



Desktop Publishing Activities

Author(s): Blanc, I.

General Description:

American textbook, instructor's manual, and three template disks present generic desktop-publishing activities that allow use of word-processing and desktop-publishing software to create a variety of documents. Includes publishing concepts and vocabulary, a variety of business documents, and simulations.

System Requirements:

Macintosh: System 7.0 or later; 16 Mb RAM; colour monitor; graphics card; mouse; printer; Pagemaker 6.0.
Windows: 3.1 or later; 16 Mb RAM; colour monitor; graphics card; mouse; printer; Pagemaker 6.0.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
									✓		✓

Year Recommended in Grade Collection: 2001

Supplier: *Nelson Thomson Learning*
1120 Birchmount Road
Scarborough, ON M1K 5G4

Tel: (416) 752-9448 **Fax:** (416) 752-8101

Toll Free: 1-800-268-2222/1-800-668-0671

Web Address: www.nelson.com

Price: Text: \$41.50
Instructor's Manual: \$40.00

ISBN/Order No: Text: 0-538-67790-2
Instructor's Manual: 0-538-67793-7

Copyright: 1998



Exploring Desktop Publishing: A Projects Approach

General Description:

Resource package, consisting of a text/workbook and a teacher's manual, provides an introduction to desktop publishing. Text provides 40 varied generic lab projects which work with any desktop-publishing software. Also includes an appendix to the principles of good design. Teacher's manual includes teaching strategies, lesson plans, handouts, quizzes, tests, a final examination, and an answer key. The template and solutions disks are not recommended.

Audience: General

Category: Student, Teacher Resource

Grade Level:

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Toll Free: 1-800-268-2222/1-800-668-0671

Web Address: www.nelson.com

Price: Text/Workbook: \$21.00
Teacher's Manual: \$25.00

ISBN/Order No: Text/Workbook: 0-538-71803-X
Teacher's Manual: 0-538-71811-0

Copyright: 1998



Sharpening Your Business Writing Skills

General Description:

Thirty-two-minute video introduces the pyramid method for writing letters, memos, reports, and proposals. It shows how to plan and write action-getting messages.

Audience: General

Category: Student, Teacher Resource

Grade Level:

K/1	2/3	4	5	6	7	8	9	10	11	11A	12
									✓		

Year Recommended in Grade Collection: 2001

Supplier: *B.C. Learning Connection Inc.*
#4 - 8755 Ash Street
Vancouver, BC V6P 6T3

Tel: (604) 324-7752 **Fax:** (604) 324-1844

Toll Free: 1-800-884-2366

Price: \$26.00

ISBN/Order No: BE0390

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