Course Competencies CAOT 161 Desktop Publishing 2

A. Improve a Design
   • Critique a publication
   • Rearrange elements
   • Modify objects
   • Refine a page

B. Work with Multiple Pages
   • Add and delete pages
   • Work with a master page
   • Create a header and footer
   • Add page numbers
   • Edit a story
   • Modify a table of contents
   • Create labels

C. Use Advanced Features
   • Add BorderArt
   • Design WordArt
   • Wrap text around an object
   • Rotate a text box
   • Create a mail merge
   • Prepare for commercial printing
   • Use the pack and Go Wizard

D. Work Efficiently
   • Integrate with Office programs
   • Use AutoCorrect
   • Use digital images
   • Embed and link objects
   • Use Design Checker
   • Understand speech recognition

E. Create Web Documents
   • Plan and design a Web site
   • Add hyperlinks
   • Modify a Web page background
   • Test a Web site
   • Publish a Web site
   • Convert a publication to a Web page