

Desktop publishing - Year Three

Vocabulary	Word Definition
Communication	The act of giving, receiving, and sharing information - in other words, talking or writing, and listening or reading. This can also be done digitally, for example through social media and websites.
Layout	The way your document is designed and appears; such as the text boxes, headings, images etc.
Orientation	The direction in which a document is displayed or printed; horizontal or vertical.
Placeholders	Something that marks or temporarily fills a place.
Template	When you open a template , it is pre-formatted in some way. For example, you might use a template in Microsoft Publisher that is formatted as a business letter. The page is set up for you to use as a framework.



Questions

1. What is the difference between text and images?
2. What are the advantages and disadvantages of using text on a document?
3. What are the advantages and disadvantages of using images on a document?
4. How can you change text to communicate more clearly?



