

## **(400) Fundamental Desktop Publishing (S | PS)**

### **Description**

Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.

### **Eligibility**

Any student member may enter this event.

### **Member may supply**

Sharpened No. 2 pencils, pens

Members may bring a Mac computer, if desired. Those members using Mac computers must also bring printer, software, paper, extension cords, power supply (must bring all). Color printing is permitted. Carry-in and set-up of equipment must be done solely by the member and must take place within the time allotted.

Published and/or unpublished non-electronic written reference materials

**Business Professionals of America assumes no responsibility for hardware/software provided by the member. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

### **Competencies**

- Demonstrate proficiency in using desktop publishing software to create a variety of business publications
- Apply principles of design and rules for proper layout in developing business publications
- Create and edit documents using desktop publishing applications
- Use principles of design, layout, and typography in presentation of text
- Create multipage and multicolumn documents
- Create a desktop publication which may include graphics in the form of illustrations, clipart, boxes, shading, and lines
- Generate a variety of documents including flyers, bulletins, proposals, business cards, brochures, presentation handouts, etc.

**Please note:** *Members may use software templates, but creativity points may be reduced. Color printers will be available at NLC.*

### **Equipment/supplies provided**

Computer, printer, and paper

Software, as designated for this event

Graphics files

Flash drive

### **Method of evaluation**

Application

### **Length of event**

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

### **Entries**

Each state is allowed five (5) entries