(400) Fundamental Desktop Publishing

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.

Contestant may supply
Contestants may bring a Mac computer, if desired. Those contestants 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 contestant and must take place within the time alloted
Published and/or unpublished non-electronic written reference materials

> **Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. 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 that includes 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: *Contestants 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