

Planning your work



You should have a think about what you are going to do before you start tapping on the keyboard and clicking with your mouse.

Here are some questions you should ask yourself :

- 1) What kind of document are you producing (eg poster, invite, list)

- 2) What software will you use to make your document

- 3) Who is the document for ?

- 4) What content will you include in your document ? (eg what will the pictures and text be about)

- 5) What colours will you use for your document ?

- 6) On the other side of this planning sheet try to design the layout you will use for your document.

- ⊕ Use a ruler & pencil
- ⊕ Give details of font, borders and shading
- ⊕ Use colours where needed
- ⊕ Give details of animations if it is a powerpoint

