# MICROSOFT PUBLISHER

**Instructions:**

Select **Two(2) Questions**.

- Ensure all tasks are completed within the given time.
- Save your work frequently to avoid data loss.
- Submit your completed work by the end of the examination period.

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# QUESTION 1:

### Task 1: Bulletin Board (20 Marks)

1. Create a bulletin board consisting of four pages. Ensure that all formatting aspects are considered, including layout, font styles, and graphics.

### Task 2: Business Card (20 Marks)

2. Start Microsoft Publisher. Create a business card for your business. Be sure to include the following information:
    - a. Logo
    - b. Company Name
    - c. Your Name (title, e.g., Owner, President, Manager)
    - d. Phone Number
    - e. Web Address
    - f. Use the title as "Business Card"

# QUESTION 2:

## Microsoft Publisher Exercise (20 Marks)

Complete the following steps related to the development of a Microsoft Publisher birthday card/appreciation certificate. If you have questions, ask one another or the instructor for help.

1. Launch Microsoft Publisher. (2 Marks)
2. Select the layout for the birthday card/appreciation certificate. (2 Marks)
3. Change the font style of your publication in the heading portion; it should be clear. (4 Marks)
4. Change the font style of your publication in the text portion. (4 Marks)
5. Adjust the color scheme of your publication. (4 Marks)
6. Change the clip art used in your publication. (2 Marks)
7. Add a clip art image of your choice (colors, lines, text, etc.). (2 Marks)

# QUESTION 3:

**Microsoft Publisher Practical Examination (20 Marks)**

### Design a Monthly Calendar (20 Marks)

Using **Microsoft Publisher**, create a professional **Monthly Calendar** for any month of your choice.

**Requirements:**

1. Launch Microsoft Publisher and select a Calendar template. **(2 Marks)**

2. Create a calendar for any month and year. **(2 Marks)**
3. Insert an appropriate title (e.g., *August 2026 Calendar*). **(2 Marks)**
4. Change the font style and font size of the title. **(2 Marks)**
5. Apply a suitable color scheme to the calendar. **(2 Marks)**
6. Insert at least one relevant picture or clip art. **(2 Marks)**
7. Highlight at least five important dates or events. **(3 Marks)**
8. Add your name and registration number in the footer. **(2 Marks)**
9. Ensure proper alignment, spacing, and page layout. **(3 Marks)**

# QUESTION 4:

**Microsoft Publisher Practical Examination (20 Marks)**

## Task: Design a Business Card (20 Marks)

Create a professional business card for a business of your choice.

**Requirements:**

1. Open Microsoft Publisher and select a Business Card template. **(2 Marks)**
2. Insert a company logo. **(2 Marks)**
3. Include the company name and slogan. **(2 Marks)**
4. Include your full name and job title. **(2 Marks)**
5. Add a telephone number, email address, website, and physical address. **(4 Marks)**
6. Apply attractive fonts and color combinations. **(3 Marks)**
7. Add social media icons or QR code (optional if available). **(2 Marks)**
8. Ensure proper alignment and professional appearance. **(3 Marks)**

# QUESTION 5:

**Microsoft Publisher Practical Examination (20 Marks)**

## Task: Design a Promotional Flyer (20 Marks)

Create an A4 promotional flyer advertising a product, service, school, church, business, or event.

**Requirements:**

1. Open Microsoft Publisher and create a blank A4 publication. **(2 Marks)**
2. Add an attractive heading. **(2 Marks)**
3. Insert at least two relevant images. **(2 Marks)**
4. Include a short description of the product, service, or event. **(3 Marks)**
5. Add contact details (telephone, email, website, and location). **(3 Marks)**
6. Use WordArt or text effects for the title. **(2 Marks)**
7. Apply suitable colors, borders, and page background. **(3 Marks)**
8. Ensure proper alignment, spacing, and overall professional design. **(3 Marks)**

# QUESTION 6:

## Create an Event Flyer (20 Marks)

Design a flyer inviting people to an event.

**Requirements:**

1. Start Microsoft Publisher and select a Flyer template. **(2 Marks)**
2. Add the event name as the title. **(2 Marks)**

3. Include the event date, time, and venue. **(3 Marks)**
4. Add a relevant image or logo. **(2 Marks)**
5. Include a short description of the event. **(3 Marks)**
6. Add organizer contact information. **(2 Marks)**
7. Apply a suitable color scheme and attractive fonts. **(3 Marks)**
8. Ensure the flyer is well-organized and visually appealing. **(3 Marks)**

# QUESTION 7:

### Design a Wall Calendar (20 Marks)

Create a one-page wall calendar suitable for an office or school.

**Requirements:**

1. Open Microsoft Publisher and select a Calendar template. **(2 Marks)**
2. Create a calendar for the current year. **(2 Marks)**
3. Add an organization name and logo. **(3 Marks)**
4. Insert a high-quality background image. **(2 Marks)**
5. Highlight all public holidays or important dates. **(3 Marks)**
6. Apply attractive fonts and color themes. **(3 Marks)**
7. Ensure the publication is neat, balanced, and print-ready. **(5 Marks)**

# QUESTION 8:

**Microsoft Publisher Practical Examination (20 Marks)**

### Task: Design a Marketing Flyer (20 Marks)

Create a flyer advertising a new business or product.

**Requirements:**

1. Open Microsoft Publisher and choose an appropriate flyer template. **(2 Marks)**
2. Insert a business logo and company name. **(2 Marks)**
3. Add a catchy headline. **(2 Marks)**
4. Include at least three products or services offered. **(3 Marks)**
5. Insert two or more relevant images. **(2 Marks)**
6. Add prices or promotional offers. **(3 Marks)**
7. Include contact details and social media information. **(3 Marks)**
8. Apply professional formatting, colors, and page layout. **(3 Marks)**

***END***