

Name: Desktop Publishing

### Unit Plan

Date of Unit: \_\_\_\_\_

Unit Description (Time) Spacing and alignment (10 days)  
Unit Question Why is spacing important in a publication?

(1)What are three techniques to visually organize your text?

Why are tabs useful?  
What are the four types of tabs?  
What is the purpose of using dot leaders?  
What are the four types of indents?  
What is the benefit of using a table versus tabs?

Lecture  
Notes  
Hands-on Lesson  
Reinforcement Activity

Unit Quiz

Vocabulary/Word Wall  
Leaders Hanging Indet Tracking Leading Kerning

**Unit Question:** A broad question that a student can answer by the end of a unit. This is an overlying theme of the whole unit.  
**Essential Questions:**A question that a student should be ready to answer by the end of each lesson.  
**Key Questions:** These are questions that should be answered to help understand each lesson.