Year 3 – Desktop publishing

Unit introduction

During this unit, learners will become familiar with the terms 'text' and 'images' and understand that they can be used to communicate messages. They will use desktop publishing software and consider careful choices of font size, colour and type to edit and improve premade documents. Learners will be introduced to the terms 'templates', 'orientation', and 'placeholders' and begin to understand how these can support them in making their own template for a magazine front cover. They will start to add text and images to create their own pieces of work using desktop publishing software. Learners will look at a range of page layouts thinking carefully about the purpose of these and evaluate how and why desktop publishing is used in the real world.

Overview of lessons

Lesson	Brief overview	Learning objectives
1. Words and pictures ncce.io/cm3d-1-p	In this lesson, learners will become familiar with the terms 'text' and 'images' and understand that text and images need to be used carefully to communicate messages clearly. Learners will be able to give advantages and disadvantages of using text, images, or both text and images to communicate messages effectively.	To recognise how text and images convey information • I can explain the difference between text and images • I can recognise that text and images can communicate messages clearly

		• I can identify the advantages and disadvantages of using text and images
2. Can you edit it? ncce.io/cm3d-2-p	This lesson will build on last week's lesson, in which we looked at using images and text to communicate a message effectively. In this lesson we will look at desktop publishing. Learners will think about how to make careful choices regarding font size, colour, and type in an invitation. The use of the Return, Backspace, and Shift keys will be explored and learners will be taught how to type age-appropriate punctuation marks. This will build on the typing skills learned in the Year 1 'Digital painting' unit. Learners will understand that once content has been added, it can be rearranged on the page.	To recognise that text and layout can be edited • I can change font style, size, and colours for a given purpose • I can edit text • I can explain that text can be changed to communicate more clearly
3. Great template! ncce.io/cm3d-3-p	Learners will be introduced to the terms 'templates', 'orientation', and 'placeholders' within desktop publishing software. The learners will create their own magazine template, which they will add content to during the next lesson. This lesson has been designed on a laptop using Adobe Spark and this is reflected in the screenshots and videos. Teachers may decide to use the Adobe Spark app, or other software such as Canva or Microsoft Publisher.	To choose appropriate page settings • I can define the term 'page orientation' • I can recognise placeholders and say why they are important • I can create a template for a particular purpose
4. Can you add content?	In this lesson, learners will add their own content (text and images) to the magazine templates they created in lesson 3. They will copy	To add content to a desktop publishing publication

ncce.io/cm3d-4-p	the information for the front of their magazine from a prewritten document and paste it into the chosen place on their magazine cover. Images will be added from within the search facility in Adobe Spark. Teachers could ask learners to gather copyright-free images from http://www.pixabay.com if using a different application.	• I can choose the best locations for my content • I can paste text and images to create a magazine cover • I can make changes to content after I've added it
5. Lay it out ncce.io/cm3d-5-p	In this lesson, learners will think about the different ways information can be laid out on a page. They will look at a range of page layouts such as letters and newspapers, and begin to think about the purpose of each of these.	To consider how different layouts can suit different purposes • I can identify different layouts • I can match a layout to a purpose • I can choose a suitable layout for a given purpose
6. Why desktop publishing? ncce.io/cm3d-6-p	In this lesson, learners will explain what desktop publishing means in their own words. They will think about how desktop publishing is used in the wider world and consider the benefits of using desktop publishing applications.	To consider the benefits of desktop publishing • I can identify the uses of desktop publishing in the real world • I can say why desktop publishing might be helpful • I can compare work made on desktop publishing to work created by hand

Progression

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.

[Learning graph](#) (ncce.io/cm3d-lg)

Curriculum links

[National curriculum links](#)

Computing

- 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

[English programmes of study links](#)

- Pupils should be taught to draft and write by: in non-narrative material, using simple organisational devices [for example, headings and subheadings]
- Evaluate and edit by assessing the effectiveness of their own and others' writing and suggesting improvements
- Proofread for spelling and punctuation errors

[Education for a Connected World links](#)

Managing online information
- I can use key phrases in search engines
- I can use search technologies effectively
Copyright and ownership
- When searching on the internet for content to use, I can explain why I need to consider who owns it and whether I have the right to reuse it
- I can demonstrate the use of search tools to find and access online content which can be reused by others

Assessment

Summative assessment rubric
- Assessment rubric (ncce.io/cm3d-rub)

Subject knowledge

This unit focuses on desktop publishing.

Enhance your subject knowledge to teach this unit through the following training opportunities:

Online training courses
- Raspberry Pi Foundation online training courses

Face-to-face courses

- [National Centre for Computing Education face-to-face training courses](#)

This resource is available online at ncce.io/cm3d-o. Resources are updated regularly — please check that you are using the latest version.
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