emetack®
EXPLORE ENDLESS POSSIBILITIES TOGETHER

MICROSOFT PUBLISHER PUBLICATION

INSTRUCTIONS

Duration: 3 Hours
Total Marks: 100 Marks
Instructions: Attempt ONLY THREE (3) questions.
Each question carries approximately 33⅓ marks.

NOTE

1. Use **Microsoft Publisher** or another approved desktop publishing application.
2. Create professional and attractive publications.
3. Use appropriate:
    - Text
    - Images
    - Shapes
    - Tables
    - Colours
    - Borders
    - Page layouts
    - Fonts
4. Ensure that all text is correctly spelled and properly arranged.
5. Save each publication using an appropriate file name.
6. Your work should be suitable for **printing and digital sharing**.
7. You may use realistic names, telephone numbers, addresses and images where necessary.

QUESTION 1: CALENDAR

Design a professional **2026 Calendar** for a business, organization, school, church, NGO, or community group of your choice.

The calendar must contain:

- Organization/business name
- Logo
- Contact information
- January to December 2026
- Clearly arranged dates and days
- At least **6 important events or activities**
- Attractive photographs or illustrations
- Organization slogan or motto
- Address and contact details

Design Requirements

The calendar should:

- Have an attractive layout.
- Use consistent colours and fonts.
- Clearly display all months and dates.
- Use appropriate images.
- Be suitable for printing.
- Have good alignment and spacing.

QUESTION 2: BUSINESS CARD

Create a professional **Business Card** for a business person, company, entrepreneur, or organization of your choice.

The business card must include:

- Business/organization name
- Logo
- Full name
- Job title
- Telephone number
- Email address
- Website
- Physical address
- At least three services/products
- Social media information
- Business slogan

Design Requirements

Create a **front and back** business card.

The design should demonstrate:

- Professional typography
- Appropriate colour combination
- Good alignment
- Proper spacing
- Use of shapes
- Logo placement
- Appropriate graphics/images
- Print-ready layout

QUESTION 3: FLYER

Design a **one-page promotional flyer** advertising a product, service, business, school, event, campaign, or organization of your choice.

Your flyer must contain:

Main Heading

A large and attractive headline.

Content

Include:

- Name of the organization/business
- Description of the product, service, or event
- At least five key features or benefits
- Relevant images
- Date and time, where applicable
- Location
- Contact information
- Call-to-action message

Examples of call-to-action messages:

REGISTER TODAY!

CALL US NOW!

DON'T MISS OUT!

VISIT US TODAY!

Design Requirements

The flyer must:

- Have a clear visual hierarchy.
- Use attractive colours.
- Include relevant images.
- Use shapes and design elements.
- Have readable text.
- Be suitable for printing and social media.

QUESTION 4: POSTER

Create an attractive **A4 or A3 poster** advertising an event of your choice.

Examples:

- Music concert
- Sports competition
- Business exhibition
- Career fair
- Health campaign
- Cultural event
- Fundraising event
- Conference
- Workshop
- Community event

The poster must include:

- Event name
- Main theme
- Date
- Time
- Venue
- Main activities
- Relevant images
- Contact information
- Organizer's name/logo
- A strong promotional message

Design Requirements

The poster should:

- Immediately attract attention.
- Have a large, clear heading.
- Use appropriate images.
- Use professional colours.
- Have balanced spacing.
- Clearly display important information.

QUESTION 5: RESTAURANT MENU

Design a professional **two-page restaurant menu** for a restaurant or café of your choice.

PAGE 1 – COVER

Include:

- Restaurant name
- Logo
- Slogan
- Restaurant photograph
- Welcome message
- Contact information
- Opening hours

PAGE 2 – MENU

Create at least **three menu categories**, for example:

BREAKFAST

Item	Price
Tea & Chapati	UGX 5,000
Coffee & Snack	UGX 7,000
Full Breakfast	UGX 15,000

MAIN MEALS

Item	Price
Chicken & Chips	UGX 18,000
Beef & Rice	UGX 15,000
Fish & Chips	UGX 20,000

DRINKS

Item	Price
Fresh Juice	UGX 5,000
Soda	UGX 3,000
Mineral Water	UGX 2,000

Include appropriate food images and professional page design.

QUESTION 6: INVITATION CARD MARKS

Design a professional **invitation card** for an event of your choice.

Examples:

- Wedding
- Graduation
- Birthday
- Anniversary
- Conference
- Official ceremony
- Award ceremony
- Launch event
- Fundraising dinner

The invitation must include:

- Event title
- Host/organizer
- Date
- Time
- Venue
- Theme
- Invitation message
- Dress code, where applicable
- Contact information
- Relevant images
- Decorative elements

Design Requirements

The invitation should:

- Look elegant and professional.
- Have appropriate typography.
- Use suitable colours.
- Have good spacing.
- Be visually balanced.
- Be suitable for printing or digital sharing.

QUESTION 7: TRIFOLD BROCHURE

Create a professional **three-panel brochure** for a business, organization, NGO, school, tourism company, health center, or community project of your choice.

The brochure should contain:

PANEL 1 – FRONT COVER

- Organization name
- Logo
- Slogan
- Main image
- Short introduction

PANEL 2 – ABOUT US

- Organization background
- Vision
- Mission
- Core values

PANEL 3 – OUR SERVICES

List at least **five services/products**.

PANEL 4 – WHY CHOOSE US?

Provide at least five reasons.

PANEL 5 – OUR ACHIEVEMENTS

Include:

- Achievements
- Statistics
- Testimonials or success stories

PANEL 6 – CONTACT US

Include:

- Telephone
- Email

- Website
- Physical address
- Social media details

END