Bomere and the XI Towns Federation Knowledge Organiser - Computing

Topic: Creating Media—Desktop Publishing	Class/Year Groups: Dragonflies	Term: Summer

What you already know?

This unit progresses learners' knowledge and understanding of using digital devices to combine text and images building on work from the following units; Digital Writing Year 1, Digital painting Year 1, and Digital Photography Year 2.
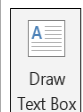
Image and Layout Tools

Templates have a pre-arranged layout, colour scheme and style that you can adapt for your needs!

-The styles tool is a real time saver. You get to choose a number of different features, e.g. fonts and colours, and it will apply the rules to the whole document.

Styles

-Text boxes allow you to type text anywhere on the document. The box itself can be coloured. You can make the text box as large or small as you want, and rotate it using this symbol.

Draw Text Box

-This tool lets you insert pictures into your document. You can select pictures already on your computer, or search the internet for pictures. Pixabay contains lots of pictures that you can legally use in publications.

Pictures

What you will learn:

Text Tools

The toolbar is the set of icons and buttons that are at the top of the page in a desktop publisher. You should already know some of these from your earlier study:

These tools can change the text.
The B makes the text **Bold**.
The *I* writes the text in *Italics*.
The U underlines the text.

B I U

Clicking on this icon allows you to change the size of the text. After pressing the icon, you will see a list of numbers. The larger the number selected, the bigger your text will be.

14

Clicking on this icon allows you to change the font (style) of the text. Most desktop publishers have many styles to choose from.

Berlin Sans FE

Clicking on this icon opens the text colour tool. It allows you to change the colour of the text. There are often many colours to choose from.

A

The undo tool reverses the last thing that you did. If you make a mistake, the undo tool can help you to get it back to how it was.

Layout of A Page

When desktop publishing, we consider how we can lay out a page in the most interesting, eye-catching, and appropriate ways, to suit our purpose and audience.

The title should be large, bold and clear. It is normally the largest text on the page.

Consider which font you will use – different fonts create different ideas and feelings.

What is the main story of the magazine? How can you sum the story up in a few words?

Think about how different colours make us think and feel.

Think about where you will put the date and price of the magazine – this is important information!

Magazines are normally in portrait orientation. Think about how you lay out text and images.

Child magazine
the good life
• special let's party feature and recipe
FREE
health • education • entertainment

Vocabulary:

publishing	Using the computer to create visual displays of ideas and information by combining images and text
images	A picture or photograph added to a document.
font	A set of text characters in the same style and size.
templates	A document that has already been laid out in a certain way. It might have columns for text, or spaces for pictures or text.
orientation	The direction of rectangular paper for printing. This can be portrait or landscape.
placeholders	The boxes that hold the place of the text or images that you are going to add to your document.
software	A set of instructions and documentation that tells a computer what to do or how to perform a task.

National Curriculum Objectives:

- Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content

- Select, use, and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems, and content that accomplish given goals, including collecting, analysing, evaluating, and presenting data and information