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**Scale :Learning Desktop Publishing**

**Learning Goal:**  To learn how to create a well designed publication that has good justification and white space of text and graphics. The student can utilize the scanner to import graphics and can prints out a wellformatted print out.

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| **Score 4.0** | **The student can create a professional looking publication that is well designed with perfect text and graphic placement. The student utilizes the scanner to import graphics for the publications and prints a professional looking formatted print out.** | |
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|  | **3.5** |  |
| **Score 3.0** | **The student can create a well designed publication that has**   * good justification * the correct amount of “white space” **of text and graphics.** * **Create columns with masthead** * **Set tabs** * **Use frames and text boxes** * **Vertical centering** * **utilize the scanner to import graphics** * **prints out a well formatted print out.** | |
|  | **2.5** |  |
| **Score 2.0** | **The student can begin a publication using desktop publishing skills but it is not well designed with text and graphics. The student may be able to utilize the scanner to import graphics and can print but the publication is not well formatted.**  **The student knows the basic terminology , for example:**   * **white space** * **justification** * **scanner** * **word wrap** * **columns** * **masthead** * **wordart** * **tabs** * **layout sidebar** * **frames/text bpxes**   **However, the student exhibits major errors regarding the process.** | |
|  | **1.5** |  |
| **Score 1.0** | The student can begin a publication using desktop publishing software but has no understanding of design principles and formatting. The student does not know how to use the scanner to import graphics. | |
|  | **0.5** | . |
| **Score 0.0** | **Even with help, no understanding or skill demonstrated.** | |

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