(400) Fundamental Desktop Publishing

Description & Eligibility
Utilize knowledge and skills in desktop publishing software to create a variety of business documents. Any postsecondary or secondary division contestant may enter this application event. Contestants may not enter Fundamental Desktop Publishing and Advanced Desktop Publishing in the same year. This event may *not* be repeated.

Contestant May Supply
- Published and/or unpublished non-electronic, written reference materials.
- Optional - Mac computer. Contestant must also bring software and extension cords. Carry-in and set-up of equipment must be done solely by the contestant within the time allotted. Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

Equipment/Supplies Provided
- Computer and software
- Graphic files

Competition Notes
- Method of evaluation: application.
- All student-produced jobs completed on-site are uploaded electronically and are not printed at the national level.
- No equipment, supplies or materials other than those specified for an event are allowed in the testing area.
- Previous Business Professionals of America tests and/or sample tests (handwritten, photocopied or keyed) may not be taken into the testing area. **Violation of this rule will result in disqualification.**
- Contestants can use software templates, but creativity points may be reduced.
- Length of the event: no more than ten (10) minutes orientation, no more than ninety (90) minutes testing time, and no more than ten (10) minutes wrap-up.
- At NLC, students will take the Desktop Publishing I (YouScience) certification with their contest. Reference materials are not allowed for certification testing.
- Entries may vary by state.

Contest Competencies
- Demonstrate proficiency in using desktop publishing software to create a variety of 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 the 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
- Create a variety of materials including logos, marketing/promotional items, swag and business documents

This event is sponsored by: