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POSSIBILITIES
TOGETHER

MICROSOFT PUBLISHER

Instructions:

- 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.

QUESTION 1:

Practical Tasks (40 Marks)

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)

END