide community</p> <p><b>11B</b> Use printing options such as tiling, color separations, collation, and previewing</p> <p><b>11C</b> Distinguish design and printing requirements as they relate to purposes, audiences, and final output</p> <p><b>11D</b> Use styles (style sheets) including a variety of type specifications such as typeface, style, size, alignment, indents, and tabs</p> <p><b>Uses technology applications to facilitate evaluation of communication, both process and product.</b></p> <p><b>12A</b> Identify and employ a method to evaluate the project for design, content delivery, purpose, and audience</p> <p><b>12B</b> Use electronic project management tools to set milestones for completing projects and reviewing progress</p> <p><b>12C</b> Seek and respond to advice from peers in evaluating the product</p> <p><b>12D</b> Create technology specifications for tasks and evaluation rubrics</p> <p><b>12E</b> Demonstrate that products and product quality can be evaluated against established criteria</p>

