

## (400) Fundamental Desktop Publishing

### Description

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

### Eligibility

Any secondary division 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 a 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Published and/or unpublished non-electronic written reference materials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 - ***Reference materials are allowed.***

### 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