Pupil Skills Checklist for MS Publisher.

Revised February 2001, to meet 5-14 National Guidelines 'Information and Communications Technology',

LEVEL B

I can:-

- start and close the MS Publisher application.
- make a text frame and change its shape / size, position
- enter text into a new page.
- create text and edit using insert / delete
- edit text using cut ,copy and paste
- print my work
- I can 'save as', name and retrieve my work in a predetermined folder (set up by the teacher.)
- use the keyboard shortcut for saving.
- change the appearance of the text – size, font, style (B I U)
- and colour
- make a picture frame and change its shape / size, position
- insert Clipart.

LEVEL C

I can

- the main components of the MS Publisher window
- use the 'undo' feature
- use the 'autofit text' feature
- change the justification and colour of text.
- 'find' a picture from MS Clipart before inserting it.
- copy and paste a picture from an art package
- copy and paste a picture from a CD-ROM or a website
- insert a graphic from a previously saved file
- change size and position of graphics
- change the appearance of a frame – colour, thickness.
- use 'Border Art' around a frame.

LEVEL D

I can

- use cut, copy and paste facilities on both text and graphics
- use the simple Tab features
- use the spellchecker
- import text from another source, for example, 'Word'
- 'link' frames (for eg, news sheet columns)
- use 'Fill' and 'Fill Effects' on frames
- design my own 'Border Art'

LEVEL E

I can

- insert bullet point, numbering and headers and footers
- use the Table Frame tool, Word Art tool, other shape tools.
- import a range of text, graphics and graphs and tables into one document
- import images from a digital camera or scanner make a Template file
- set up 'Master Pages' or 'Backgrounds'