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## **PINEWOOD – THE AMERICAN INTERNATIONAL SCHOOL OF THESSALONIKI, GREECE**

**NAME OF COURSE: IT 8**

**GRADE LEVEL: 8**

**SCHOOL YEAR: 2011-2012 ~ Semester II**

### **COURSE DESCRIPTION**

Desktop Publishing and Page Layout is introduced in this course and students will develop advanced layout techniques involving creation/manipulation of images. Additionally, students will be trained in the use of presentation software. The Course will include How to Plan and Create a Successful Presentation and desktop publications. Students will learn how to create the Organizational Charts in the Presentation as well as making use of various slide types including Master Slides, Templates, and Graphics using the range of formatting and editing tools to change and customize their work.

### **LEARNING OBJECTIVES**

At the completion of this course participants will be able to:

- apply templates to a presentation
- insert and edit pictures
- create a presentation based upon a given scenario
- run an automatic slide show
- Use drawing tools effectively to produce publications

### **SCOPE AND SEQUENCE \***

#### **QUARTER III**

##### **Understanding the basics**

- Defining Themes
- Creating Color Schemes
- Specifying Theme Fonts & Effects
- Modifying Slide Masters & Layouts
- Choosing Background Styles
- Creating Custom Slide Layouts

##### **Starting your presentation**

- Adding Slides
- Working with the Outline Pane

##### **Formatting text**

- Applying Text Fills & Effects
- Paragraph Settings
- Using Tabs & Indent Markers

##### **Using drawing tools**

- Inserting & Modifying Shapes

- Using the Picture Fill
- Using the Gradient Fill
- Applying Shape Effects

### **Using pictures**

- Inserting Pictures
- Formatting & Arranging Images

### **Creating tables & charts**

- Creating a Table
- Formatting a Table
- Creating a Chart
- Adjusting the Design & Layout of a Chart

### **Using animation**

- Types of Animations
- Animating Text
- Animating AutoShapes
- Animating Charts
- Animating Tables
- Combining Animations
- Applying Slide Transitions

### **Adding multimedia**

- Adding Sound to a Presentation
- Playing Sound across Slides

### **Making your presentation**

- Printing Handouts & Speaker Notes

### **Sharing your presentation**

- Adding Action Buttons & Links

## **QUARTER IV**

- The Draw workspace
  - Rulers, Status bar, Toolbars
- Choosing and defining colors
- Positioning objects with snap functions
  - Snap to grid
  - Showing the grid
  - Configuring the grid
  - Changing the color of the grid points
- Positioning objects with guiding lines
- The basic drawing shapes
  - Drawing a straight line
  - Drawing an arrow
  - Choosing line endings
  - Drawing a rectangle or square
  - Drawing a circle or ellipse
  - Drawing curves
- Writing text
- Gluepoints and connectors
- Drawing geometric shapes
- Selecting objects
- Arranging objects
- Rotation

- Editing objects
- Editing lines and borders
- Drawing arrows
  - Customizing line and arrow styles
  - Editing the inside (fill) of an object
  - Adding a shadow
  - Adding transparency
- Flip an object
- Mirror copies
- Distorting an image
- Maintaining groups and undoing groups
  - Combining objects
- Inserting and editing pictures
- Working with 3D objects

*\*Note that the order in scope and sequence is subject to change during the school year.*

### **HOMEWORK POLICY**

Students are expected to turn in all homework assignments on time and by e-mail. Assignments handed in later will not be accepted.

### **ASSESSMENT**

The students' progress is evaluated by the teacher on the following:

- Daily class work, including assignments based on the previous day's lecture. All assignments will be collected and graded.
- Weekly, unannounced quizzes, testing the students' understanding of the previous lecture or class work.
- Class participation, attentiveness of the students during the lectures, effectiveness of the student in answering questions or solving problems, and general classroom behavior.
- Two to three tests per quarter, testing the student's overall knowledge and comprehension of a specific unit.

### **RESOURCES**

Hardware: An IT lab equipped with 17 network computers, a laser printer, scanner and Internet connection

Software: Linux(Operating System)  
LibreOffice Suite  
The World Wide Web

Printed material: Photocopied handouts from the following sources:

- Discovering Computers 2011, Shelly Cashman Series
- LibreOffice Documentation
- Various online sources and tutorials

### **ACADEMIC HONESTY**

Academic honesty is fundamental to the integrity and operation of our school. Acts of academic dishonesty, including plagiarism (the act of presenting others' words and ideas as one's own without crediting the source), stealing in quizzes and tests, copying work from other students or allowing their own work to be copied, or using notes during a test, are considered serious offenses. The consequences of academic dishonesty will be a zero grade on the specific test/assignment, and additional disciplinary action. The said student will be ineligible or removed from the National Honor Society.