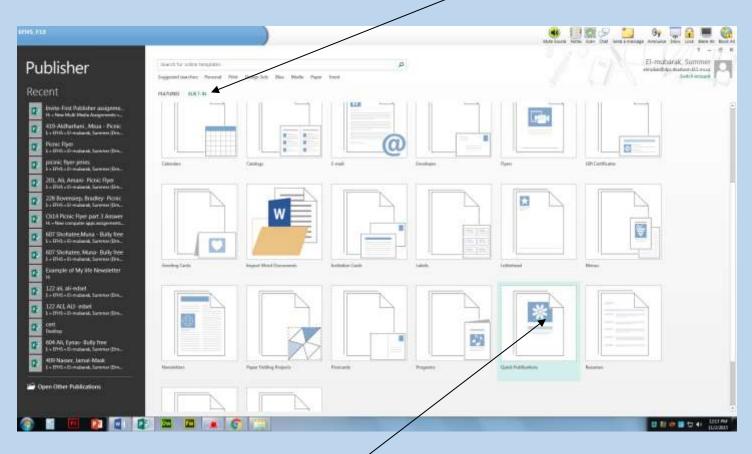
## Multimedia Class work 2-22-19 <u>Intro to Publisher Templates</u> <u>Invitation</u>

## **Today's Objectives:**

By the end of the project students should be able to say:

- 1. I CAN explain and understand what Microsoft Publisher is and what it can do
- 2. I CAN understand what a template is and how to use it to create a new publication
- 3. I CAN understand how to modify text boxes and auto-fit font

## 1. Open Microsoft Publisher-click BUILT IN



2. Click on Quick Publications

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## 3. Find a design that you like, click CREATE

- 4. Create a document with the following information:
  - a. Announcement: "Happy 16th Birthday", "Congratulations" etc.
  - b. Explain what you are celebrating in one sentence.
  - c. When:
  - d. Where:
  - e. Contact name and number
- 5. Add an appropriate image
- 6. Change the default colors of the background to a different theme so the colors match the image you added and the theme of 'your party'
- 7. Save as ### Last name, first name-Invite
  - a. Example 332 El-Mubarak, Summer-Invite



- 8. Then save again as a PDF
- 9. DROP OFF only the PDF version WHEN COMPLETE! Do not print!!!