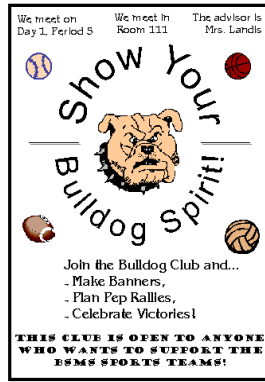


Make Posters in Microsoft Publisher 2007

1. Open Microsoft Publisher...

- Start,
- All Programs,
- Microsoft Office,
- Microsoft Office Publisher 2007

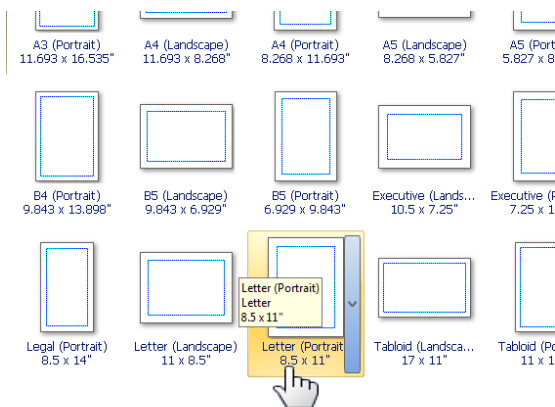


2. When **starting** the assignment for the first time...

a) Click Blank Page Sizes...



b) Click Letter (Portrait) 8.5 x 11"...

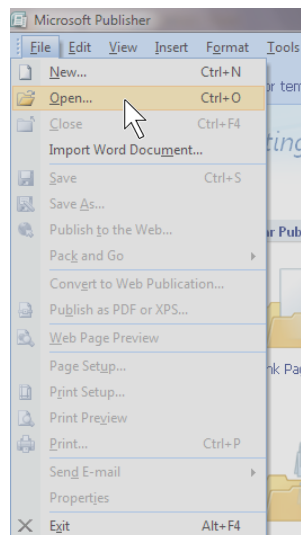


c) Click Create...



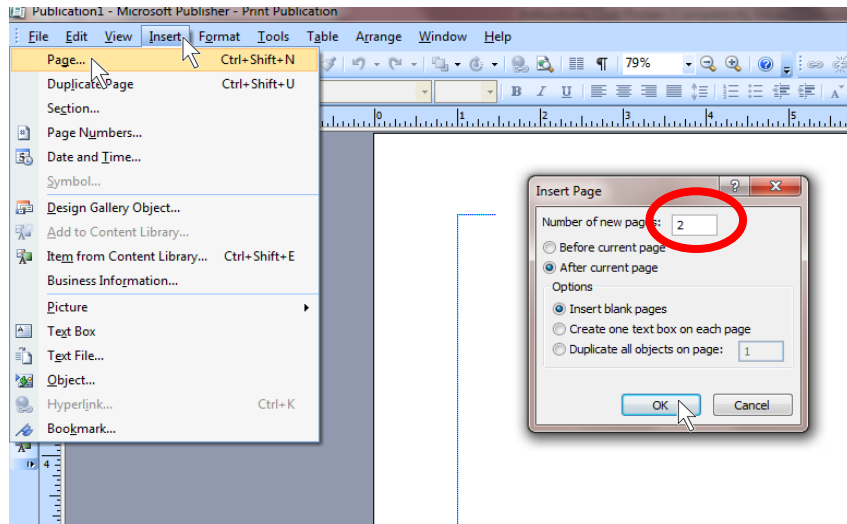
3. To **open** a file you have already started...

- Click the Open button,
- Switch to your home directory,
- Open the file.



4. You are going to make at least three (possibly four) club posters. The clubs can be actual clubs, clubs from your past, or clubs that don't exist but you wish did (**School Appropriate**).

5. Add the next two pages for your next two posters and,



6. a) **Save** your posters to your home directory.
b) Name the file **Club Posters**.

7. Include the following on each poster...



Word Art..... Using WordArt **once**; make a title that includes the name of the club.



Picture Frame.. Place at least 2 pictures on each poster.



Rectangle Place a border around the edge of each poster.



Text Box Use one or more text boxes for the following information...

- Your name, as the club advisor,
- Where and when the club meets, be specific,
- Describe what activities you do in the club,
- Who can join the club?

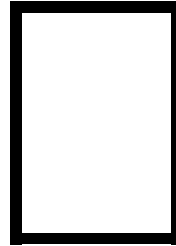
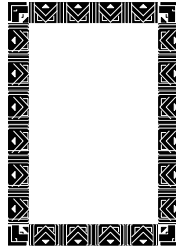
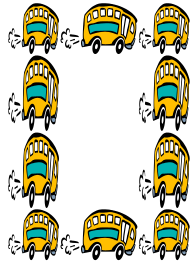
Follow the Word Processing Rules!

Does your posters have ALL of the following?

_____ At least **two** pictures?



_____ A border?



_____ The name of the club, using Word Art?

The Food Club

Computer Club

The Chess
and
Gardening
Club

_____ Who can join the club, sentences using a text box?

This club is open to any interested girls.

*Anyone who likes fast
food can join!*

You must
be at least
13 years old
to join.

_____ The name of the advisor, which is you, sentences using a text box?

See the advisor, Miss Amy
Martin, for more information.

Mr. James Smith is the Advisor.

_____ Where and when the club meets, sentences using a text box?

See you on Day 1 at 12:00 in the Cafeteria.

The club meets in Rm. 43
on Day 3, Period 4.

_____ What you do in the club, sentences using a text box?

*We read popular comic books and create our own
comics using computer desktop publishing programs.*

As a club member you make
banners, plan pep rallies, and
celebrate team victories.